

Scheduling a Student Organization Sponsored Event

Event Dates and Hours

- Sunday through Thursday – events must end by midnight.
- Friday and Saturday – indoor events must end by 1:30 am and must be out of the facility no later than 2:00 am; outdoor events, events requiring amplification, and other events which may have a negative community impact determined by Student Leadership & Development staff must end no later than midnight.
- Students may host events in University facilities beginning the day Student Housing opens for both the fall and spring terms.
- No events may be held beginning at 8:00pm on the Friday before finals week. Twenty-four hour quiet hours end at 4:00pm on the last day of final exams.
- No amplified events may occur during the Mass of the Holy Spirit or on Holy Thursday.
- No events are permitted on the following days:
 - Martin Luther King Jr. Day
 - President's Day
 - Cesar Chavez Day
 - Good Friday, Easter Saturday and Easter Sunday
 - Baccalaureate Friday
 - Undergraduate & Graduate Commencement Weekend
 - Law School Commencement Weekend
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day, Friday, Saturday and Sunday of Thanksgiving Weekend
 - Christmas Holiday as defined by Human Resources
 - Open House
 - Preview Day
 - Summer Break

Event Locations and Equipment

- Please see the Student Leadership & Development and Conference and Event Services website for a comprehensive list of possible locations, capacities and available equipment.

Scheduling an Event

- Students may only schedule events as a registered student organization. Personal events are prohibited.
- All registered student organization events held on campus must be documented by an approved Activity Planner.
- An Activity Planner is a form used to schedule an event or meeting on campus. It provides information such as date, time, location and other details pertaining to the event.
- Student Leadership & Development approves the Activity Planner, which indicates that the concept of the event is approved as stated. The approval does not guarantee that the event is scheduled. The event will then be booked in the scheduling software program according to availability. Events are not officially scheduled until a confirmation with a space assigned is received.
- To schedule the event:
 - Pick up an Activity Planner in Student Leadership & Development, Malone 201.
 - Check with Student Leadership & Development to see if your requested date and location are available.

- Answer all questions on the form.
- Collect the necessary approval signatures and additional forms (see attached chart).
- Return the Activity Planner to Student Leadership & Development for final approval. It is important to meet with a staff person rather than just dropping off your paperwork. This will help guarantee timely processing of your request.
- Student Leadership & Development will enter all information into the scheduling software where the event is scheduled and confirmed.
- Keep a copy of the Activity Planner for your records.
- Once the event is scheduled a confirmation will be sent to the contact person identified on the form.
- Disciplinary action may result for misrepresentation of an event such as receiving approval for a club meeting and instead holding a private birthday party or stating no food will be served when in fact it is being served.

Event Policies

- **Reservations for Campus Recreation Facilities;** Burns Rec Center, Pool, Hannon and Leavey Fields, Hill, Huesman, St. Robert's Auditorium, Bird Nest, Living Room, Hannon Loft; Malone Center conference rooms 306 and 406
 - Must be reserved at least two business days in advance
- **Outdoor Housing Areas**
 - Must be reserved at least seven business days in advance
- **Reservations for Classrooms**
 - Requests will only be processed beginning the third week of each semester.
 - Reservations may be made the day of the event as long as the space is available prior to the third week of each semester.
- **Equipment Requests**
 - Must be reserved at least two business days in advance
- **Cancellations for Campus Recreation Facilities, Fields and Outdoor Housing Areas**
 - Must be received at least two business days prior to the event
 - Events that are not canceled according to policy will be subject to staffing and labor charges.
- **Organizations are responsible for removal of all decorations, personal items and equipment by the scheduled event end time. Prohibited items include but are not limited to:**
 - Adhesive, staples, tacks or nails
 - Smoking, candles or open flames
 - Confetti, glitter or uncooked rice
 - Removal of equipment and/or furniture from the facility without prior approval from the manager
 - Blocking emergency doors
- **Failure to return the facility to the condition in which it was received (including a lack of attempt by guests to clean, equipment damaged by event, and any damage caused to the facility by the event) may subject the organization to fines.**
- **Failure to adhere to the University's Alcohol Policy and falsification of the Activity Planner may result in addition action by Judicial Affairs.**