

**Hofstra University
Event Management Office
Policy and Procedures**

Updated 1-20-2010

Version 1.2

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I. Scheduling Guidelines

Submit your request on-line and with-in three business days you will receive Confirmation of Assignments made by the office of Events Management. Reservations are handled on received priority. Please reserve rooms well in advance.

a. Student Events

i. Student Organizations

Student events are sponsored by recognized student clubs and organizations. Reservations in this category receive space and most resources free of charge. Student groups may be responsible for costs associated with the following services: security, A/V, technical support, equipment rental, damages and cancellations. *An example is programs offered by the SGA.*

Student organizations may reserve space in the Spring for the following Academic Year.

Room reservation requests are coordinated by the Office of Event Management and in the order that they are received. All reservation requests for meetings and events require a completed Student Room Reservation Request Form. The Student Room Reservation Request Form is available at the Event Management Office Student Center Room 112 or on our website at www.hofstra.edu/oemstudentreserveonline

The forms must be submitted to the Hospitality Desk located in the Student Center, room 112, or via the online form www.hofstra.edu/oemstudentreserveonline. We ask that the organization request space at least 10 business days prior to the requested event date. If handed in at the Hospitality Desk a staff member will date and time stamp the request, make a copy, and submit it for review. The contacts will be informed of the status of the request within 3 business days of submission. The Hospitality Desk Staff can also assist in checking availability of space prior to submitting the request. Availability of space can be viewed on our website at www.calendar.hofstra.edu. Please be aware that the calendar does not show Tentative Events and may be viewed only on campus. Reservations are booked on a first-come-first-serve basis, and although space may be open on the calendar, be advised that requests may have been submitted prior. Also note, the setup times and breakdown times are included on the Event Calendar when you select the “**LOCATIONS**” view. All events require appropriate time to setup and breakdown the room.

Recognized student groups must designate two club members (contacts) to reserve space for an organization. Only these individuals can request space, update event information, or cancel events. Academic organizations may also list a department member as a contact. A Student Contact form may be picked up in Student Center 112 or you may print one out from www.hofstra.edu/oemstudentcontactform. The form must be **signed** by the organizations Campus Programming Office and returned to the Hospitality Desk in the Event Management Office. The form must be completed each semester as well as whenever individuals are added or removed.

Available Spaces- Please note that there is the option to pick “best available” spaces and we will choose the best available space for the event. If there are specific requests, the contact may also list their first, second, and third space preferences. Please indicate best available if possible. The Scheduler will then have the most flexibility and better success accommodating your request. The following spaces can be listed as a preference.

- **Meeting Rooms** - Student Center 141 (up to 49 people), 142 (up to 49 people), 143 (up to 49 people), 145 (up to 49 people), 218 (up to 14 people), 219 (up to 30 people), and Student Center Greenhouse (up to 120 people), Classrooms
- **Program Spaces** - Hofstra USA (up to 350 people), Student Center Multiple Purpose Room (up to 415 people), Multipurpose Room West (up to 188 people), Multipurpose Room East (up to 227 people), Student Center Theater (up to 334 people), Library Cultural Center Theater (up to 132 people), Student Center Plaza Rooms (East, West & Center)(up to 238 people), Plaza Room West (up to 94 people), Plaza Room Middle (up to 69 people), Plaza Room East (up to 75 people), Monroe 142 (up to 375 people), Academic Classrooms and Netherlands Dining Room North End (up to 50 people)

Events are permitted Sunday - Thursday 9:00am – 11:00pm and Friday – Saturday 9:00am – 12:00am (midnight). Student events/meetings are not permitted during the winter and summer breaks, as well as 24 hours prior to the first final exam. Requests outside these hours require the Programming Office’s approval. Please indicate justification for a time extension on your reservation request. The Event Management Office will coordinate the request.

1. The first step in the event planning process is to secure the space. A student organization must submit the Student Room Reservation Request form. Event Management asks that space be requested at least 10 business days before your requested event date. The Event Management Hospitality Desk staff will make a copy of the request for the organizations records. Room Reservation Requests for events charging admission held in Hofstra USA, hosting Non-Hofstra Guests, or are held in outdoors spaces require additional department signatures. Signatures are to

be collected on the Tentative Confirmation sent to the organization contacts via email once the event has been put in the system.

Meetings and other events not included above require only the student contact signature, and can be confirmed, if the form is complete without additional signatures.

If there are any questions or concerns regarding the status of an event, please contact the Event Management Office.

2. The next step in the event planning process is to seek required Hofstra department signatures. All student clubs have a Campus Department Programming Office. The Programming Office will be one of the following offices: Student Leadership and Activities, Multicultural and International Student Programs, Recreation and Intramural Sports, or academic department.

A. If the event is charging an admission, the following signatures are required:

1. Campus Department Program Office
2. Public Safety (bring event flyer)

B. If the event is in Hofstra USA, the following signatures are required:

1. Campus Department Program Office (if other than Student Leadership & Activities)
2. Student Leadership and Activities Office

C. If the event is inviting Non-Hofstra guests, the following signatures are required:

1. Campus Department Program Office
2. Public Safety (bring event flyer)

Any group inviting a speaker from off campus must file the appropriate background material with the Campus Department Programming Office at least two weeks in advance of the date of the event.

