



Office of University Scheduling & Events

Reservation Policies & Procedures

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 facilities and spaces, but also protects resources, equipment, and the users through the implementation of a consistent campus-wide policy for reserving spaces at the University of La Verne. Questions about this policy should be addressed to:

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JURISDICTION & FACILITIES OVERSIGHT

Non-Academic Facilities Reservations: For all non-academic reservation spaces, defined in the attachment of this document, please contact the University Scheduling & Events Office, located in the Abraham Campus Center, Suite 112 at (909) 448-4910 or by email at events@laverne.edu.

Academic Facilities Reservations: The Registrar's Office, located in Woody Hall, assigns classrooms for Main Campus courses. Once classroom assignments have been finalized for the current semester or term, all other reservations will be handled by the Office of University Scheduling & Events. To reserve classroom space after this deadline, defined in the attachment of this document, please contact the University Scheduling & Events Office, located in the Abraham Campus Center, Suite 112 at (909) 448-4910 or by email at events@laverne.edu.

Athletic Facilities Reservations: The Athletics Department, located in the Sports Science and Athletics Pavilion, coordinates reservations for all interior and exterior athletic facilities. To reserve Athletic facilities for non-academic use, please contact Alison Chevalier at (909) 448-4678 or by email at achevalier@laverne.edu.

Theater Facility Reservation: The Theatre Arts Department, located in the Dailey Theatre, coordinates reservations for the use of the Dailey Theatre and Jane Dibbell Cabaret. To reserve theatre facilities for non-academic use, please contact Alan Tollefson at (909) 448-4552 or by email at atollefson@laverne.edu.

Ann and Steve Morgan Auditorium: The Music Department, located in Founders Hall, coordinates reservations for the use of Morgan Auditorium. To reserve Morgan Auditorium for non-academic use, please contact Nicholas Galvan at (909) 448-4917 or by email at ngalvan@laverne.edu. All non-academic reservations approved by Nicholas Galvan will require the presence of an Abraham Campus Center Event Staff to coordinate the use of all audio-visual equipment. Staffing fees, defined in the attachment of this document, may be incurred.

Ludwick Center: Sacred Space Reservation: The University Chaplain, located in the Ludwick Center, coordinates reservations for the use of the Sacred Space. To reserve facilities for non-academic use, please contact Zandra Wagoner at (909) 448-4446 or by email at zwagoner@laverne.edu.

PRIORITIZATION FOR SUBMISSION OF RESERVATION REQUESTS

All 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. 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 Chief Student Affairs Officer and/or their designee.

Academic and Administrative Department reservation requests may be submitted up to one academic year in advance. Non-University affiliated and student organization requests may be submitted up to six months in advance. All events must be scheduled at least **72 business hours** (within Monday-Friday) in advance to reserve a space. The University reserves the right to adjust space reservations to meet mission-critical needs or to make the best use of 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 any space, listed in the attachment of this document, at the University of La Verne, users must be a member of one of the following categories:

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

Recognized Student Club and Organizations: Student Organizations must be registered with the Office of Student Engagement and Leadership located in the Campus Center Room 131. A student club or organization that is in the registration process is granted space privileges for 30 days from the time of its initial registration with the Office of Student Engagement and Leadership 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 Engagement and Leadership 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.

External Groups or Individuals: All other applications for the use of University facilities will go through the Office of Risk Management. They will be considered external groups or individuals and must provide the University of La Verne with the following:

1. \$1,000,000 general aggregate liability insurance naming of the University of La Verne as additionally insured.
2. Proof of worker compensation insurance to cover paid and volunteer workers.
3. Proof of automobile insurance to cover paid and volunteer workers.
4. Event held cannot conflict with University of La Verne values, services, programs or departments, such as religious and military groups. Additional approval will be required.
5. Signed Facilities Use Agreement - Contract

In most cases, external groups or individuals will be assessed a charge for the use of the facilities requested and certain services. Minimal charges will be assessed to external groups or individuals that are sponsored by a University affiliated organization, club, or department. The University organization will assume full responsibility and coverage of the external group that they are sponsoring.

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

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 on pages 17-20 of this document.

