



Office of University Scheduling & Events Reservation Policies & Procedures

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INTRODUCTION

Facility and space utilization is a critical component in the delivery of academic and extracurricular programs and services at the University of La Verne. This policy attempts not only to ensure the successful facilitation of programs and services within University facility and spaces, but also protects resources, equipment, and the users through the implementation of a consistent campus-wide policy for reserving space at the University of La Verne. Questions about this policy should be addressed to:

Raymond "Chip" West, Ph.D.
Assistant Vice President - Facilities & Space Management
rwest@laverne.edu
(909) 448-4480.

TABLE OF CONTENTS

Jurisdiction & Facilities Oversight	3
Prioritization for Submission of Reservation Requests	3
Eligibility	3
Facility & Equipment Rates	4
Recognized Student Clubs and Organizations	4
Non-University Groups or Individuals	5
Reservation Process	5
Reservation Timeline	5
Check-in/Check-out Process	6
Weekly Events Review Meeting	6
Special Considerations	6
Outdoor Events & Activities	6
Extended Hours	7
Special Use Venues	7
Hanawalt House	9
Ann & Steve Morgan Auditorium	8
Equipment & Room Set-up Requests	8
Cancellation	8
Advertising/Publicizing Events	9
Campus Safety & Event Security Policy & Process	9
Events without Defined Risk	9
Events with Defined Risk	10
Additional Risk Factors	10
Campus Safety & Event Security Costs & Fees	11
Food Services/Catering	11
Alcohol Event Requests	11
Alcohol Policy	11
Proper Care and Use of Facilities	14
Failure of Compliance	15
University of La Verne Non-Academic Facilities (Attachment 1)	16
Facility Room Rates (Attachment 2)	17
Equipment, Technology & Specialty Rates (Attachment 3)	20

JURISDICTION & FACILITIES OVERSIGHT

Non-Academic Facilities Reservation: For all non-academic reservations (spaces defined in Attachment of this document), contact the Office of University Scheduling and Event Staff, located in the Campus Center room 112 at (909) 448-4910 or email events@laverne.edu.

Classroom Reservations: For classroom spaces at the University of La Verne, reservations are coordinated by the Registrar's office located in the Woody Hall. To reserve classroom space for non-academic use, please contact Ann Jeffers at (909)448-4001 or email her at ajeffers@laverne.edu.

Athletic Facility Reservations: For all interior and exterior athletic facilities at the University of La Verne, reservations are coordinated by the Athletics' Department located in the Sports Science and Athletics Pavilion. To reserve Athletics facilities for non-academic use, contact Cres Gonzales at (909).593-5311 x4257 or email at cgonzalez@laverne.edu.

Theater Facility Reservation: For use of the Dailey Theatre, reservations are coordinated by David Flaten located in the Dailey Theatre. To reserve theatre facilities for non-academic use, contact David Flaten at (909) 448-4550 or email him at dflaten@laverne.edu.

PRIORITIZATION FOR SUBMISSION OF RESERVATION REQUESTS

Non-academic facilities are reserved in the order in which requests are received. In the event that two events are submitted at the same time, first consideration will be given to institutional needs, major annual events and to student programs such as but not limited to: Preview or Admissions Events; Orientation and Registration programs; large Academic programs, seminars or conferences; Homecoming events, Commencement; and Donor programs/events. These events can be submitted up to two years prior to the event. Determination of which events are considered major annual events will be made by the Associate Vice President of Facility and Technology Services and/or his/her designee.

All other events may be submitted up to one academic year in advance. The university reserves the right to adjust space reservations to meet mission-critical needs or to make the best use of University space. In the event of such a change, every effort will be made to minimize the impact on scheduled events.

ELIGIBILITY

In order to reserve non-academic facilities and/or space (listed in attachment 1) at the University of La Verne, users must be a member of one of the following categories:

Recognized Student Club and Organizations: Student Organizations must be registered with the Office of Student Life located in the Campus Center Room 131. A student organization that is in

the process of forming is granted space privileges for 30 days from the time of its initial registration with the Office of Student Life to the time of its official registration or the end of the 30 day initial registration period, whichever comes first. Student groups not registered with the Office of student life will be considered a non-University organization. Student Clubs and Organizations are expected to follow all university guidelines related to insurance requirements, contracting and risk management.

Academic and Administrative Departments: Must be officially recognized and supported by the University, Academic and administrative departments are expected to follow all University of La Verne guidelines related to insurance requirements, contracting and risk management.

External Groups or Individuals: All other applications for the use of University facilities will be considered external groups or individual and must provide the University of La Verne the following:

1. \$1,000,000 general aggregate liability insurance naming of the University of La Verne as additionally insured.
2. Proof of workers compensation insurance.
3. Proof of automobile insurance.

In most cases, external groups or individuals will be assessed a charge for the use of the facilities and/or spaces requested and certain services.