D. If the event is outdoors, the following signatures are required

1. Campus Department Program Office
2. Public Safety (bring event flyer)

The Hofstra Professional Staff can be **located at the following:**

Campus Department Program Offices

1. **Office of Student Leadership and Activities-** Student Center room 260, phone- 463-6914, email OSLA@hofstra.edu
2. **Multicultural and International Student Programs-** Student Center room 242, phone 463-6796, email international@hofstra.edu
3. **Recreation and Intramural Sports** – Recreation Center room 206, phone 463-4067, email recreation@hofstra.edu

Other Departments

1. **Public Safety-** Hofstra Information Center Service Desk, phone 463-6606

E. Confirmed events require **all** of the following: **a completed reservation request form with all room set up and AV information and all required signatures, and a current contact sheet.** The event will remain tentative until all requirements are submitted to the

Event Management Office and reviewed by the Event Management Scheduler. Once the event is confirmed, it will be updated in the scheduling software. The room reservation requester will receive an official confirmation from the Event Management Office by email. **It is very important to keep the official confirmation document! Tentative reservations will be removed and the event cannot take place if the event is not confirmed a week prior to the event.**

Meeting Rooms

1. Meetings are scheduled on a semester- by- semester basis.
2. Each organization may only have one Student Center meeting room on a weekly basis.
3. The following spaces are intended for club meetings: SC 141, 142, 143, 145, 219, 218, and Greenhouse.
4. Meeting times are Sunday – Thursday 6:30pm – 8:30pm & 9:00pm – 10:45pm and Wednesday 11:15am- 12:40pm
5. All meeting rooms will be setup in row style in order to allow for quick turnaround for the next group.
6. Meetings outside of the allocated Student Center times may be held in a classroom at the desired time.

Canceling an Event

Events must be cancelled by one of the student contacts listed for the Organization or, by the Campus Department Programming Office or Event Management. We ask that events are cancelled as soon as possible and must be at least 24 hours in advance. To cancel space an email must be sent to studenteventmanagement@hofstra.edu. Not showing up for a room is a violation of the cancellation policy and is considered a “no show”. Violations are cumulative for an academic year.

Failure to adhere to this policy will result in the following penalties:

- First Offense: The Organization will receive a verbal warning.
- Second Offense: The Organization will lose all scheduled events/meetings for two weeks. Students may not hand in requests for meetings/events during this two-week span.
- Third Offense: The Organization may no longer utilize programming space on campus for the semester. The Organization may not request space for the duration of the semester.

The Office of Event Management logs the usage of each room. If you are not sure if a representative has seen your organization use a room, please stop by Student Center 112 to inform us when your group is exiting.

Scheduling of Classrooms:

The Event Management Office can coordinate room requests for classroom spaces. Classrooms may be used as is only. Events and meetings in classrooms must not create a disturbance to surrounding classes.

Scheduling an Event in a Theater:

It is the goal of The Office of Event Management to utilize all of our meeting and program spaces. With that in mind, theater space must be scheduled accordingly. There are four different stage spaces:

- Student Center Theater -334 person capacity, works well for lectures, panels, movies, forums, and small shows. This space is located in the Student Center and is great for student events.

- Cultural Center Theater- 132 person capacity, good for films, forums, lectures, meetings, small shows.
- Monroe Theater -377 person capacity, ticket box, lighting, good for theatrical and musical performances.
- Hofstra USA- 350 person capacity, fashion shows, theatrical and musical performances. Friday and Saturday evening are reserved by the Student Government Association.

A Student organization may book theater space for an audition, performance, and two dress rehearsal dates.

When Event Management receives a request for a theater, it is at the discretion of the Office of Event Management to reserve the appropriate venue for the requested event. If an organization wishes to upgrade the location of their event (to a Theater) after it has been approved for a small room, or to request additional rehearsal dates in a theater, they may do so on the Friday prior to their event date. To do so, the organization contact must email studenteventmanagement@hofstra.edu or see the Event Management Coordinator. At that time, the organization may be assigned to a vacant theater space for the following week pending availability.

Please note that these guidelines are in place to insure that events take place in programming spaces and they are utilized efficiently. There are a limited amount of large performance spaces on campus and it is the goal of Event Management to make certain every student group has an equal chance to utilize these programming spaces.

ii. Student Not Affiliated with an Organization

All requests for space on campus must be submitted by a recognized department or organization. This ensures that the applicant is not only a member of Hofstra University, but also that the event is supported/part of a department project, and that they have a budget number to fund their requests and any cost incurred throughout the event.

When requesting space for a class project, please be aware that each room is designed with set-up limitations. Please pick a location that is conducive to your needs and does not require extensive removal of furniture. Furniture may not be added to or removed from a classroom or a space with fixed furniture such as Rathskeller and the Main Dining Room.

If your event requires electricity greater than the standard for filming, we will need to place a work order which will need to be requested with your room reservation, so that we may accommodate you accordingly. This includes outside spaces.

Event Management understands that often to complete coursework space is needed. The best practice to complete the task, is to have the professor assigning the project request the space via the student form which can be found at http://www.hofstra.edu/About/Campus/facops/facops_studentreservation.cfm. Please note that the Student Reservation Request Form is only used by a department member when reserving space for a student project. While completing the Student Reservation Request Form please list the student contact that will be using the space, as they are a secondary contact for the reservation.

The forms must be submitted to the Hospitality Desk located in the Student Center, room 112, or via the online form. We ask that you request space at least 10 days prior to the requested event date. A

Hospitality Desk staff member will date and time stamp the request, make a copy, and submit for it review. The contacts will be informed of the status of the request within 3 business days. The Hospitality Desk Staff can also assist in checking availability of space prior to submitting the request. Availability of space can be viewed on our website at www.calendar.hofstra.edu. Reservations are booked on a first-come-first-serve basis, and although space may be open on the calendar, be advised that requests may have been submitted before yours. Also note, the setup times and breakdown times are included on the Event Calendar when you select the “LOCATIONS” view. All events require appropriate time to setup and breakdown the room.