The University of La Verne's facilities and spaces have three sets of rates or schedules (A, B, and C) for the use of facilities, spaces, and equipment. Descriptions and guidelines for the use of these facilities and spaces as well as the fee assessed are listed as follows:

University Affiliated Departments, Organizations; and Recognized Student Clubs and Organizations:

Events sponsored by Student Clubs and Organizations will be assessed fees from page 17-19 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 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, Pages 17-19. 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 at (909) 448-4910 or by email at events@laverne.edu.

RESERVATION PROCESS

Sponsors of events intending to use facilities listed on page 16 must contact the Office of University Scheduling & Events. The initial reservation request must be submitted through email or through an event draft on the 25Live scheduling system. An email 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 Permit Policy) identified by our scheduling assistants. To ensure that requests can be met, please make reservations early. Reservations are subject to space, room, and equipment availability and room assignments are subject to change.

RESERVATION TIMELINE

Academic and Administrative Department reservation requests may be submitted up to one academic year in advance. Non-University affiliated and student organization requests may be submitted up to six months in advance. ALL reservations must be submitted at least **72 business hours** (within Monday-Friday) prior to the event start date. Reservations will not be confirmed until the requestor or sponsoring organization provides **all** event information required.

Required information includes:

- Name of event
- Type of event (reception, speaker, meeting, dance, etc.)
- Event start time
- Event end time
- Pre-event time (time needed for set-up)
- Post-event time (time needed for clean-up)
- Setup needs (theater style, round tables, etc.)
- Equipment needs (audio visual needs, tables, chairs, canopies, etc.)
- Estimated number of attendees
- Itinerary of the event (schedule of activities taking place)
- Event host (who will be present throughout the event)

Additional information might be required including:

- Catering information
- Alcohol permit
- Audio visual specific needs
- Vendor information (with required insurance information)

CHECK-IN/CHECK-OUT PROCESS

Upon arrival, a staff member from the Abraham Campus Center (Event Lead) will meet with the host of the event using an Event Check-In Form. The Event Lead will walk through the space with the representative to make sure the space is in good condition, the set-up is as requested, and will provide any additional information necessary for the duration of the event. The host will be asked to sign off on the Event Check-In Form and will be given contact information in case any needs or issues arise during the duration of the event.

After the event, a staff member from the Abraham Campus Center (Event Lead) will meet with the host of the event using an Event Check-Out Form. The Event Lead once again will walk through the space, discuss any issues or concerns experienced, and provide a copy of the Event Check-Out Form. If an event ends early, the host is encouraged to contact the Office of University Scheduling & Events at (909) 448- 4910 to have an Event Lead come check the host out of the space. If a group chooses to forgo the check-out process, they may be liable for the cost or fees associated with events which take place after their event.

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 or table fairs. Any public performance or presentations of a theatrical, musical, or congregational nature, or any event using amplified sound or audiovisual equipment, requires a reservation through the Office of University Scheduling & Events. Such events must abide by the University Quiet Hours Policy, which is detailed below. Outdoor reservations may also reserve a location in the Abraham Campus Center or other venue in case of rain.

Inclement weather: Reserved locations are subject to change due to bad weather. Request for equipment under bad weather conditions are subject to denial if equipment is at risk.

All outdoor events must conclude by 11:00 p.m. unless special arrangements have been made and approved by Campus Safety through the Office of University Scheduling & Events. Depending on the nature of the event, a Conditional Use Permit (CUP) application may 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 logistical aspects of the event such as set-up required, audio visual needs, and safety and security must be discussed. Events scheduled during class hours must not be disruptive to adjacent classes. If the event is disruptive to classes, the event may be subject to termination.

Extended Hours: Events scheduled to utilize University of La Verne facilities and spaces outside of normal building hours, detailed below, will be subject to an additional hourly fee.

Abraham Campus Center **General Hours of Operation**

Summer & January Term

Monday-Friday	8:00 A.M. – 5:00 P.M.
Saturday & Sunday	CLOSED

Fall & Spring Semesters

Monday-Friday	7:00 A.M. – 10:00 P.M.
Saturday	8:00 A.M. – 7:00 P.M.
Sunday	CLOSED

*Holidays and academic breaks have alternative schedules. Please contact the Abraham Campus Center Information & Services at (909) 448-4700 or the Office of University Scheduling & Events at (909) 448-4910 for specific hours of operation.