Note that student, administrative/academic or external users of University facilities must follow University guidelines. Failure to do so could result in cancelation of the sponsored event or program.

FACILITY & EQUIPMENT RATES

To mitigate costs associated with energy use, maintenance, repair, personnel, and operations of non-academic facilities, the University requires fees for revenue-producing events sponsored by University groups and all events sponsored by external users. Fees may also be charged to recover costs of additional staffing or extended hours required for non-revenue events sponsored by University entities. The fees for spaces and equipment are found in attachments 2 and 3 of this document.

The University of La Verne non-academic facilities and spaces have three sets of group rates (A, B, and C) for the use of facilities, spaces, and equipment. Descriptions and guidelines for the use of these fee schedules are listed as follows:

Recognized Student Clubs and Organizations:

Events sponsored by Student Clubs and Organizations will be assessed fees from Attachment 2 and Rate A. However, if the Student Club or Organization event meets one or more of the following criteria they will be assessed fees from Rate B

- An admission fee or registration fee is being charged to attend the event.
- The event includes food and beverage (subject to review by the Senior Director or designee).

- The Event takes place outside of regular building operating hours
(An example would be a student club or organization that sponsors or co-sponsors a statewide conference in the Abraham Campus Center or an after-building-hours dance).

Non-University Groups or Individuals:

Events sponsored or co-sponsored by Non-University Groups or Individuals shall be assessed fees from Rate C Attachment 2 and 3. This rate also applies to private events sponsored by an individual, regardless of University affiliation, such as wedding receptions, rehearsal dinners, class reunions, proms, etc.

For more information about specific room fees related to your event, please contact the Office of University Scheduling & Events staff at (909) 448-4910.

RESERVATION PROCESS

Sponsors (Student, Academic/Administrative or External) of events intending to use non-academic facilities listed in Attachment A must submit required information to the Office of University Scheduling and Events. A written confirmation will be emailed after all the necessary information is collected. All reservations are subject to the policies within this document in addition to any other related secondary policies (e.g. alcohol policy) identified by our scheduling staff. To ensure that your requests can be met, please make your reservation(s) early. Reservations are subject to space, room and equipment availability and room assignments are subject to change.

RESERVATION TIMELINE

Reservation requests for the University major annual events and student programs can be submitted up to two years prior to the event. All other events or reservations may be submitted up to one academic year prior to the event. Reservations will not be confirmed until the client or sponsoring organization provides **all** event information required. Information will include at minimum:

- Name of Event
- Type of Event (Reception, Lunch, Speaker, Dance, etc.)
- Event Start time
- Event End time
- Pre-Event time (time needed for set-up)
- Post-Event time (time needed for breakdown/clean up)
- Equipment needs (A/V, tables, chairs, canopies, etc.)
- Estimated number of Attendees
- Open to the Public? Yes/No
- Itinerary of the Event (what is happening from beginning to end/times these activities take place).

For some events additional information might be required including:

- Catering Information
- Alcohol Policy/Signatures Information
- Individual or Group Performer/Speaker Information (and/or required insurance information)
- Vendor information (and/or required insurance information)

CHECK-IN/CHECK-OUT PROCESS

Upon arrival: A representative member/Advisor of your group will “check-in” for your space. The Scheduling & Events Staff will walk through the space/set-up with them to make sure that the space is in good condition, set-up as reserved/requested, and will provide any additional information necessary for the duration of the event. Your representative/Advisor will be provided a copy of the “Check-in” form and will be given contact information in case you have any needs during the duration of your event.

After the event: A representative member/Advisor of your group will “check-out” for your space. The Scheduling & Events Staff once again will walk through the space, discuss any issues or concerns you experienced, and provide a copy of your “Check-out” paperwork. If your group finishes your reservation early, you are encouraged to contact the Office of University Scheduling at (909)448-4400 to have a Scheduling team member come check you out of your space. If your group chooses to forgo the “check-out” process, you might be liable for the cost or fees associated with events which take place after your event.

WEEKLY EVENTS REVIEW MEETING (WERM)

The Weekly Event Review Meeting (WERM) is a weekly meeting which allows individuals or groups scheduling events to get advice, recommendations and/or support concerning their event requests. WERM attendees include leaders from various departments within the University community who are involved in event planning requests and approvals. Attendees include: Office of University Scheduling & Events Staff, Campus Safety and Transportation, Athletics Department, Risk Management, Facilities Management, Catering, and Housekeeping.

Part of the meeting each week is set aside to review and evaluate upcoming events as well as provide feedback on completed events. WERM ensures that all events comply with University Policies and industry best practices.

All event requesters are responsible for providing all necessary information to ensure that the University can make appropriate and reasonable review of the feasibility of the event and ensure the safety of the university and its guests.

