

INFORMATION REGARDING SCHEDULING OF EVENTS

Following are excerpts from the President's Interim Directive Regarding Use of State University Building and Grounds (March, 1977):

MEETINGS. PERFORMANCES. RALLIES. ATHLETIC CONTESTS AND SIMILAR PUBLIC EVENTS

All use of campus facilities shall be by reservation, on a first come, first served basis subject to the priorities listed below.

- University instruction and events;
- Non-instructional uses by Associated Students and recognized student organizations;
- Campus alumni organizations and faculty social clubs; Individual student;
- All others.

Reservation of campus facilities is required for all but University instruction and events. Reservations shall be made with the Student Union Scheduling Office by means of a written scheduling application.

No reservation shall be confirmed by the Student Union Scheduling Office until the following requirements have been met:

- Availability of the facility has been confirmed by the administrator responsible for the facility.
- Security requirements of the proposed use have been specified by the Chief of Campus Police, and the amount of extra cost, if any, thereof has been provided to the Student Union Scheduling office. Cost estimates considered excessive may be appealed to the Dean of Student Services.
- Services required by the proposed use have been reviewed with the Director of Plant Operations, and extra cost, if any, thereof has been provided to the Student Union Scheduling Office.
- Necessity for a lease, written license, or contract respecting reimbursement has been reviewed with the Director of Business Affairs. Advance payment may be required in full or in part.

Organized use of campus facilities is subject to the condition that the reserving and using organization shall be primarily liable for any claims or losses accruing or resulting to the University or any person who may be injured, damaged or unpaid by the user in the course of the use.

The reserving and using organization(s) shall be responsible for adhering to officially approved facility capacities.

Only recognized student organizations and faculty may invite outside speakers to appear on campus. Such activities must be registered with the Student Union Scheduling Office.

Admission may be charged for events conducted in campus facilities. When admission is charged by the Associated Students or recognized student organizations, all proceeds will be deposited with the Associated Students Business Office and will be used in a manner consistent with the stated objectives and purposes of the organization's constitution and by-laws. Such uses must comply with law, trustee and University policies.

The Student Union may adopt such further rules as are necessary to supplement these rules respecting public events scheduled in the Union.

Sound amplification equipment, when used, shall be limited in volume so as not to be audibly heard in any area, including classrooms and outdoor instructional areas, where instructional or graduation activities are then being carried on, except when necessary for those activities. The area on campus where sound amplification is least likely to violate this section is the Student Union Amphitheater.