University Quiet Hours

Monday-Sunday 11:00 P.M. - 8:00 A.M.

*Any event extending beyond these hours will require approval from the Director of Residence Life and Student Conduct, Eugene Shang. He can be contacted at (909) 448-4963 or eshang@laverne.edu.

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 and Courtyards are reserved for formal events such as meetings and receptions. For all events taking place within the Hanawalt House and Courtyards, 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, overseen by the Music Department, is a special use facility at the University of La Verne and serves as the primary performance venue for community events, musical performances, and other campus-wide meetings and gatherings. As the single largest performance theater within the University, this space, unlike other spaces, requires trained staff in the operation of equipment, lighting, audio visual and acoustical enhancements. Therefore, any use of the space will require a trained auditorium technician (as approved by the Office of University Scheduling & 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 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.
- C. The Rock may be reserved by University-affiliated organizations for a time period of 24 hours. Recognized organizations are permitted to paint The Rock up to six times per semester. Opportunities to reserve The Rock in excess of six times per semester may arise at the discretion of the Director of University Scheduling & Events. Only water-based paint may be used and must be provided, along with all other needed painting supplies, by the reserving organization. Paint may only be applied to The Rock, not the concrete base. Failure to comply with these policies will incur a fee. To reserve The Rock, please email events@laverne.edu.
- D. Ludwick Center: Sacred Space is reserved for formal events such as meetings and receptions. For all events taking place within the Sacred Space and Courtyards, 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.

EQUIPMENT & ROOM SET-UP REQUESTS

All requests for use of tables, chairs, audio visual equipment (smart cart, PA systems, laptop computers, microphones, projectors, overhead projectors, etc.), staging, and any other equipment must be reserved and confirmed through the University Scheduling & Events Department.

Requests for equipment must be submitted no later than a week (7 business working days) before the initial event start date. Any changes to the facility set-up must be communicated to the Office of University Scheduling & Events staff no later than **48 hours** before the event. Changes to event set-ups scheduled for a Saturday or Sunday must be made by 4:30 p.m. on the Wednesday prior. Events with large setups or those requiring extensive audio-visual equipment may require a meeting with the Director of Scheduling & Events to confirm event logistics and needs.

CANCELLATIONS

When a confirmed event is cancelled, contact the Office of University Scheduling & Events. Cancellations must be submitted at least **24 hours** (or 48 hours if over the weekend/Monday) prior to the event start date and are subject to a cancellation fee of up to \$50.00. 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 as scheduled and was not properly cancelled in accordance with the timeline provided above, the following sanctions will apply:

Student Clubs and Organizations:

- First occurrence = Written warning will be received.
- Second occurrence = Written warning will be received.
- Third occurrence = Student club or organization will lose all reservation privileges at University of La Verne facilities for the remainder of the semester. Depending on the situation, the Office of University Scheduling & Events will evaluate if this forfeit of privileges will be extended to one academic year.

University Departments and Programs:

- First occurrence = Written warning will be received.
- Second occurrence = \$50 cancellation fee will be incurred and 2nd written warning will be received.
- Third occurrence = University Departments and Programs will lose all reservation privileges at University of La Verne facilities for the remainder of the semester. Depending on the situation, the Office of University Scheduling & Events staff will evaluate if this forfeit of privileges will be extended to one 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 confirmation 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 all announcements via any form of social media. All advertisements must include the sponsoring organization, name of the program, date, time, location, and contact information of the host. For details regarding the University of La Verne

posting policy and information pertaining to locations of campus approved bulletin boards, regulated by the Abraham Campus Center Information & Services, visit <https://laverne.edu/acc/posting-policy/>. Please contact the Director Scheduling and Events, for further details.

Areas Prohibited for Posting: Signage may not impede traffic, block any Entrances or Exits, protrude into Fire Lanes. No materials shall be posted so as to obscure previously posted or properly placed materials. Please see the posting policy for a full list of restrictions.