SPECIAL CONSIDERATIONS

Outdoor Events and Activities: Outdoor events can be reserved for general use, formal gatherings and campus activities such as but not limited to: outdoor films, concerts, open forums, photography sessions, luncheons, presentations, and vendor/table fairs. Any

public performance or presentations of a theatrical/film, musical or congregational nature, or any event using amplified sound or audio visual equipment, requires a reservation through the Office of University Scheduling and Events. A rain location in the Abraham Campus Center or other venue may also be reserved for the event.

All outdoor events must conclude by 11:00pm unless special arrangements have been made and approved by Campus Safety through the Office of University Scheduling and Events. Depending on the nature of the event, a Conditional Use Permit (CUP) application might need to be submitted to the City of La Verne for approval. The CUP process is at minimum a six-week approval process.

At the time of the reservation for the event, all aspects of the event such as electricity needs, sound needs, time of the event, safety and security and audio visual needs must be discussed. Events scheduled during class hours must not be disruptive to adjacent classes. If the event is disruptive to classes it could be closed down.

Extended Hours: Events scheduled in University of La Verne non-academic facilities and spaces right outside of normal building hours will be assessed an additional hourly fee. The Organization's advisor/coordinator and or event coordinator also might be asked to attend a Weekly Events Review Meeting at least one week prior to the event to discuss event logistics with scheduling and university facilities staff on the size, scope and particular aspects of the event.

Campus Center **General Hours of Operation**

Summer & January Term

Monday-Friday 8:00AM-5:00PM

Saturday & Sunday Closed

Fall & Spring Semesters

Monday-Thursday 7:00AM-1:00AM

Friday 7:00AM-10:00PM

Saturday 8:00AM-7:00PM

Sunday 8:00AM-12:00AM (Midnight)

*Holidays/breaks have alternative schedules. Please contact the Abraham Campus Center Information & Services at (909)448-4400 or the Office of University Scheduling & Events at (909)448-4910 for specific hours of operation.

Special Use Venues: Special Use facilities include those facilities which have a primary dedicated purpose or use within the University community. These spaces unlike other general spaces for events at the University serve the specific needs of members of the University community.

- A. Hanawalt House serves as a high-end meeting room and receptions space for the University community and therefore priority will be given for the use of

this space for events and/or programs coordinated by the Office of the President and University Advancement. For all events taking place within the Hanawalt House, the check-in and check-out process as discussed previously within this policy will be strictly adhered to, in order to protect and maintain the quality and integrity of the space. In addition, “impromptu” events or use will not be approved.

- B. The Ann & Steve Morgan Auditorium is a special use facility at the University of La Verne and serves as the primary performance venue for the campus facilitating community events, musical performances and other campus-wide meetings and gatherings. As the single largest performance theater within the University, this space, unlike other non-academic scheduling controlled spaces requires trained staff in the operation of equipment, lighting, audio-visual and acoustical enhancements and therefore any use of the space will require a trained auditorium technician (as approved by the Office of University Scheduling and Events). In addition, because the primary purpose of the space is a musical performance venue, all other University activities will have secondary priority in the reservation process. For all events taking place within the Morgan Auditorium, the check-in and check-out process as discussed previously within this policy and will strictly adhered to, in order to protect and maintain the quality and integrity of the space. In addition, “impromptu” events or use will not be approved.

EQUIPMENT & ROOM SET-UP REQUESTS

All requests for use of tables, chairs, audio-visual equipment (lap-top computer, LCD projectors, overhead projector, etc.), staging, public address equipment, and/or any other corresponding equipment that may be required at the time of the reservation. Any Changes to the facility set-up must be communicated to the Office of University Scheduling and Events staff no later than the day before the event. Changes to event set-ups scheduled for a Saturday or Sunday must be made by noon on Thursday.

CANCELLATION

When a scheduled meeting or event is cancelled, contact the Office of University Scheduling and Events as soon as possible. Cancellations not received at least twenty-four (24) hours prior to a scheduled event are subject to a cancellation fee of \$25.00. Non-University (as defined below) cancelled events forfeit all deposits.

Failure to Cancel

For all University events and groups, if a reserved space was not used and was not cancelled in accordance with the timeline under “cancellation,” the following sanctions will apply:

Student Clubs and Organizations:

- First occurrence=\$25 cancelation fee and written warning.

- Second occurrence= \$25 cancelation fee and 2nd written warning.
- Third occurrence = results in the student club or organization losing all reservation privileges at the University of La Verne non-academic facilities or spaces for the remainder of the semester; depending on the situation the Office of University Scheduling and Events staff will evaluate if this forfeit of privileges will be extended to 1 academic year.

University Departments and Programs:

- First occurrence=\$25 cancelation fee and written warning.
- Second occurrence= \$25 cancelation fee and 2nd written warning.
- Third occurrence = results in University Departments and Programs losing all reservation privileges at the University of La Verne non-academic facilities or spaces for the remainder of the semester; depending on the situation, the Office of University Scheduling and Events staff will evaluate if this forfeit of privileges will be extended to 1 academic year.