Events must be cancelled by email to studenteventmanagement@hofstra.edu from the reserving professor or student contact. Not showing up for a room reservation is considered a cancellation policy violation (No Show).

The requesting department is responsible for any damages that may occur during the student reservation and will be charged accordingly.

b. Departmental Events

Department events are organized by a recognized Hofstra University Department. Reservations in this category receive space free of charge, and are responsible for some resource, maintenance and set-up fees which include staffing and equipment charges. *An example is a department luncheon.*

Requests should be sent via on-line forms posted on the Events Management Website. All requests must be submitted at least 14 days prior to the requested event. Reservations are handled on received priority, and must be submitted through web request form. Departments can request space up to two years in advance. New requests for space inside three business days cannot be accommodated. The contact will receive a confirmation or tentative form via email within three days on the status of their request.

c. Co-Sponsored Events and Department Responsibilities

Co-Sponsored events are organized by both a Hofstra University Department and an external not for profit organization. Reservations in this category are responsible for all resource, maintenance and set-up fees which include staffing and equipment charges. Events will require contracts, insurance and a duly signed contract. For profit groups are responsible for facilities rental charges. *An example is an academic department hosting a national conference.*

Hofstra Departments can request space for cosponsored events two years in advance, but no later than 35 days prior. Inside 35 days requests cannot be accommodated since a contract, insurance, review and final approval is required. Proper time is required to review by all parties. There are several Administrators that need to review the completed packet and approve.

Department Responsibilities are:

- i. Department needs to submit a letter before 35 days prior to event explaining how this event coincides with and supports Hofstra’s mission and goals, and, more specifically, the mission and goals of your department. The statement must be approved and

endorsed by the responsible Dean or Vice President as applicable.

- ii. Coordinate planning committee and approve all promotional marketing literature for the event. It is required that all event material display “co-sponsored by Hofstra University,” the University logo and the name of the sponsoring Hofstra Department.
- iii. Ensure that Hofstra students, staff and faculty will be admitted without charge or at a reduced rate.
- iv. Have a representative in attendance during the event to act as liaison between Conference staff and the outside agency.
- v. Ensure that all money derived from event sales or fees are used only to offset the operating cost of the event. Should the outside agency make a profit from the event the co-sponsorship is then considered null and void and the Hofstra co-sponsoring department or the outside agency will incur facility fees.
- vi. Confirm room set up, audio/visual requests, event times, catering and any other needs.
- vii. Confirm that the organization is following campus regulations, policies and procedures.

d. External Events (Non-Hofstra Organizations)

External events are organized by an organization not affiliated with Hofstra University. Reservations in this category are responsible for usage fees. *An example is an industry trade show.*

External organizations may rent on-campus facilities for events (all year) and overnight housing (available during June, July, August only) by submitting the online request form for facilities or summer conferences with overnight housing. All requests can be submitted, via on-line form, fax, or hard copies, no later than 35 days prior to the event, however, it is suggested that requests are submitted at least 60 days prior to the event. Overnight housing contracts require at least 60 days for approval. A duly signed contract, prepayment and certificate of insurance will be required. Event organizers should not advertise event until contract is signed by Hofstra University.

e. Payment Schedule

One day events

The License Fee and all other Estimated Additional Charges are due and payable by the Licensee in full upon signing agreement, at least thirty days prior to the scheduled use of the facility. Signed contracts, payment and certificate of insurance are due thirty days prior to event. Payment shall be in the form of a cashiers or bank check made payable to Hofstra University or credit card (Visa and Master Card) are acceptable (No personal checks will be accepted). Signed contracts, insurance and/or payments not received prior to the thirty days before the event may result in cancellation or postponement of event.

Co-sponsored events

The License Fee and all other Estimated Additional Charges are due and payable by the Licensee in full upon signing agreement, at least 30 days prior to the scheduled use of the facility. The balance of charges is due at the conclusion of the scheduled event, and shall be in the form of a check made payable to Hofstra University, a bank check made payable to Hofstra University or Department budget number and authorization. Payments not received on the day of the event, shall be subject to interest of 1% compounded monthly.

Overnight Housing External Clients

The License Fee and all other Estimated Additional Charges under this contract are due and payable by the Licensee as follows:

- A \$1,000.00 non-refundable deposit is to be paid upon signing Agreement no later than 60 days prior to first check in.
- B 50% is to be paid thirty days (30) prior to the first check-in.
- C 100% is to be paid fifteen (15) days prior to the first check-in.

- D The Licensee shall submit full payment of all incidentals to the University at check out.

Payment arrangements must be made for the remaining balance due, including any additional incidental charges. A credit card may be accepted for payment of additional incidental charges during the event.

Overnight Hofstra Head Coach

The License Fee and any Estimated Additional Charges under this contract are due and payable by the Licensee as follows:

- A. \$1,000.00 non-refundable deposit is to be paid upon signing Agreement.
- B. 20% of total invoice is to be paid thirty days prior to the first check-in.
- C. 65% of total invoice is to be paid seven days prior to the first check-in.
- D. 100% of any change to the Total Estimated Charges, including those reflecting any increase in attendance, is due and payable at the time of first check-in.
- E. The remaining balance is due within one week after check out

All payments within 30 days of the event shall be in the form of a check made payable to Hofstra University. Cashiers or Bank check not required.