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 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 - Rate A: University Affiliated Groups

Such events generally do not require additional Campus Safety Officers, La Verne Police, or 3rd party contracted security throughout the duration of the event)

- Dances (up to 200 attendees)
- Speakers (up to 200 attendees)
- Sporting Events (up to 300 attendees)
- Staged Performances (up to 300 attendees)
- Ceremonies (up to 400 attendees)
- Small concerts or live performances (up to 600 attendees)
- Receptions (up to 1000 attendees)
- Awards programs (up to 1000 attendees)
- Signature student events (up to 500 attendees)

Events with Defined Risk - Rate B/C: Non-Affiliated with the University

Such events generally require additional Campus Safety Officers, La Verne Police, or 3rd party contracted security throughout the duration of the event. Typically, one security staff per 200 attendees is required. However, if alcohol has been approved to be served at an event, security staffing requirements with increase. Please see the Alcohol Security Policy section for details.

- Dances (200 or more attendees)
- Speakers (500 or more attendees)
- Sporting Events (500 or more attendees)
- Staged Performances (500 or more attendees)
- Ceremonies (1000 or more attendees)
- Small concerts or live performances (600 or more attendees)
- Receptions (1000 or more attendees)
- Awards programs (1000 or more attendees)
- Signature student events (500 or more attendees)

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 or programs.

- **Factors that decrease risk:**
 - Poor attendance/ticket sales historically
 - University affiliated audience only
 - On-campus advertising only
 - Organization advisors or University staff in attendance
 - Daytime events
 - Audience age consideration (e.g. seniors, supervised children)

- **Factors that increase risk:**
 - Alcohol sales (see Alcohol Security Policy section for details)
 - Situations that require a bomb sweep
 - Traffic control or direction requirements
 - Regional or social media advertising for open events
 - Non-University affiliated attendees
 - Amplified sound
 - Live bands or performers
 - Outdoor events
 - Prior events of similar nature have evoked problems
 - Advanced notice of problems
 - Evidence of possible protest demonstrations, disruptions, etc.
 - Large ticket sales
 - Outside agency coordination with University/Regional impact (police/fire departments, CalTrans, etc.)
 - City requirements or concerns
 - Patrons to be searched at the door
 - Concurrent campus or local events
 - Other risk factors as determined by Campus Safety or La Verne Police Department

CAMPUS SAFETY & EVENT SECURITY COSTS & FEES

All events may be subject to fees as a result of the presence of security staff as determined by the event location, type, size, defined risk, and equipment or technology needs. Events sponsored by recognized student clubs and University affiliated organizations or departments will be assessed at a lower rate than non-university affiliated groups or individuals.

FOOD SERVICE/CATERING

The University of La Verne is contracted with catering services through Bon Appetit Catering, whose offices are located in The Spot Dining Hall. For more information about catering menus and pricing for an event, please contact the Bon Appetit Manager at (909) 448-4438 or by email

at catering@laverne.edu. Under special circumstances, food at the University of La Verne facilities may be catered through outside vendors with proper insurance requirements provided.

Arrangements for banquets, receptions, parties, and meetings can be made with Bon Appetit catering staff at least two weeks in advance of the event. Final arrangements must be completed and guaranteed numbers for catered events must be confirmed 72 hours before the scheduled event. Failure to adhere to the aforementioned timeline may result in the immediate cancellation of the event.

ALCOHOL EVENT REQUESTS

Outside catering is not permitted to serve alcohol at events. Alcohol may only be served by the University of La Verne's contracted caterers, Bon Appetit. Requests for alcohol (beer and wine only) to be served at an event must be submitted using the University of La Verne Alcohol Permit at least sixty (60) business days prior to the event to the Office of University Scheduling & Events. Blank permits 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 Veronica Ashcroft, Director of University Scheduling & Events, at (909) 448-4912 or by email at vashcroft@laverne.edu.

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.

The State of California prohibits the possession 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 license with a photo or a California DMV issued Photo ID Card.

1. 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.
2. Only beer and wine are permitted under this policy.
3. 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 Meeting Room, President's Conference Room, and Executive Dining Room or in other specific locations as approved by the Alcohol Control Board. For any other areas, a Catering Permit must be processed.
4. 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.

