Scheduling Policy & Procedure

The success of student organization activities many times depends on the proper facility and the appropriate timing in scheduling. Many students underestimate this aspect of their events. Facility availability is limited, therefore planning as early as possible is highly recommended. In many cases, it’s the “early bird gets the worm” syndrome. The scheduling of facilities on a campus this small lends itself to activity scheduling challenges, so it is easy to overlap with other groups. There are only sixteen weeks and weekends in a semester. The fulcrum of your event's success depends on your ability to work with other groups and trying not to overlap when it comes to programming.

Scheduling the use of facilities is permitted for recognized clubs and organizations that have been chartered and registered by the University through the Office of Student Leadership & Involvement. ASUOP sponsored groups (commissions, senate subcommittees, etc.) may also use facilities for their meetings or events.

To reserve your facility or space, you must complete the event form known as the Facilities Reservation Request (see Appendix #4 & 5). All meetings and events must be scheduled with the Facilities Coordinator in the Office of Student Leadership & Involvement (McCaffrey Center). This will ensure your use and prevent any potential conflict. NOTE: On the first day of any semester, your group may schedule a facility for the next semester as long as you are rechartered with the Student Activities Office.

Events which require a standard set-up and are held during usual operating hours require the scheduled event form to be completed and submitted a minimum of seventy-two hours (3 days) prior to the event. Forms for events that take special set-up or will start or go beyond usual operating hours must be completed and submitted a minimum of TWO WEEKS prior to the event.

MEETING/EVENT FACILITIES

On-Campus Facilities

There are basically five different kinds of facilities that student organizations may schedule: academic classrooms, McCaffrey Center rooms, theatres, dining/catering locations, or campus grounds. All of these various places are scheduled through

Whenever you come to the scheduling office, you need to be prepared with the following information:

- Date and time you would like the event to be held
- Alternative dates if your first choice is not possible
- Facility in which you would like the event to be held
- Alternative facilities if your first choice is not possible
- Type of event (meeting, dance, etc.)
- Seating arrangements
- Table arrangements
- Technical matters
- ASUOP Account Number (for Security and Physical Plant charges)
Special events which are large, will attract off-campus participation and have the potential for high risk and/or disruptive behavior are subject to specific guidelines. The Facilities Coordinator, in collaboration with the Department of Public Safety and the sponsoring organization will determine which of the following policies apply:

1. Attendees to a dance, party or other similar special event must show a college I.D. or proof of age of 18 years or older.

2. Advisor attendance is required if Public Safety staffing is necessary. The advisor must be in attendance throughout the event and the event is subject to closure if the advisor is absent.

3. If an attendee leaves the event, for which an admission is charged, she/he must pay to return and will be subject to any search which is being conducted on attendees.

4. All Special Events are subject to Public safety standards. These guidelines are available through the Facilities Coordinator.

Fund-Raising Policy

Student groups on campus frequently hold fundraisers or donation drives for their various causes. These events are not to be referred to as a raffle or chance, as that would be considered a gamble. The Tiger Lore explicitly states that “Money-raising activities, such as the distribution of tickets and drawing for prizes, may [ONLY] be held on campus if the Office of Student Leadership & Involvement has a written statement of approval from the Office of the District Attorney...”

Therefore, each fund-raiser/donation drive ticket must have some value received for the purchaser. An example would be a $1.00 off on a food item from a pizza establishment; it is not just a chance taken on a prize, but the purchaser will actually receive some value for his/her investment. Although it is legal for these groups to sell tickets, it should be noted that if a person requests a ticket and doesn't wish to pay for the ticket, the seller must give them the ticket. If the seller refuses, it becomes a wager (gambling) and
not a gift (donation). The public does not have to be informed that they are entitled to a ticket at no cost.

**Advisor Attendance at Events**

The University recognizes that student leaders and advisors work cooperatively in the development of organization programs and activities. In order to reduce the level of risk involved with the programs, the University expects that advisors will review certain guidelines with the students. These guidelines will be presented through a workshop offered by the Office of Student Leadership & Involvement. Each advisor is required to attend one of these workshops on a biannual basis. Advisors are encouraged to attend student planned events in a supportive and developmental role.