Non-University Groups or Individuals who reserve facilities but do not use and fail to cancel the reservation will forfeit all deposits and be responsible for associated fees as stated on the most recent conformation or contract issued to the client.

ADVERTISING/PUBLICIZING EVENTS

All programs must be properly scheduled, confirmed and approved prior to any notice or advertising of the event, including any announcement via any form of social media. All advertisement must include the sponsoring organization, name of the program, date, time, location and contact information. For the University of La Verne posting policy and information regarding locations of campus approved bulletin boards, regulated by the Office of Student Life, visit <http://sites.laverne.edu/student-life/posting-policy/>.

Areas prohibited for Posting: Signage may not impede traffic or block any Entrance/Exit for any building or Fire Lane. No materials shall be posted so as to obscure previously posted or properly placed materials.

CAMPUS SAFETY & EVENT SECURITY POLICY & PROCESS

The purpose of this policy is to serve as a guideline to assist planners of events and activities taking place at the University of La Verne to reasonably predict Campus Safety and/or Event Security staffing levels necessary for their unique event. The number of personnel assigned may vary as dictated by the nature of the particular event, or as calculated to be necessary by the Director of Campus Safety utilizing the following general criteria:

- **Events without Defined Risk** (generally do not require additional Campus Safety Officers, La Verne Police and/or 3rd party contracted security throughout the duration of the event)
 - Dances (up to 199 attendees)

- Speakers (up to 499 attendees)
 - Sporting Events (up to 499 attendees)
 - Classical/Staged Performances (up to 499 people)
 - Ceremonies (up to 999 people)
 - Small concerts/live performances (up to 599 people)
 - Receptions (up to 999 people)
 - Awards programs (up to 999 people)
 - Signature student events (Soakfest, Destination Procrastination, etc.) up to 499 people
- **Events with Defined Risk** (generally requires additional Campus Safety Officers, La Verne Police and/or 3rd party contracted security throughout the duration of the event; generally 1 security staff per 200 attendees, however, if alcohol is included at the event, this increases - see Alcohol Security Policy section for details):
 - Dances (200+)
 - Speakers (500+)
 - Sporting Events (500+)
 - Classical/Staged Performances (500+)
 - Ceremonies (1000+)
 - Small concerts/live performances (600+)
 - Receptions (1000+)
 - Awards programs (1000+)
 - Signature student events (Soakfest, Destination Procrastination, etc.) 500+ people
 - **Additional Risk Factors:** Depending on the nature, attributes and context of unique events, other factors may increase or decrease the risk associated with these types of events and/or programs.
 - **Factor that decrease risk:**
 - Poor attendance/ticket sales historically
 - University-only affiliated audience
 - On-campus only advertising
 - Group advisors and/or University staff in attendance
 - Daytime events
 - Age consideration of audience (e.g. Seniors or supervised children)
 - **Factors that increase risk:**
 - Alcohol sales/service (see Alcohol Security Policy section for details)
 - Situations/events that require a bomb sweep
 - Traffic control/direction requirements
 - Regional or social media advertising/open event
 - Amplified Sound
 - Live Band/performer
 - Outdoor Event
 - Prior events of similar nature have evoked problems
 - Evidence of possible protest demonstrations, disruptions, etc.
 - Large ticket sales
 - Advance notice of problem/issue

- Outside agency coordination with University/Regional impact (police/fire departments, CalTrans, etc.)
- City requirement/concerns
- Non-University affiliated attendees
- Patrons to be searched at the door
- Concurrent campus or local events
- Other risk factors determined by Campus Safety and/or La Verne Police Department

CAMPUS SAFETY & EVENT SECURITY COSTS & FEES

All events are subject to Event Service Fees as determined by the event location, type, size, defined risk, and equipment/technology needs. Events sponsored by recognized student clubs and organizations/departments will be assessed at a lower rate than non-university groups or individuals.

FOOD SERVICE/CATERING

All food in non-academic facilities and spaces must be provided by Bon Appetite Catering services located in the Davenport Dining Hall or accessed online at <http://dining.laverne.edu/> unless prior arrangements have been made with Bon Appetite staff. For more information about catering menus and pricing, or lines for your event, contact the Bon Appetite Manager at (909) 448-4315 or by email at catering@laverne.edu;

Arrangements for banquets, receptions, parties, meetings, etc. are able to be made with catering staff at least one week in advance of the event. Final arrangements must be completed and guaranteed numbers for catered events confirmed 72 hours before the scheduled event. Failure to adhere to the aforementioned may result in the immediate cancellation of the event.

ALCOHOL EVENT REQUESTS

Requests for alcohol (beer and wine only) to be served at an event must be submitted using the University of La Verne Alcohol Beverage event form at least sixty (60) business days prior to the event to the Office of University Scheduling and Events. The completed form must be attached to the permit application. Blank form(s) may be found on the Abraham Campus Center website. The group requesting alcohol at an event will be notified if their application has been approved. For more information about this policy please contact Jim Brooks, Associate Director of the Abraham Campus Center at (909)448-4913.