5. The Director of Campus Safety shall review security proposals offered by the organization. They 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 University affiliated and non-University affiliated groups using University of La Verne facilities.
6. A completed application for an Alcohol Permit must be submitted to the Director of the University Scheduling & Events at least sixty (60) business days before the event. The appropriate application form can be found on the Abraham Campus Center website at <https://laverne.edu/acc/events/>. The application must be accompanied by all attachments (including licensing), a signed indemnity agreement, and certificate of insurance.
7. 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 Vice President for Facilities, Technology, and Human Resources has the authority to approve or deny applications for Alcohol Permits presented by the Alcohol Review Board.
8. An Alcohol Permit will only be granted for a specifically designated event. A permitted event must observe the following requirements:
 - a. For University sponsored events at which alcohol will be served, one Security Guard or Officer 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 Security Guard/Officer 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 on-campus events covered by this policy.
 - e. Alcohol service may occur for a single contiguous time period only in controlled areas of the campus outlined 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 from the organization (full-time University faculty, full-time University management employee or administrator, or an approved outside organization representative) to be present for the entire event. The responsible host must abstain from alcohol consumption.
9. Applications must be submitted and signed by the sponsors of the event, who must comply with all applicable state and local laws regarding alcohol consumption.

10. Alcohol may not be sold or consumed at an event unless and until the event receives approval from the University of La Verne. It is the responsibility of the applicant to confirm the approved Alcohol Permit.
11. Underage drinking or the serving of alcohol to visibly intoxicated persons is prohibited by state law and local code, which must be enforced at all times.
12. 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 Chief of Student Affairs and the policies of that office.
13. The event is required to be fully contained to the specific rooms or areas identified and reserved and alcohol may be consumed only in those specific rooms or areas that are identified in the agreement as part of the event.
14. Access to the events that are not open to the public will be by written invitation, exclusive registration, or by other access restrictions.
15. 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.
16. Alcohol may not be purchased for an event using University funding except for:
 - a. Purposes of alumni fundraising promoted by Alumni Relations or University Advancement*
 - b. Admission recruiting where the parents of a potential students are being served*
 - c. Any event hosted or approved by the Office of the President*
17. A copy of documented evidence of donation of alcohol should be attached to the Alcohol Permit Application.
18. Employees of the University may not consume alcoholic beverages during their assigned working hours unless part of a sanctioned University event.
19. No alcohol other than that approved and being served by the approved servers can be brought to any event or to the campus.
20. Event sponsors 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.
21. 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 facilities and spaces.

Cleaning/Damage Fees

In addition to the rental fees, labor charges will be assessed when an excessive amount of cleaning is required to return the spaces 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 that necessitate 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, water, or glitter cannot be used at the University of La Verne facilities or spaces. Any damages done will be repaired by University of La Verne Facilities Management, and the sponsor will be billed for all costs on the basis of materials and labor required, as well as equipment rentals.

No nails, screws, hooks, or other potentially damaging instruments may be driven into any walls, floors, or ceilings. Tape may not be used on floors unless it is 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 Ballrooms, but may be used in other spaces if approved in advance. Blue tape will be provided upon request at cost.

No decorations may be glued to any surface. No pins or tape may be used to affix posters, paper, or other objects to the walls, tables, or other surfaces. 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 & Events prior to the event. If needed, building/event staff will assist the 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 of these policies may result in suspension of facility reservation privileges for up to one academic year. Additionally, any damages done will be repaired by University of La Verne Facilities Management, and the sponsor will be billed for all costs on the basis of materials and labor required, as well as equipment rentals. Similarly, excessive cleaning charges will be billed to the event sponsor.