**Advisors are required to attend on-campus events when any of the following conditions are present:**

- The requesting student organization has a history, within the past two calendar years, of violation of University policy which has been documented and placed on file in the Office of Student Leadership & Involvement.
- The requesting student organization is currently on probation by the University.

*Requests for exceptions to this requirement must be made to the Director of Student Leadership & Involvement.*

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**Pacific Alcohol Policy**

**On campus consumption of alcoholic or malt beverages by faculty, staff or students is subject following provisions:**

- Alcoholic beverages may NOT be served, distributed or furnished to persons under the age of 21.
- Individuals under the age of 21 may not possess, distribute or consume alcohol at any time on-campus, adjacent to the campus, or at any campus sponsored event.
- The only on-campus locations where students 21 years of age or older may possess or consume alcohol are:
  - The privacy of a person's own living space as determined by University residential documents. The resident's door must be closed and alcohol must be consumed in a manner that does not disturb surrounding resident rooms. Such alcohol must be for the individual use of those 21 years of age or older.
  - In the following locations, only after authorized approval for a scheduled event is obtained and, in accordance with all University policies:
    - Callison Room
    - Pacific Athletic Club
    - Presidents' Room
    - Common Room
    - Raymond Great Hall
    - Redwood Room
    - Regents Room
    - Art Gallery
    - South Gym

*Only the Office of Student Leadership & Involvement and the lead administrator responsible for the facility requested may approve locations other than those listed here.*

**ALCOHOL POLICY**

**Alcohol at Pacific**

In choosing to have alcohol at official student functions, you should be aware of certain policies. First and foremost—BE INFORMED of current State, Federal, and University codes and policies that relate to alcohol, its consumption and use.

*Remember —YOU are liable when alcohol has been served to any person under the age of 21.*
Event Alcohol Policy

To help and guide you in planning an event that involves alcohol, the Office of Student Leadership & Involvement and Department of Public Safety will schedule a pre-party informational meeting. Some reasons police will close a party/event may include, but are not limited to: noise, crowd control and underage drinking.

Events with students present that include alcoholic beverages must be registered with the Office of Student Leadership & Involvement. Only registered student organizations may sponsor student events where alcoholic beverages are present. These events must address the following registration and conduct. The Director of Student Leadership & Involvement may strengthen any restriction in this policy or impose appropriate additional restrictions on a student event at which alcoholic beverages are served.

For events where alcohol is involved, the following applies:

- No member shall permit, tolerate, encourage or participate in “drinking games.”
- The purchase and/or use of bulk quantity of such alcoholic beverage, i.e., kegs, party balls, etc. is prohibited.
- The alcohol served are limited to beer, wine, and wine coolers.
- Special security is usually required for events involving alcohol especially when having a large number of people. Security costs will be paid by the sponsoring organization. The Director of Student Leadership & Involvement and the Department of Public Safety will determine the required number of security officers jointly.
- Sufficient quantities of non-alcoholic beverages and food must be provided throughout the event and serve 100% of attendees.
- Two persons, 21 years of age or older, representing the organization, must submit a completed alcohol event registration in order to take responsibility for the event.
- The event must be closed and limited to members of the sponsoring organization and specifically invited guests.
- The sponsoring organization must designate at least one monitor per 25 attendees as outlined in the Tiger Lore section 3.7.
- Bring You Own Beverage events are permitted ONLY under the guidelines set for in the Tiger Lore section 3.7.
- Any sale or distribution of alcohol at a registered student organization event must be conducted through a licensed Third Party Vendor. (Consult the Tiger Lore section 3.8 for more information on Third Party Vendors).

For more detailed information on Events where alcohol will be present consult the Tiger Lore section 3.7 and 3.8.

A guide to planning an event with alcohol can be found in the appendix #6.

“What do we live for if it is not to make life less difficult for each other.”

—George Elliot

Sponsoring an Activity or Event