ALCOHOL PERMIT POLICY

This Alcohol Permit Policy governs the planning, serving and consumption of alcoholic beverages on the campus of the University of La Verne. This policy may be amended or superseded at any time by the University. The University of La Verne does not permit alcohol on its campus except as otherwise approved and allowed under this policy.

1. The State of California prohibits the possession of, or consumption of, alcoholic beverages by individuals who are under the age of 21. The University will rigorously enforce the law. The consumption of alcohol is only by individuals over the age of 21 who have provided an acceptable form of identification, which will be either a valid driver's license with a photo or a California DMV issued Photo ID Card.
2. No one may possess or consume alcohol in any area of the University of La Verne's campus except in the designated areas, and during approved events at locations specifically approved through the alcohol permit process described below. No consumption or possession of alcohol is allowed in University Residence Halls.
3. Only beer and wine are permitted under this policy.
4. The designated areas of the University for which the Alcohol Permit covers, as approved by the California Department of Alcohol Beverage Control, are as follows: the Abraham Campus Center, Fasnacht Court, Hanawalt House, Harris Art Gallery, Howell Board Room, President's Conference Room, and President's Dining Room or in other specific locations as approved by the Alcohol Control Board. For any other areas a Catering Permit must be processed.
5. At events held at the University of La Verne at which alcohol will be served, it is the responsibility of the event sponsor to control the persons consuming alcoholic beverages by ensuring that legal drinking age is verified.
6. The Director of Campus Safety shall review security proposal(s) offered by the organization and may approve the proposed plan and any personnel recommended for the event or direct Campus Safety personnel to staff the event. La Verne policy and guidelines apply to both La Verne and non-La Verne groups using University of La Verne facilities.
7. A completed application for an Alcohol Permit must be submitted to the Associate Director of the Campus Center at least sixty (60) business days before the event, and must be made on the appropriate application form on the Abraham Campus Center website at <http://www.laverne.edu/campus-center/policies-and-procedures/>. The application must be accompanied by all attachments (including licensing), a signed indemnity agreement, and certificate of insurance.
8. The Alcohol Review Board will review each application for an Alcohol Permit to ensure all aspects and requirements of the application have been met. The Associate Vice President for Facility and Technology Services & Chief Information Officer has the authority to approve or deny applications for Alcohol Permits presented by the Alcohol Review Board.
9. An Alcohol Permit will only be granted for a specifically designated event (Permitted Event). A Permitted Event must observe the following requirements:
 - a) For University sponsored events at which alcohol will be served, one (1) Security Guard for every 75 attendees is required unless alternative security provisions are approved by the Alcohol Review Board.
 - b) For non-University sponsored events at which alcohol will be served, one (1) Security Guard for every 50 attendees is required unless alternative security provisions are approved by the Alcohol Review Board.
 - c) Food and non-alcoholic beverages must be readily available to any guest at any event where alcohol is served.
 - d) External food and beverage providers must be contracted for liquor serving at all events on campus covered by this policy.
 - e) Alcohol Service may occur for a single contiguous time period only in controlled areas of the campus outlined in (4) above.

- f) University sponsored events at which alcohol is to be served should be consistent with the proper image and mission of the institution in regards to purpose of fundraising, donor relations, outreach, and other appropriate events supporting the University. Alcohol may not be served at events sponsored by Traditional Undergraduate organizations or geared towards the Traditional Undergraduate population.
 - g) No event shall be held for the central purpose of consuming alcohol and food.
 - h) An event that requires a paid admission, a fee, or an invitation must abide by a strictly-enforced stop time that allows for an orderly and temperate consumption prior to the end of the event.
 - i) Any event where alcohol is served and persons under 21 years of age are in attendance requires a responsible host/person from the organization (full-time University faculty, full-time University management employee/administrator, or an approved outside organization representative) is be present for the entire event. The responsible host/person must abstain from alcohol consumption.
- 10. Applications must be submitted and signed by the sponsor(s) of the event, who must comply with all applicable State and local laws regarding alcohol consumption.
- 11. Alcohol may not be sold or consumed at an event unless (and until) the event receives an Alcohol Permit from the University of La Verne. It is the responsibility of the applicant to confirm the approved Alcohol Permit.
- 12. Underage drinking and/or the serving of alcohol to visibly intoxicated persons is prohibited by State law and local code and must be enforced at all times.
- 13. Underage students currently enrolled in the University of La Verne found in violation of the alcohol policy will be subject to Disciplinary Review by the Office of the Dean of Student Affairs and the policies of that office.
- 14. The event is required to be fully contained to the specific rooms/areas identified and reserved and alcohol may be consumed only in those specific rooms/areas that are identified in the agreement as part of the event.
- 15. Access to the events that are not open to the public will be by written invitation, exclusive registration and/or by other access restrictions.
- 16. If the event is open to the general public of all ages:
 - a. A confined and defined area for alcohol consumption must be cordoned off and clearly marked.
 - b. Sufficient space outside the cordoned area must be set aside to accommodate attendees who do not wish to be present where alcoholic beverages are being consumed.
 - c. Entrance into (and exit from) the cordoned off area shall be controlled by responsible host staff members.
 - d. No alcoholic beverages may be taken out of the cordoned off area.
- 17. Alcohol may not be purchased for an event using University funding except for:
 - a. Purposes of alumni fundraising promoted by Alumni Relations/University Advancement. *
 - b. Admission recruiting where the parents of a potential student(s) are being served. *
 - c. Any event hosted or approved by the Office of the President. *
- 18. A copy of documented evidence of donation of alcohol should be attached to the Alcohol Permit Application.
- 19. Employees of the University may not consume alcoholic beverages during their assigned working hours unless part of a sanctioned University event.