Overnight Internal Hofstra Departments

All payments and/or budget number approvals are due prior to check-in. The final budget transfer amount will be processed at check out or the next business day.

f. Insurance Requirements

One Day and Co-sponsored Event Requirements

A. Insurance:

- 1) Licensee, shall not commence event until it has obtained all insurance referred to herein, provided proof as set forth, and has been approved by the University. To secure its obligations under the agreement, licensee shall secure, pay for and maintain the following insurance policies in full force and effect during the term of the agreement:
 - i) **Property Insurance** upon all tools, material and equipment (owned, borrowed or leased by Licensee or their employees) to the full replacement value thereof during the full term of the Agreement. This insurance shall insure against damage or loss caused by fire and all other perils covered by a standard "All Risk" insurance policy. Licensee agrees to waive their right of subrogation against the University. The Property Policy shall allow for a Waiver of Subrogation in favor of the University. Failure of Licensee to secure and maintain adequate coverage shall not obligate Hofstra or its agents or employees for any losses.

- ii) **Workers Compensation** affording coverage in accordance with the requirements of the Workers Compensation laws of the State of New York, and Employers Liability coverage subject to a limit of no less than \$1,000,000 each employee, \$1,000,000 each accident, and \$1,000,000 policy limit.
 - iii) **Commercial General Liability** insurance with limits not less than \$1,000,000 per occurrence Bodily Injury and Property Damage Combined, \$1,000,000 per occurrence Personal and Advertising Injury, \$2,000,000 aggregate Products and Completed Operations Liability, \$100,000 Fire Legal Liability and \$2,000,000 General Aggregate limit per location or project. The policy shall be written on an occurrence basis with no deductible.
 - iv) **Automobile Liability** insurance for Bodily Injury and Property Damage with limits not less than \$1,000,000 combined and covering all owned, non-owned and hired vehicles.
- 2) All policies shall be endorsed to name Hofstra University as “additional insured”. Definition of additional insured shall include all Trustees, Partners, Officers, Employees, Agents and Representatives. Furthermore, coverage for the “additional insured” shall apply on a primary basis irrespective of any other insurance, whether collectible or not. Such policy shall include a waiver of subrogation in favor of Hofstra.
 - 3) All policies shall require that the University shall receive 30 days notice regarding any change, cancellation or non-renewal of any coverages. Any language limiting notice “to best efforts, endeavor to advise, not responsible to notify, etc.” will result in Certificate being rejected.
 - 4) All policies noted above shall be written with insurance companies licensed to do business in the State of New York and rated no lower than A:10 in the most current edition of A.M. Best’s Property-Casualty Key Rating Guide.
 - 5) **Evidence of Compliance** – Licensee shall furnish the University with Certificates of Insurance, evidencing compliance with all provisions noted above, at the signing of this contract.

FAILURE TO COMPLY WITH ANY OF THE INSURANCE PROVISIONS NOTED ABOVE WILL RESULT IN A BREACH OF THIS AGREEMENT BY THE LICENSEE.

- E. If the Licensee shall hire workers who also work for the University, such workers shall be deemed employees of the Licensee, and the Licensee will be responsible for any Worker’s Compensation claim that may occur as a result of a work related injury incurred while performing services for the Licensee. Licensee shall post a “Notice to Employees” in compliance with the Labor Law of New York State.
- F. Licensee is responsible for ensuring that all participants are aware of and follow Hofstra’s Computer Use Policy attached as appendix B.
- G. Licensee represents that it has thoroughly checked suitable character and employment references of all employees.

- H. Licensee represents that no trustee, officer, employee or any other person affiliated with Hofstra University and having involvement with this contract (1) is affiliated with the Licensee; and (2) received, was promised, or will receive anything of value in connection with this contract or the performance thereof.

Overnight Insurance Requirements with only Adult Guests (18 and older)

Insurance:

- 1) Licensee, shall not commence event until it has obtained all insurance referred to herein, provided proof as set forth, and has been approved by the University. Licensee shall secure, pay for and maintain the following insurance policies in full force and effect during the term of the agreement:
 - i) **Property Insurance** upon all tools, material and equipment (owned, borrowed or leased by Licensee or their employees) to the full replacement value thereof during the full term of the Agreement. This insurance shall insure against damage or loss caused by fire and all other perils covered by a standard "All Risk" insurance policy. Licensee agrees to waive their right of subrogation against the University. The Property Policy shall allow for a Waiver of Subrogation in favor of the University. Failure of Licensee to secure and maintain adequate coverage shall not obligate Hofstra or its agents or employees for any losses.
 - ii) **Workers Compensation** affording coverage in accordance with the requirements of the Workers Compensation laws of the State of New York, and Employers Liability coverage subject to a limit of no less than \$1,000,000 each employee, \$1,000,000 each accident, and \$1,000,000 policy limit.
 - iii) **Commercial General Liability** insurance with limits not less than \$1,000,000 per occurrence Bodily Injury and Property Damage Combined, \$1,000,000 per occurrence Personal and Advertising Injury, \$2,000,000 aggregate Products and Completed Operations Liability, \$100,000 Fire Legal Liability and \$2,000,000 General Aggregate limit per location or project, including sexual abuse/ molestation and terrorism coverage. The policy shall be written on an occurrence basis with no deductible.
 - iv) **Automobile Liability** insurance for Bodily Injury and Property Damage with limits not less than \$1,000,000 combined and covering all owned, non-owned and hired vehicles.
 - v) **Umbrella Liability** insurance at not less than a \$3,000,000 limit including sexual abuse/molestation coverage providing excess coverage over all limits and coverages noted in paragraph ii, iii and iv) above. This policy shall be written on an occurrence basis.
- 2) All policies shall be endorsed to name Hofstra University as "additional insured". Definition of additional insured shall include all Trustees, Partners, Officers, Employees, Agents and Representatives. Furthermore, coverage for the "additional insured" shall apply on a primary basis irrespective of any other insurance, whether collectible or not. Such policy shall include a waiver of subrogation in favor of Hofstra.
- 3) All policies shall require that the University shall receive 30 days notice regarding any change, cancellation or non-renewal of any coverages. Any language limiting

notice “to best efforts, endeavor to advise, not responsible to notify, etc.” will result in Certificate being rejected.