Attachment 1

University of La Verne Facilities and Spaces

Building	Room
Abraham Campus Center	Ada Faye and Dayton Root Lounge
Abraham Campus Center	ACC Conference Center-Ballroom A
Abraham Campus Center	ACC Conference Center-Ballroom B
Abraham Campus Center	ACC Conference Center-Ballroom C
Abraham Campus Center	ACC Conference Center-Ballroom D
Abraham Campus Center	Lowery Terrace (Limited Availability)
Abraham Campus Center	Rinehart Family Lounge (Limited Availability)
Abraham Campus Center	Romero and Laird Lounge (Limited Availability)
Abraham Campus Center	Table in the lobby (Limited Availability)
Abraham Campus Center	West Gallery (Limited Availability)
Citrus Hall	Executive Dining Room
Founders Hall	Ann & Steve Morgan Auditorium
Hanawalt House	Hanawalt House and Courtyards
Howell Meeting Room in Landis Academic Center	Howell Meeting Room and Balcony
La Fetra Auditorium	La Fetra Auditorium and Foyer
Ludwick Center – Sacred Space	Sacred Space, Reflection Pool and Courtyard
Outdoor Space	Citrus Courtyard and Lawn
Outdoor Space	Fasnacht Court
Outdoor Space	Founders Hall-Front Lawn, the Rock & the 1891 Knoll
Outdoor Space	Hanawalt House Courtyards (East & West)
Outdoor Space	Johnson Family Plaza
Outdoor Space	Ludwick Lawn/grass area
Outdoor Space	Sneaky Park and Amphitheatre
Outdoor Space	Table at Neher Bench (Maximum 1)
Outdoor Space	Table at the Quad Seal (Maximum 1)
Outdoor Space	Table at The Spot Entrance (Maximum 2)
Outdoor Space	Table at Stanley Bench (Maximum 1)
Outdoor Space	Vista Courtyard Bar-B-Que Grills (Limited Availability)
Various	Classroom-General (Limited Availability)
Various	Classroom-Special (Limited Availability)

Attachment 2:

Base Facility 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
ACC Ada Faye and Dayton Root Lounge (Limited Availability)	No Charge No Charge No Charge	\$50.00 \$150.00 \$200.00	\$100.00 \$200.00 \$300.00
ACC Conference Center-Ballroom A	No Charge No Charge No Charge	\$200.00 \$250.00 \$300.00	\$300.00 \$400.00 \$500.00
ACC Conference Center-Ballroom B	No Charge No Charge No Charge	\$50.00 \$100.00 \$150.00	\$100.00 \$200.00 \$300.00
ACC Conference Center-Ballroom C	No Charge No Charge No Charge	\$50.00 \$100.00 \$150.00	\$100.00 \$200.00 \$300.00
ACC Conference Center-Ballroom D	No Charge No Charge No Charge	\$50.00 \$100.00 \$150.00	\$100.00 \$200.00 \$300.00
ACC Conference Center-Ballroom BCD	No Charge No Charge No Charge	\$100.00 \$150.00 \$200.00	\$200.00 \$300.00 \$400.00
ACC Conference Center-Ballroom ABCD	No Charge No Charge No Charge	\$300.00 \$350.00 \$400.00	\$500.00 \$600.00 \$700.00
ACC Lowery Terrace (Limited Availability)	No Charge No Charge No Charge	\$50.00 \$150.00 \$200.00	\$100.00 \$200.00 \$300.00
ACC Rinehart Family Lounge (Limited Availability)	No Charge No Charge No Charge	\$50.00 \$150.00 \$200.00	\$100.00 \$200.00 \$300.00
ACC Romero and Laird Lounge (Limited Availability)	No Charge No Charge No Charge	\$50.00 \$150.00 \$200.00	\$100.00 \$200.00 \$300.00
ACC Table in the ACC Main Lobby, Neher Bench, Stanley Bench, The Spot Entrance, and Quad Seal	No Charge No Charge No Charge	\$50.00 \$150.00 \$200.00	\$100.00 \$200.00 \$300.00
ACC West Gallery (Limited Availability)	No Charge No Charge No Charge	\$50.00 \$150.00 \$200.00	\$100.00 \$200.00 \$300.00
Ann & Steve Morgan Auditorium in Founders Hall	No Charge No Charge No Charge	\$300.00 \$350.00 \$4000.00	\$500.00 \$600.00 \$700.00
Citrus Courtyard or Citrus Lawn	No Charge No Charge No Charge	\$100.00 \$150.00 \$200.00	\$200.00 \$300.00 \$400.00
Classrooms-General (Limited Availability)	No Charge No Charge No Charge	\$50.00 \$100.00 \$150.00	\$100.00 \$200.00 \$300.00

