

REGULATION II

EVENT SCHEDULING

A. Scheduling Policies

The intent of scheduling policies is to assist the scheduling and use of facilities and grounds for campus events. The activities must not unreasonably interfere with the instructional program or operation of the campus. Failure of a student organization, department, and/or individual to properly use the Event Scheduling policies of the University may result in the inability to hold the event or to obtain facilities. Scheduling any event requires the filing of forms appropriate to that event. Student organizations may consult with their Student Life and Development (SLD) Advisor for clarification, University Student Union (USU), room 215, studentlife@csulb.edu.

B. Tier Classification

Tier 1 Events: Activities that include information tabling, regular meeting spaces (with no guest speakers), study hall sessions, and fundraisers (no longer than four hours) facilitated by University employees and students.

- Reserve with Campus Events Office (CEO), USU-221, at least two business days in advance
- Approval required at least one business day in advance.

Tier 2 Events: Programs and activities that include, but are not limited to, multiple groups tabling at one event, and programs publicized outside of the organization. This tier includes speakers who are CSULB students, staff, faculty, and/or alumni.

- Reserve with CEO at least 10 business days in advance
- Approval required at least five business days in advance.

Tier 3 Events: Programs and activities that include youth, local/regional conferences, speakers/activities publicized on campus outside of the organization, and outreach events. This tier may involve contracts with off campus vendors/speakers.

- Request with CEO at least 40 business days in advance
- Approval required at least 10 business days in advance.

Tier 4 Events: Programs and activities that may be open to the general public, may include ticketing, and could include national conferences. This tier typically includes contracts with off campus vendors/speakers. These events will require risk assessment.

- Request with CEO at least 60 business days in advance
- Approval required at least 20 business days in advance.

NOTE: Detailed information is found in the Tier Classification Guidelines.

C. Event Approval Process (EAP)

The EAP must be completed and approved within the Event Management System (EMS) prior to the event taking place and prior to advertising the event.

All event requirements are outlined above in the Tier Classification section. The CEO, USU-221, CampusEventsOffice@csulb.edu shall approve all student organization, department, and/or individual Tier 1 and Tier 2 events.

All Tier 3 and Tier 4 events require additional authorization and must meet the specific timelines outlined in the Tier Classification section. All student organization Tier 3 and Tier 4 events must also be approved by SLD, USU-215, studentlife@csulb.edu.

D. Facility Reservations

All events taking place on campus require a meeting with the CEO staff to discuss event/program details. When placing a reservation request at the CEO, an Event Request Form will be required.

Venue operators exclusive of the USU may have their own reservation forms or agreements.

All student organizations, departments, and/or individuals must comply with the Event Types when reserving and using any facilities and/or grounds on campus.

E. Temporary Art Installations

Student organizations, departments, and/or individuals wishing to construct temporary art installations on University grounds as part of a class or academic-related project must consult with the SLD director a minimum of 15 business days prior to the proposed installation date.

Once reviewed, information will be forwarded to the CEO for further processing. Final approval shall be granted a minimum of 10 business days prior to the proposed installation date.

F. Insurance and other Facility Approvals

Venue operators will inform all clients of applicable insurance requirements. Events may also require approvals from Facilities Management, University Police, Parking and Transportation Services, Forty-Niner Shops, and Risk Management before the event is confirmed. These approvals are facilitated through the Event Approval Process.

G. Maximum Reservations

Currently registered campus organizations may schedule a maximum of six reservations at any one time. Semester meetings, including study halls, may not exceed a total of 10 combined hours per week. The CEO can provide more information on availability and scheduling guidelines.

H. Deaf/Hard of Hearing/Hearing Impaired

University and Associated Students, Inc. (ASI) sponsored events, which have an anticipated attendance of 200 or more, should have a qualified interpreter/ translator to provide access to attendees who may be deaf or hearing impaired. For events with an anticipated attendance of less than 200, you may request a qualified interpreter/translator. To schedule services, contact the Bob Murphy Access Center (BMAC) in the Student Success Center, Room 110, BMAC@csulb.edu, at least two weeks prior to the event.

I. Violations, Damage, and Charge

Individuals or organizations in violation of scheduling policies, to include damage to any facilities, will receive a written warning, a charge to cover restitution for damages, restriction from use of facilities, and/or other sanctions as appropriate to the violation. Sanctions may be imposed by the venue operator as defined in the CSULB Facilities Use Procedural Guidelines and/or by the University hearing officer for a judicial case.

J. Final Examination Period

There shall be no scheduling of student organization activities or programs during the campus final examination period.

K. Advertising/Publicizing Events

All student organization events must be properly scheduled, confirmed, and approved prior to any notice or advertising of the event. All advertisements must include the sponsoring organization name, name of program, date, time, location, contact information, and approval by SLD. Advertising in the USU of events hosted in the USU also requires posting approval from the Robert C. Maxson Student Organization Center, USU-312, asi-studentunion@csulb.edu.

L. Closed Events

Student organizations may host closed events or programs to which only members and their guests have been invited. Invitations must be extended directly to the invitee in oral, electronic, or written form. Public advertising (e.g., flyers, posters, radio, television, newspapers, website, social media or other internet announcements) is prohibited. All information about approved closed events must indicate “members only”.

M. Cash Handling for Student Events

All student events that involve ticket sales (advance and at the door), admission charges, or the sale of goods for fundraiser purposes must follow the University’s student organization cash handling procedures. For more information on these procedures for student organizations, contact SLD, USU-215, studentlife@csulb.edu or the ASI Business Office (ASBO), USU-229, asi-studentunion@csulb.edu.

N. Additional Procedures

Additional procedures and information may be found in the CSULB Facility Use Procedural Guidelines.

O. Exceptions

Exceptions to Tier Classifications may be requested via the CEO and submitted for approval to SLD, USU-215, studentlife@csulb.edu or the Office of the Dean of Students, USU-219, StudentDean@csulb.edu.

For off-campus organizations and individuals, exception requests can be submitted to the Event Services Office, BH-320, eventservices@csulb.edu, or venue operators.

Special Note:

Payment (cash, cashier's check, money order, or credit card) for scheduled events in the USU should be made directly at the ASBO, USU-229. For events scheduled at the Student Recreation and Wellness Center (SRWC), payments can be made at the ASBO, USU-229 or at the SRWC Administration Office.

Off-campus organizations/individuals and private parties using the USU or SRWC must pay event fees at least 30 days prior to a scheduled event, or the reservation may be cancelled.

Student organization events/programs held in any ASI venue are required to pay all assessed fees, or show proof of ASI Grant funding, two weeks prior to the event, or the reservation may be cancelled.