- 4) All policies noted above shall be written with insurance companies licensed to do business in the State of New York and rated no lower than A:10 in the most current edition of A.M. Best’s Property-Casualty Key Rating Guide.
- 5) **Evidence of Compliance** – Licensee shall furnish the University with Certificates of Insurance, evidencing compliance with all provisions noted above, at the signing of this contract.

FAILURE TO COMPLY WITH ANY OF THE INSURANCE PROVISIONS NOTED ABOVE WILL RESULT IN A BREACH OF THIS AGREEMENT BY THE LICENSEE.

- E. If the Licensee shall hire workers who also work for the University, such workers shall be deemed employees of the Licensee, and the Licensee will be responsible for any Worker’s Compensation claim that may occur as a result of a work related injury incurred while performing services for the Licensee. Licensee shall post a “Notice to Employees” in compliance with the Labor Law of New York State.
- F. Licensee is responsible for ensuring that all participants are aware of and follow Hofstra’s Computer Use Policy attached as appendix B.
- G. Licensee represents that it has thoroughly checked suitable character and employment references of all employees.
- H. Licensee represents that no trustee, officer, employee or any other person affiliated with Hofstra University and having involvement with this contract (1) is affiliated with the Licensee; and (2) received, was promised, or will receive anything of value in connection with this contract or the performance thereof.

Overnight Insurance Requirements for Groups with any guests under 18 years of age

Insurance:

- 1) Licensee, shall not commence event until it has obtained all insurance referred to herein, provided proof as set forth, and has been approved by the University. To secure its obligations under the agreement, licensee shall secure, pay for and maintain the following insurance policies in full force and effect during the term of the agreement:
 - i) **Property Insurance** upon all tools, material and equipment (owned, borrowed or leased by Licensee or their employees) to the full replacement value thereof during the full term of the Agreement. This insurance shall insure against damage or loss caused by fire and all other perils covered by a standard AAll Risk@ insurance policy. Licensee agrees to waive their right of subrogation against the University. The Property Policy shall allow for a Waiver of Subrogation in favor of the University. Failure of Licensee to secure and maintain adequate coverage shall not obligate Hofstra or its agents or employees for any losses.
 - ii) **Workers Compensation** affording coverage in accordance with the requirements of the Workers Compensation laws of the State of New York, and

Employers Liability coverage subject to a limit of no less than \$1,000,000 each employee, \$1,000,000 each accident, and \$1,000,000 policy limit.

- iii) **Commercial General Liability** insurance with limits not less than \$1,000,000 per occurrence Bodily Injury and Property Damage Combined, \$1,000,000 per occurrence Personal and Advertising Injury, \$2,000,000 aggregate Products and Completed Operations Liability, \$100,000 Fire Legal Liability and \$2,000,000 General Aggregate limit per location or project, including sexual abuse/molestation and terrorism coverage. The policy shall be written on an occurrence basis with no deductible.
 - iv) **Automobile Liability** insurance for Bodily Injury and Property Damage with limits not less than \$1,000,000 combined and covering all owned, non-owned and hired vehicles.
 - v) **Umbrella Liability** insurance at not less than a \$3,000,000 limit providing excess coverage over all limits and coverages noted in paragraph ii, iii, and iv) above. This policy shall be written on an occurrence basis.
- 2) All policies shall be endorsed to name Hofstra University as additional insured. Definition of additional insured shall include all Trustees, Partners, Officers, Employees, Agents and Representatives. Furthermore, coverage for the additional insured shall apply on a primary basis irrespective of any other insurance, whether collectible or not. Such policy shall include a waiver of subrogation in favor of Hofstra University.
 - 3) All policies shall require that the University shall receive 30 days notice regarding any change, cancellation or non-renewal of any coverages. Any language limiting notice At best efforts, endeavor to advise, not responsible to notify, etc. will result in Certificate being rejected.
 - 4) All policies noted above shall be written with insurance companies licensed to do business in the State of New York and rated no lower than A:10 in the most current edition of A.M. Best's Property-Casualty Key Rating Guide.
 - 5) **Evidence of Compliance** - Licensee shall furnish the University with Certificates of Insurance, evidencing compliance with all provisions noted above, at the signing of this contract.

FAILURE TO COMPLY WITH ANY OF THE INSURANCE PROVISIONS NOTED ABOVE WILL RESULT IN A BREACH OF THIS AGREEMENT BY THE LICENSEE.

- E. If the Licensee shall hire workers who also work for the University, such workers shall be deemed employees of the Licensee, and the Licensee will be responsible for any Worker's Compensation claim that may occur as a result of a work related injury incurred while performing services for the Licensee. Licensee shall post a "Notice to Employees" in compliance with the Labor Law of New York State.
- F. Licensee is responsible for ensuring that all participants are aware of and follow Hofstra's Computer Use Policy attached as appendix B.
- G. Licensee represent that it has thoroughly checked suitable character and employment references of all employees.

H. Licensee represents that no trustee, officer, employee or any other person affiliated with Hofstra University and having involvement with this contract (1) is affiliated with the Licensee; and (2) received, was promised, or will receive anything of value in connection with this contract or the performance thereof.

II. Reservation Process

a. Event Times Definitions

- Setup/Takedown
 - Time used by custodial staff to setup/takedown the resources in the venue.
- Pre-Event/Post-Event
 - Time Catering and the Event Organizer can access the space prior to and after their event and the room will be ready for the event.
- Event Start/End
 - Time the program begins & ends

b. Event Type Definitions

Banquet/ Reception/ Meal: Event which is intended as a gathering with food and/or beverages.