Classrooms-Special (Limited Availability)	No Charge	\$50.00	\$100.00
	No Charge	\$100.00	\$200.00
	No Charge	\$150.00	\$300.00
Executive Dining Room	No Charge	\$200.00	\$300.00
	No Charge	\$250.00	\$400.00
	No Charge	\$300.00	\$500.00
Fasnacht Court	No Charge	\$100.00	\$200.00
	No Charge	\$150.00	\$300.00
	No Charge	\$200.00	\$400.00
Founders Hall- Front Lawn and the Rock	No Charge	\$50.00	\$100.00
	No Charge	\$100.00	\$200.00
	No Charge	\$150.00	\$300.00
Hanawalt House	No Charge	\$100.00	\$200.00
	No Charge	\$150.00	\$300.00
	No Charge	\$200.00	\$400.00
Hanawalt House Courtyards (East or West)	No Charge	\$100.00	\$200.00
	No Charge	\$150.00	\$300.00
	No Charge	\$200.00	\$400.00
Howell Meeting Room	No Charge	\$100.00	\$200.00
	No Charge	\$150.00	\$300.00
	No Charge	\$200.00	\$400.00
Johnson Family Plaza	No Charge	\$50.00	\$100.00
	No Charge	\$100.00	\$200.00
	No Charge	\$150.00	\$300.00
La Fetra Auditorium	No Charge	\$200.00	\$300.00
	No Charge	\$250.00	\$400.00
	No Charge	\$300.00	\$500.00
Ludwick Center–Sacred Space/Reflection Pool and Courtyard	No Charge	\$200.00	\$300.00
	No Charge	\$250.00	\$400.00
	No Charge	\$300.00	\$500.00
Ludwick Lawn/Grass Area	No Charge	\$200.00	\$300.00
	No Charge	\$250.00	\$400.00
	No Charge	\$300.00	\$500.00
Quad and Quad Seal	No Charge	\$100.00	\$200.00
	No Charge	\$150.00	\$300.00
	No Charge	\$200.00	\$400.00
Sneaky Park and Amphitheatre	No Charge	\$200.00	\$300.00
	No Charge	\$250.00	\$400.00
	No Charge	\$300.00	\$500.00
Vista Courtyard Bar-B-Que Grills	\$25.00	\$50.00	\$100.00
	\$50.00	\$100.00	\$200.00
	\$100.00	\$150.00	\$300.00

*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
5-foot rectangle table/each	No Charge	\$10.00	\$10.00
6-foot rectangle table/each	No Charge	\$10.00	\$10.00
8-foot rectangle table/each	No Charge	\$10.00	\$10.00
8-Person round table/each	No Charge	\$10.00	\$10.00
Conference Chairs (40)	No Charge	\$10.00	\$10.00
Lectern/Podium	No Charge	\$10.00	\$10.00
Outdoor Canopies 10x10	No Charge	\$10.00	\$10.00

Media Equipment	Rate A	Rate B	Rate C
Smart Cart and Screen (Projector, Computer, DVD player and VCR)	No Charge	No Charge	\$50.00
Wireless Microphone	No Charge	\$50.00	\$70.00
Lavaliere Microphone	No Charge	\$50.00	\$70.00
Staging (indoor use only) (cost per section)	No Charge	\$100.00	\$200.00
Building Early Open	\$40/hour	\$40/hour	\$50/hour
Building Late Close	\$40/hour	\$40/hour	\$50/hour
Flip Chart w/ paper	\$40.00	\$50.00	\$60.00
Portable Small Sound System	No Charge	\$50.00	\$100.00
Potable Medium Sound System	No Charge	\$100.00	\$150.00
Large Scale Indoor Event Sound Setup 300+ (sound tech needed)	No Charge	\$250.00	\$500.00
AV Tech at event	\$40/hour	\$40/hour	\$50/hour
White Board	No charge	\$10.00	\$10.00
Conference Phone	No charge	\$10.00	\$10.00
Easel	No charge	\$10.00	\$10.00
Blue tape - not allowed in CC	\$5.00	\$5.00	\$10.00
Telepresence – Tech Staff Needed	\$40/hour	\$40/hour	\$50/hour