20. No alcohol other than that approved and being served by the approved servers can be brought to any event or to the campus.
21. Event sponsor must provide a copy of any and all advertising to be used for and with the event copies must be attached to the Alcohol Permit Application for review.
 - a. The event shall not be advertised to the public or University community as an event where alcoholic beverages are to be served.
22. Service of alcoholic beverages must cease at least 1 hour before the scheduled ending time of the event.

*It is the responsibility of the applicant to submit appropriate paperwork to Accounts Payable to document inventory of the alcohol purchased (including the return for refund of any unused inventory). Applicant must return all unused inventory to the establishment of original purchase and provide documentation of doing so to Accounts Payable.

PROPER CARE & USE OF FACILITIES

The University requires that proper care will be taken in the use of University of La Verne non-academic facilities and spaces.

Cleaning/Damage Fees

In addition to rental fees, labor charges will be assessed when an excessive amount of cleaning is required to return the areas utilized to a condition adequate for continued use. Extra charges will be assessed for damages resulting from chewing gum, candle wax, or misuse of the furnishings or equipment requiring repairs or replacement. Sponsors will be notified in writing of all damages and charges. Assessed labor and damage fees must be paid in full prior to regaining reservation privileges.

Decorations

Decorations, displays, or exhibits that require flame or water cannot be used in University of La Verne non-academic facilities or spaces. Any Damage done by wax dripping on carpets, wood floors, etc., will be repairs coordinated by the University of La Verne Facilities Management and the department/organization will be billed for labor, supplies, and equipment rentals.

No nails, screws, hooks, etc., may be driven into any walls, floors, or ceilings. Tape may not be used on floors unless it's designated as "floor tape." Floor tape will be provided upon request at a cost. Regular masking, box, scotch, or duct tape is not permitted on any walls, floors, or ceilings. Blue painters tape may not be used on the walls in the Campus Center, but may be used in other non-academic spaces if approved in advance. Blue tape will be provided upon request at cost.

No decorations may be glued to any surface. No pins to tape (except for blue tape) may be used to affix posters, paper, etc., to the walls, tables, etc. No decorations may be hung from ceiling tiles or ceiling grids. No glitter, confetti, sequins, or sand filled items may be used.

Decorating plans not addressed within this policy should be reviewed by the Office of University Scheduling and Events staff prior to the event. If needed, building staff will assist your organization with alternative ways to hang materials that will not damage walls or finishes. These alternate arrangements must be resolved at least two days prior to the event.

FAILURE OF COMPLIANCE

Violation of any these policies may result in suspension of facility reservation privileges for the up to one academic year. Additionally, any damages done will be repaired by ULV Facilities Management, and the sponsor will be billed for all costs on the basis of materials required and staff time. Similarly, excessive cleaning charges will be billed to the event sponsor.

Attachment 1

University of La Verne Non-Academic facilities and Spaces

Building	Room
Abraham Campus Center	Ludwick Conference Center-Ballroom A
Abraham Campus Center	Ludwick Conference Center-Ballroom B
Abraham Campus Center	Ludwick Conference Center-Ballroom C
Abraham Campus Center	Ludwick Conference Center-Ballroom D
Abraham Campus Center	Lowery Terrace (Limited Availability)
Abraham Campus Center	Rinehart Family Lounge (Limited Availability)
Abraham Campus Center	Ada Faye and Dayton Root Lounge (Limited Availability)
Abraham Campus Center	Romero and Laird Lounge (Limited Availability)
Abraham Campus Center	Classroom 205 (Limited Availability)
Abraham Campus Center	Classroom 206 (Limited Availability)
Abraham Campus Center	Classroom 207 (Limited Availability)
Abraham Campus Center	Long Family Terrace (Limited Availability)
Abraham Campus Center	Table in the lobby (Limited Availability)
Abraham Campus Center	Barbara's Place (Limited Availability)
Chapel	Chapel Sanctuary
Chapel	Seminar Room
Davenport Dining Hall	Presidents Dining Room and Dining Foyer
Davenport Dining Hall	West Dining Room
Founders Hall	Ann & Steve Morgan Auditorium
Hanawalt House	Hanawalt House
Outdoor Space	Table at C & Third Street (maximum 2)
Outdoor Space	Founders Hall- Front lawn
Outdoor Space	Johnson Family Plaza
Outdoor Space	University Mall
Outdoor Space	Oaks Residence Hall Quad (reserved through the Housing Office)
Outdoor Space	Fasnacht Court
Outdoor Space	Hanawalt House Courtyard
Outdoor Space	South Quad
Outdoor Space	Quad
Outdoor Space	Table at the Quad Seal (Maximum 2)
Outdoor Space	Sneaky Park (Amphitheatre)
Outdoor Space	Table at Neher Bench (Maximum 2)
Outdoor Space	Table at Stanley Bench

