

SCHEDULING GUIDELINES FOR STUDENT ORGANIZATIONS

**The Office of Event Management
200 Hofstra University
Student Center 112
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eventmanagement@hofstra.edu**

We are happy to assist you!

- Schedule of events at Hofstra University
- Event planning by checking space and equipment availability
- Space and equipment reservations
- Resources and other web-based information

STEP-BY-STEP

Designate contact people by June 1st of the previous year and complete CONTACT FORM when changes occur.

Complete the Reservation Request Form and return to the Hospitality Center, Room 112 Student Center: Student Activities must approve all requests. Forms are available in the Hospitality Center and the Student Activities Office. Please note: Group Advisors signature is also required. Public Safety may be required, if designated by Student Activities Office.

Pick up ***Reservation Confirmation Form and complete and return*** to Event Management/ Hospitality Center at least 5 business days prior to the event. Please note: Group contact signature is the only one required. Large and outdoor events, multi day events or locations outside of the Student Center require at least 10 business days. Work Requests, for moving of furniture and equipment or any electrical, telephone, carpentry or trucking needs, will be coordinated by Denise Harris, Associate Director of Student Activities.

Meet with Event Management in the following cases:

- If a space or date is not available on the day/time you request (Event Management will contact you)
- Assistance with planning and information about rooms and equipment. Office hours are 8:30am until 5pm Monday through Friday.
- To verify confirmed events (yours and other groups).

View Meeting Facilities at Hofstra University

ON THE WEB

www.hofstra.edu/oem

The Student Center

Rooms [141](#), [142](#), [143](#), & [145](#)

Rooms [218](#) & [219](#)

[Multi-Purpose Rooms](#) (East and/or West)

[Plaza Rooms](#) (East, West & Center)

[Greenhouse](#)

[Student Center Theater](#)

The Axinn Library

[Leo A. Guthart Theater](#)

**Use of all Dining Rooms is restricted and requires the approval of Associate Director of Campus Events.*

Contact Person

- Designate TWO people to work with Event Management for scheduling by **June 1st** prior to the academic year.
- The [University Organization Contact Form](#) must be used to designate a new point of contact.
- The Office of Student Activities must approve all events.

SCHEDULING OF CAMPUS EVENTS

Campus events may be scheduled by contacting the Office of Event Management, Room 112 Student Center. Please note: Facilities that are not managed/ scheduled by the Office of Event Management are noted below.

I. General Campus Events- Student Organizations

A. The following principles apply to the scheduling of events on campus:

University sponsored activities must be scheduled in the following order of priority:

1. Functions serving the University community or a University administered function (registration, commencements, Departmental conferences and events other Student Services).
2. Regularly scheduled weekly meetings for students and departments
3. Departmental conferences, all-University events
4. Student sponsored events
5. Student organizations Social events

6. Non- Hofstra organizations (rentals)

- B. A group must secure an event confirmation BEFORE MAKING OTHER ARRANGEMENTS, including food and audio visual services. Student-sponsored events held at Hofstra are to open to members of the University, their guests, and other college students. These events are not open to the general public. Otherwise, Student organizations must consult with and receive approval from the Dean of Students Office, Public Safety and Office of Student Activities for co-sponsorship and invitation to the public.
- C. Any group inviting a speaker from off campus must file the appropriate background material with the Office of Student Activities at least two (2) weeks in advance of the date of the event.

II. Scheduling meeting rooms- Student Center and Axinn Library

Please note:

Events scheduled in the Student Center may not run beyond 11pm Sunday through Thursday and 12 a.m. Friday and Saturday. Exceptions may be made if classes are not in session the following day.

1. How to schedule a meeting room:

This process should be completed and confirmed at least two (2) weeks prior to event to assure that rooms and services are available

a. Come to the Office of Event Management to obtain the [Student Organization Room Request Form](#) or print out from the website (www.hofstra.edu/oem). Please note: The signatures of the Office of Student Activities representative, Faculty Advisor and Public Safety (if designated by Student Activities representative) are required. The request form is returned to the Office of Event Management Hospitality Service Desk, the request is scheduled. Return to the office 24-48 hours later and pick up the **Hofstra University Reservation Request Form** to CONFIRM the event; complete, sign and return with **your signature only**. Please note: The Office of Event Management will attempt to contact organizations that have failed to confirm tentative events. Failure to confirm tentative events, including meetings, parties or other activities, may result in cancellation of the event.

b. WEEKLY MEETINGS are rescheduled in January for the upcoming Academic Year for all active student organizations. Student Organizations will receive in their mailbox in the Office of Student Activities a confirmation of the scheduled dates. Students may schedule OTHER EVENTS for the following Academic Year beginning April 1st. The only exception to this is annual events, which may be scheduled one year in advance.

c. Rooms are to be vacated at the time specified when scheduled. **Please note that rooms can only be scheduled at specified time intervals (Common Hour, 6:30-8:30pm and 9:00-11:00pm to accommodate as many requests as possible.)**

2. CANCELLING a meeting room reservation:

- a. Inform the Office of Event Management as far in advance as possible.
- b. Failure of such notification of the cancellation can/will result in the following:
 - First offense-verbal warning.
 - Second offense- warning, fine or cancellation of weekly meeting rooms for the semester. (The organization will be required to schedule meetings on a week-to-week basis.)
 - Third offense- suspension of meeting privileges for the semester or year depending on time of last offense.