Ceremony- Official special recognition event.

Conference/Seminar: A onetime event with a common theme often including a large group presentation followed by breakout sessions.

Festival: Typically an outdoor celebration with multiple forms of entertainment.

Fundraiser: Event in which fundraising efforts are the primary intention.

Exhibit: Display without a formal event.

Hearing- University governance hearing.

Information Table- Table intended for information distribution.

Vendor Table- Table intended for selling products or services.

Lecture/ Speaker: Lecture.

Meeting: A formal organization business meeting.

Seminar: A onetime event with presenter and/or webinar.

Movie: Film showing.

Non Academic Class/ Workshop: A not for credit class or workshop.

Open House/ Information Session- Official Hofstra Admissions Open House or Information Event.

Orientation- Official Hofstra New Student or Parent Orientation event.

Party: Social gathering including a DJ or other entertainment.

Practice/ Rehearsal: Practice or rehearsal for a show or performance.

Performance/ Show: Official show performance.

Press Conference: Announcement being made by University that could involve outside agencies

Live Entertainment/Concert- Event with live entertainment.

Renovation- Service interruption due to new construction or renovation.

Maintenance- Service interruption due to maintenance needs.

Independent Service- Reservation intended for inventory control purposes.

c. Room Layout Definitions

Clear room: Room is set with little or no furniture.

Theater: Room has fixed row style seating.

Row: Room is set with chairs only set side by side facing front of room. Podium or table included at front.

Round Table: Room is set with round tables. Each table can accommodate between 8 & 10 chairs comfortably.

Conference: Existing table or a combination of tables used to form a solid conference table. Good for small group business meetings.

Classroom: Room set to include seats with writing surface for all guests. In most cases 6 ft rectangle tables or a desk provide the writing surface.

Circle: Room set with chairs only in a full circle configuration. Good for icebreaker activity or discussion.

Semi Circle: Room set with chairs only in semi circle configuration.

U Shape: Room set with tables to provide an open U shape conference table with chairs around the perimeter. Good for group activity including a discussion.

Hollow Square Conference: Room set with tables to provide an open center complete square/rectangle shape conference table with chairs around the perimeter.

Other/ See Instructions: The general set up does not fall into one of the layout categories. A diagram is recommended and required to be submitted one week from date of the event.

d. Room Occupancy Codes

The capacities are to be strictly enforced at all times. All capacities are posted and will vary pending the layout of the space. Adding tables, chairs, stage or other furniture will reduce this posted number. To view our Capacity Charts please visit our website:

http://www.hofstra.edu/About/Campus/oem/oem_policies_procedures.html.

e. JC Adams Playhouse

Departments who wish to book the Playhouse only please contact Alan Pittman at x35445. External Organizations please contact Conference Services if you wish to contract this theater space. If a Department is requesting the Playhouse and other spaces or overnight housing please contact Conference Services.

f. Sports Facilities (Including outdoor Athletic Fields)

Please contact Ann Combes-Baller, the Associate Director of Sports Facilities, at x36671

g. Classrooms

All for credit classes are scheduled by Academic Scheduling. All other requests for Academic Classrooms are coordinated by Event Management. Classrooms may be used **AS IS** and availability is pending the semesters Academic Schedule.

The class schedules have to be done first. The timeline for submitting requests is as follows:

Jan/Spring Nov 1st

Summer Dec 1st

Fall March 1st

Fall Finals Nov 1st

Spring Finals Mar 1st

h. University Club

Please contact the University Club Manager, at x36648.

i. Hofstra USA

Hofstra USA spaces are reserved through the Office of Event Management.

j. Outdoor Spaces (Excluding Athletic Fields)

South Campus Academic Quads (Playhouse North and South, Roosevelt, Memorial, Hofstra Hall Plaza and Monroe Plaza) can be reserved for events. As a guideline, amplified sound is not allowed during Academic Class times to prevent the disruption of classes. Amplified sound may be approved during common Hour (Wednesdays 11:15-12:40). All other amplified sound requests will need approval through the Provost's Office.

North Campus Residence Hall Quads and Hofstra USA Plaza can be reserved for events. As a guideline events should not start before noon and are recommended to end by 6pm. Requests for these spaces must be approved by Residential Life and/or the Dean of Students.

k. Library 10th Floor

Primary intention of the Library 10th floor is to provide a general study area for the Hofstra Community. If there is an alternate location available on campus that fits your requirements, please request that space. In lieu of the 10th floor, you may be interested in the Lib. 246, the Greenhouse, or the Plaza rooms. Requests for use of this space will be handled by Event Management.

l. Student Center Main Dining Room

Primary intention of the Main Dining room is to provide general seating for the Hofstra Community. If there is an alternate location available on campus that fits your requirements, please request that space. In lieu of the Student Center Main Dining Room, you may be interested in the Student Center Multipurpose Room, the Greenhouse, or the Plaza rooms. Requests for use of this space will be handled by Event Management.

III. Event Support

Additional services or equipment provided to Organizer will be billed by the Department and added to the final invoice. The Department reserves the right to determine the need for additional staffing and to bill Organizer for same.

a. Custodial Coverage

Standard maintenance services on campus may be supported at no additional cost for student groups for events hosted within the Event Management managed spaces. Custodial coverage on the North Campus is limited after noon on Saturdays, Sundays, and groups may be responsible for coverage expenses for set ups or room monitoring if required. Custodial coverage on the South Campus will incur charges for set ups or room monitoring if required. Departmental, Co-sponsored, and External events may incur Custodial charges based on event requirements, number of spaces requested, dates, and times. A budget number should always be included in reservation form to avoid delays in service.

b. Maintenance Requests (Work Orders)

Event Organizations are responsible for all costs associated with maintenance requests. To include Student, Departmental, External and Co-sponsored events. A budget number should always be included in reservation form to avoid delays in service.