Attachment 2:

Base Facility/Room Rates (rates may vary based on special requirements of the event)

Facility/Room	Rate A <4hours; 4-8 hours; 8+ hours)	Rate B <4hours; 4-8 hours; 8+ hours)	Rate C <4hours; 4-8 hours; 8+ hours)
Ludwick Conference Center-Ballroom A	No Charge* No Charge ** No Charge ***	\$75.00* \$100.00** 125.00***	\$150.00* \$200.00** \$250.00***
Ludwick Conference Center-Ballroom B	No Charge* No Charge ** No Charge ***	\$15.00* \$25.00** \$30.00***	\$50.00* \$75.00** \$100.00***
Ludwick Conference Center-Ballroom C	No Charge* No Charge ** No Charge ***	\$15.00* \$25.00** \$40.00***	\$50.00* \$75.00** \$100.00***
Ludwick Conference Center-Ballroom D	No Charge* No Charge ** No Charge ***	\$15.00* \$25.00** \$40.00***	\$50.00* \$75.00** \$100.00***
Ludwick Conference Center –Ballroom BCD	No Charge* No Charge ** No Charge ***	\$40.00* \$60.00** \$80.00***	\$100.00* \$150.00** \$200.00***
Ludwick Conference Center –Ballroom ABCD	No Charge* No Charge ** No Charge ***	\$125.00* \$150.00** \$175.00***	\$300.00* \$400.00** \$500.00***
Lowery Terrace (Limited Availability)	No Charge* No Charge ** No Charge ***	\$15.00* \$25.00** \$40.00***	\$25.00* \$50.00** \$60.00***
Rinehart Family Lounge (Limited Availability)	No Charge* No Charge ** No Charge ***	\$15.00* \$25.00** \$40.00***	\$25.00* \$50.00** \$60.00***
Ada Faye and Dayton Root Lounge (Limited Availability)	No Charge* No Charge ** No Charge ***	\$15.00* \$25.00** \$40.00***	\$25.00* \$50.00** \$60.00***
Romero and Laird Lounge (Limited Availability)	No Charge* No Charge ** No Charge ***	\$15.00* \$25.00** \$40.00***	\$25.00* \$50.00** \$60.00***
Classroom 205 (Limited Availability)	No Charge* No Charge ** No Charge ***	\$15.00* \$25.00** \$40.00***	\$25.00* \$50.00** \$60.00***
Classroom 206 (Limited Availability)	No Charge* No Charge ** No Charge ***	\$15.00* \$25.00** \$40.00***	\$25.00* \$50.00** \$60.00***