3. Ordering Food/ Beverage services:

Hofstra Dining Services requires the room reservation number (confirmation form) when ordering services. Contact the department at least three days prior to the event, or the Dining Services Catering Department x35395 for more information.

Food obtained from other resources/ vendors must be approved and the “Hold Harmless” Agreement must be completed.

4. General room maintenance:

To allow the best possible environment for all groups, please dispose of all papers, refuse, etc., and close windows and doors. Abuse of the facilities will exclude the group from further scheduling of meeting rooms. Damage to any of our facilities will be charged to the group and possible disciplinary actions could be taken.

Please be advised that **candles** are not allowed under any circumstances.

5. Audio Visual Services:

Consult with the Manager of Audio Visual Services or choose from available audiovisual equipment (available on the website) on the Event Reservation Form e.g., microphone, overhead projector etc. All requests **MUST** be noted on the form. Inform the Office of Event Management **IN WRITING** of any changes to the initial request.

Any Audio-Visual requested less than seven (7) working days prior to event will result in a Last Minute request Charge.

**III. Scheduling of Sports Facilities:
Including the Hofstra Arena, Physical Fitness Center, all fields and parking areas.**

Contact the Associate Director at x36671. Facilities for outdoor are available for events of campus wide interest. Some of these events may also require approval from the Director of Public Safety.

IV. Scheduling Events in the JC Adams Playhouse

Contact Alan Pittman, Director of Theater Facilities to schedule and make all arrangements for events. The Director of the Playhouse who determines whether all union regulations and copyright laws are being observed must review requests for programs in the Playhouse.

Tickets and program copy must have approval of the Director of Theater Facilities.

V. Scheduling of HOFSTRA USA:

Contact Hofstra USA manager on duty at x35130, after requesting and obtaining dates from SGA/ Club Affairs, to arrange all events. Please note: Large events may require additional furnishings, plant requests (electricity, carpenters, cleaning) that may require at least 10 days advance notice.

VI. Scheduling of Classrooms:

Submit the Student Organization Room Request form in the Office of Event Management, SC 112. Classrooms may be used **AS IS** for events that are conducive to academic activity and schedules, noise level and other activity .
Please note: Classrooms can only be scheduled for ONE SEMESTER, due to the Academic Scheduling needs of the University. Rescheduling of Weekly meetings located in Classrooms is done at the end of April and November for the following of each academic semester.

VII. Scheduling of Hofstra University Club:

Contact the manager at x36648.

NOTE FOLLOWING CONDITIONS:

Use of meeting rooms end times: Weekdays- Meetings and activities in the Student Center and Classrooms must **END BY 10:45pm**, with all guests vacating rooms by 11pm on Weekdays (Sunday-Thursday).

Exam periods and activity scheduling: Activities, meetings, parties may be NOT be scheduled during examination weeks **FROM THE FIRST READING/STUDY DAY TO THE LAST DAY OF FINALS**, unless you have explicit approval from the Dean of Student.

Cancellations: The Office of Event Management ***MUST BE NOTIFIED 24 HOURS IN ADVANCE OF CANCELLATIONS*** or charges may be applied to the organizations budget. The Office of Event Management will make every attempt to notify groups in advance that have failed to confirm events that are TENTATIVE. Failure to confirm TENTATIVE events, including meetings, parties or other activities may result in cancellation of the event.

University Function: On University property it is contrary to rules and unlawful to engage in any action that will impede the normal instructional and/or administrative process of the University or disrupt any normal University function. Therefore, outdoor activities may be scheduled only in areas and at hours that will neither interfere with, nor disturb classes or affect the normal operations of any University offices. Any violation of this general principle will be looked upon as a grave breach of University regulations.

Demonstrations: Demonstrations and picketing are subject to the following administrative rules: That through the Director of Student Activities, students make known their intentions of picketing. That they be assigned to a particular area, to be cleared with the Director of Public Safety and the Director of Event Management. The Director of Public Safety must be notified forty-eight (48) hours in advance of the activity.

Candles: Candles may not be used on the Hofstra campus under any circumstances.

Smoking is not permitted in any Hofstra facilities.