- i. Any work requiring the movement of material owned by the University, other than material that can be carried by an individual without assistance of a vehicle and other material loaned or donated by the University to any other institution or organization, for which transport is arranged or provided by such other institution or organization, shall continue to be the exclusive work of the members of Local 282 Teamsters.

c. Audio & Visual Services

Standard AV services and equipment (in stock) are supported at no additional cost to student groups for events hosted within Event Management managed spaces. AV Technicians are required for Theater spaces and encouraged for all events. Videotape services and events outside of the Student Center may require appropriate charges and will depend on the complexity of the request and transportation requirements. (Requests must be submitted at least one week prior to your event, and are suggested to be requested as soon as possible. Cancellations within two weeks of your event may incur charges for services confirmed or already coordinated.)

d. Day of Requests

All requests, by an Event Organizer, to the Office of Event Management for additional resources must go through an Event Management/Conference Services scheduler. Requests the day before an event or earlier must go through the Event Management mailbox.

e. Rental Equipment

All furniture, equipment and audio/visual services are provided on a first-come, first-serve basis. If the Department is required to rent additional furniture or equipment, the cost will be borne fully by Event Organizers.

f. Ordering Food/ Beverage Services

Please contact Hofstra's approved Food Services Vendor, Lackmann, for all food and beverage services at least one week prior to the event. The space will be ready for the start of your pre event. Ensure this time is communicated to Lackmann. Lackmann can be reached at x35395 or via [website](#). The use of other caterers is not permitted without written approval from Lackmann.

IV. General Policies

a. Alcohol Policy

Hofstra University expects that all students abide by federal laws and New York state laws on alcohol as well as the University's Statement on Drugs and Alcohol and all related policies as outlined in Residential Programs' "The Living Factor." Students who drink alcohol to excess whether on campus or off campus and require medical attention will be later required to meet with a member of the Dean of Students Office. The following actions violate the University's conduct code regarding alcohol: possessing, consuming and/or distributing any quantity of alcohol while under the legal drinking age; or violating the University alcohol policy in any way (including, but not limited to, the Statement on drugs and Alcohol and "The Living Factor"); or possessing, consuming and/or distributing any quantity of alcohol in a residence hall suite/room where there is a minor present; or misrepresenting yourself or using another person's identity with the intent to purchase, possess and/or consume alcohol; or acting in a disruptive/disorderly manner, regardless of age, while under the influence of alcohol.

b. Banner Hanging

The Office of Student Leadership and Activities is responsible for all banners hung in the Student Center. Questions or concerns can be directed to the Office of Student Leadership and Activities- Student Center room 260, phone- 463-6914, or email: studentleadershipandactivities@hofstra.edu

c. Bulletin Boards/Posting Policy

All Hofstra University bulletin boards on both North and South Campus are for the exclusive use of the University and student-sponsored events. Promotion of off-campus events is not permitted. To make use of the bulletin boards to advertise your event, submit your fliers for approval to the Office of Student Leadership and Activities. Fliers must be received by 2:45 p.m., and can be picked up after 3 p.m., Monday through Friday. Stamped fliers can only be placed in designated bulletin boards and cannot be affixed to other locations with tape or glue.

Contact: Office of Student Leadership and Activities
260 Mack Student Center, North Campus
(516) 463-6914
hofstra.edu/StudentAffairs/StudentActivities/index.html

d. Cancellation of Rooms

i. Student Organizations

Events must be cancelled by one of the student contacts listed for the Organization or, by the Campus Department Programming Office or Event Management. We ask that events are cancelled as soon as possible and must be at least 24 hours in advance. To cancel space an email must be sent to studenteventmanagement@hofstra.edu. Not showing up for a room is a violation of the cancellation policy and is considered a “no show”. Violations are cumulative for an academic year.

Failure to adhere to this policy will result in the following penalties:

- First Offense: The Organization will receive a verbal warning.
- Second Offense: The Organization will lose all scheduled events/meetings for two weeks. Students may not hand in requests for meetings/events during this two week span.
- Third Offense: The Organization may no longer utilize programming space on campus for the semester. The Organization may not request space for the duration of the semester.
- The Office of Event Management logs the usage of each room. If you are not sure if a representative has seen your organization use a room, please stop by Student Center 112 to inform us when your group is exiting.

ii. Departmental

Please cancel your event as soon as you know or at least one week in advance. Fees associated with event are the responsibility of the Organizer. Any requests to cancel a reservation entirely must be received in writing. Cancellations within a week are subject to charges if arrangements for services, staffing or equipment have already been made. A revised confirmation and invoice will be sent to the event organizer following any cancellation.

iii. Co-Sponsored

Please cancel your event as soon as you know or at least one week in advance. Fees associated with event are still the responsibility of the Organizer. Any requests to cancel a reservation entirely must be received in writing. Cancellations within a week are subject to charges if arrangements for services and staffing have already been made. A revised confirmation and invoice will be sent to the event organizer following any cancellation.

iv. External Events

Cancellations made between twenty-nine (29) and fourteen (14) days prior to the event start date will result in 50% of the total estimated cost of the event due and payable to Hofstra University. Cancellations made within thirteen (13) days of the event start date will result in 100% of the total estimated cost of the event due and payable to Hofstra University.

e. [Candles

Candles are not permitted indoors.