Classroom 207 (Limited Availability)	No Charge* No Charge ** No Charge ***	\$15.00* \$25.00** \$40.00***	\$25.00* \$50.00** \$60.00***
Long Family Terrace (Limited Availability)	No Charge* No Charge ** No Charge ***	\$40.00* \$60.00** \$80.00***	\$80.00* \$120.00** \$150.00***
Table in the lobby (Maximum 3)	No Charge* No Charge ** No Charge ***	No Charge* No Charge ** No Charge ***	\$50.00* \$75.00** \$100.00***
Barbara's Place (Limited Availability)	No Charge* No Charge ** No Charge ***	\$40.00* \$60.00** \$80.00***	\$150.00* \$200.00** \$225.00***
Table at Neher Bench	No Charge* No Charge ** No Charge ***	No Charge* No Charge ** No Charge ***	\$50.00* \$75.00** \$100.00***
Table at Stanley Bench	No Charge* No Charge ** No Charge ***	No Charge* No Charge ** No Charge ***	\$50.00* \$75.00** \$100.00***
Chapel Sanctuary	No Charge* No Charge ** No Charge ***	\$40.00* \$60.00** \$80.00***	\$150.00* \$200.00** \$225.00***
Seminar Room	No Charge* No Charge ** No Charge ***	\$15.00* \$25.00** \$40.00***	\$25.00* \$50.00** \$60.00***
Presidents Dining Room and Dining Foyer	No Charge* No Charge ** No Charge ***	No Charge* No Charge ** No Charge ***	\$75.00* \$100.00** \$125.00***
West Dining Room	No Charge* No Charge ** No Charge ***	No Charge* No Charge ** No Charge ***	\$25.00* \$50.00** \$60.00***
Ann & Steve Morgan Auditorium	No Charge* No Charge ** No Charge ***	No Charge* No Charge ** No Charge ***	\$400.00* \$500.00** \$600.00***
Hanawalt House	No Charge* No Charge ** No Charge ***	\$15.00* \$25.00** \$40.00***	\$150.00* \$250.00** \$300.00***
Table at C & Third Street (maximum 2)	No Charge* No Charge ** No Charge ***	No Charge* No Charge ** No Charge ***	\$50.00* \$75.00** \$100.00***
Founders Hall- Front lawn	No Charge* No Charge ** No Charge ***	No Charge* No Charge ** No Charge ***	\$75.00* \$100.00** \$125.00***
Johnson Family Plaza	No Charge* No Charge ** No Charge ***	No Charge* No Charge ** No Charge ***	\$75.00* \$100.00** \$125.00***
University Mall	No Charge* No Charge ** No Charge ***	No Charge* No Charge ** No Charge ***	\$75.00* \$125.00** \$150.00***
Oaks Residence Hall Quad (Limited Availability)	No Charge* No Charge ** No Charge ***	No Charge* No Charge ** No Charge ***	\$25.00* \$50.00** \$60.00***
Fasnacht Court	No Charge* No Charge ** No Charge ***	No Charge* No Charge ** No Charge ***	\$75.00* \$100.00** \$125.00***

Hanawalt House Courtyard	No Charge*	No Charge*	\$100.00*
	No Charge **	No Charge **	\$150.00**
	No Charge ***	No Charge ***	\$200.00***
South Quad	No Charge*	No Charge*	\$100.00*
	No Charge **	No Charge **	\$150.00**
	No Charge ***	No Charge ***	\$200.00***
Quad	No Charge*	No Charge*	\$75.00*
	No Charge **	No Charge **	\$125.00**
	No Charge ***	No Charge ***	\$150.00***
Table at the Quad Seal (Maximum 2)	No Charge*	No Charge*	\$50.00*
	No Charge **	No Charge **	\$75.00**
	No Charge ***	No Charge ***	\$100.00***
Quad Seal	No Charge*	No Charge*	\$50.00*
	No Charge **	No Charge **	\$75.00**
	No Charge ***	No Charge ***	\$100.00***
Sneaky Park (Amphitheatre)	No Charge*	No Charge*	\$100.00*
	No Charge **	No Charge **	\$150.00**
	No Charge ***	No Charge ***	\$175.00***

*1/2 Day Rate = 4 hours and under (inclusive set-up and break-down)

**Full Day Rate = More than 4-8 hours (inclusive set-up and break-down)

***Full Day Rate Extended = More than 8 hours (inclusive set-up and break-down)

**Attachment 3:
Equipment, Technology and Specialty Rates**

Equipment	Rate A	Rate B	Rate C
Standard Room set up	No Charge	No Charge	No Charge
6-foot rectangle table/each	No Charge	No Charge	\$10.00
8-foot rectangle table/each	No Charge	No Charge	\$10.00
8-Person round table/ each	No Charge	No Charge	\$10.00
Conference Chairs (40)	No Charge	No Charge	\$10.00
Lectern	No Charge	No Charge	\$10.00

Media Equipment	Rate A	Rate B	Rate C
Smart Cart (Projector, Computer, DVD player and VCR)	No Charge	No Charge	\$45.00
Wireless Microphone	No Charge	\$50.00	\$60.00
Lavaliere Microphone	No Charge	\$50.00	\$60.00
Slide Projector	No Charge	\$10.00	\$20.00
Boom Box	No Charge	\$10.00	\$20.00
Staging (Per section)	No Charge	\$10.00	\$10.00
Building Early Open	\$20/hour per student (2 hour minimum)	\$20/hour per student (2 hour minimum)	\$25/hour per student (2 hour minimum)
Building Late Close	\$20/hour per student (2 hour minimum)	\$20/hour per student (2 hour minimum)	\$25/hour per student (2 hour minimum)
Easels	No Charge	No Charge	No Charge
Flip Chart w/ paper	No Charge	\$5.00	\$10.00
Portable sound system Large size	No Charge	\$80.00	\$100.00
Portable sound system small size	No Charge	\$50.00	\$80.00
Table Cloths	Coordinated through Catering	Coordinated through Catering	Coordinated through Catering
Table skirts	Coordinated through Catering	Coordinated through Catering	Coordinated through Catering
AV Tech at event	\$35 first 2 hours, \$15 per hour thereafter	\$35 first 2 hours, \$15 per hour thereafter	\$35 first 2 hours, \$15 per hour thereafter
Blue tape (not allowed in Campus Center)	\$5.00	\$5.00	\$10.00