f. Damages

Event Organizers are responsible for any damages incurred during their confirmed reservations. The requesting department is responsible for any damages that may occur during their event and will be charged accordingly.

g. Decorations

Decorations cannot be taped, glued, puttied, stapled or attached in any way to painted surfaces, stage, floor, glass, walls, trees, or furniture. Decorations can be free standing or mounted on an easel or pipe and draping. The use of non-stick blue putty or tape is not permitted due to the stain left behind and damage to brick and wall surfaces. Event organizers are encouraged to speak to Event Management Scheduler to brainstorm on decoration ideas appropriate for the event. Fire Codes are:

Items Suspended From Ceilings and Walls:

No items shall be suspended from the ceiling or within 24” of the ceiling as to obstruct or cover lighting, smoke detectors and/or sprinkler heads. [ref; NYSFC - 901.6 and 805.1 and 315.2.1] No decorative, holiday or theme lighting shall be placed/hung on or around doors or windows.

Decorations:

No tapestries or fabric items (including flags) shall be placed on the ceilings or walls of any room. Wall coverings may include pictures and posters, but may not exceed 50 percent of total wall space. Tapestries and or fabric items shall not be placed in common areas (including doormats). [ref; NYSFC304.1] No window curtains or valances are permitted to be hung in rooms/suites/ apartments.

h. Drug Policy

Hofstra University expects that all students abide by all federal laws and New York state laws regarding illegal drug use as well as the University’s Statement on Drugs and Alcohol and all related policies as outlined in Residential Programs’ “The Living Factor.” The following actions violate the University’s Student Conduct Code regarding drugs: using and/or possessing illegal drugs; or improperly using or abusing over-the-counter drugs or prescription drugs; or manufacturing, distributing, dispensing, and/or selling illegal drugs, including prescription drugs on campus; or aiding and abetting in the sale/distribution/use/possession of illegal drugs, including prescription drugs on campus; or using/possessing drug paraphernalia on campus, including, but not limited to scales, rolling papers, bowls, pipes, bongs, hookahs or any other device that could be used for the purpose of drug use; or knowingly being in the presence of illegal drugs and/or drug paraphernalia/illegal drug use on campus

i. Easel and Eclipse Sign Holders

Wooden easels and Eclipse sign holders can be signed out for use in the Student Center and Library Lobby to advertise events up to 10 days prior to the scheduled event. There is no cost if the sign holders are returned. Hofstra students and staff can sign out the sign holders at the Hospitality Desk (Student Center Suite 112). A Hofstra Budget number is required. Event Management has a limited amount of inventory and availability is not guaranteed. Wall sign clips have been installed in high traffic areas to

assist in directing guests to room locations. We encourage Event Planners to create directional signs and utilize these wall sign clips on the day of the event only.

j. Gambling Policy

Participation in any form of illegal gambling is prohibited. Gambling refers to unauthorized lotteries, raffles, or other games of chance. These activities are not to be conducted on campus by organizations or individuals.

Gambling is not permitted in connection with college-sponsored events on or off campus.

k. Hold Harmless Agreement

Licensee agrees to conduct its activities so as not to endanger or damage any person or property. Licensee agrees to pay the University for any and all damage resulting to University property by use of its employees, agents, invitees or guests. Licensee accepts the licensed facilities and agrees that the University shall not in any event whatsoever be liable for any injury or damage to any person or property of the Licensee, its participants, personnel, guests, invitees or any other person, on or about the licensed premises, or arising out of the exercise of the license, except for intentional or negligent acts or omissions of the University.

The Licensee shall, at its own cost and expense, defend, indemnify and hold the University, its trustees, officers, employees, servants, representatives, and agents harmless from and against any and all claims, loss, expense (including attorney fees, witness fees and all court costs), damage and liability (including statutory liability) resulting from injury and/or death of any person or damage to or loss of any property caused by any negligent or wrongful act, error or omission or breach of contract by the Licensee, its employees, agents, invitees or guests. Such liability shall not be limited to the insurance coverage herein provided. The foregoing indemnity shall include injury or death of any employee, agent, invitee or guest of the Licensee, and shall not be limited in any way by an amount or type of damages, compensation or benefits payable under any applicable Workers Compensation, Disability Benefits or other similar employee benefits acts. The Licensee agrees to waive its right of subrogation against the University, its trustees, officers, employees, servants, representatives, and agents applicable to any claims brought against the University by the Licensee's employees, agents, invitees or guests.

l. Lost and Found

The lost and found will be located at the Hospitality Desk in the Student Center Room 112. All items found and reports of missing items are to be logged into the Lost and Found book. All lost wallets, purses, passports, credit cards, Student ID's, Licenses, and other large value items are logged in, then immediately reported to Public Safety. After 30 days, all campus keys are to be mailed to the lock shop. All clothing, books, non campus keys, etc can be discarded after 30 days. Lost and Found book should be updated as items are mailed, delivered, or discarded.

m. Parking

Parking on the University Campus is limited. All individuals visiting the campus shall be responsible for observing campus parking and traffic regulations. Please refer to the Parking Website, http://www.hofstra.edu/StudentAffairs/PublicSafety/pubsaf_parking.html, for any further questions.

n. Political Candidate-Related Events Policy

Hofstra University (the “University”) may not make and does not make any political contributions or expenditures for or against candidates in any election.

1. University facilities are available for rental to all federal, state, or local candidates in the normal course of business, and at the usual and normal rental rate. “Available” means that the facility is not otherwise required for the University’s own sponsored events, which always take priority. The full rental amount must be paid **in advance** by the candidate’s committee or the sponsoring organization renting the facilities, and the University will not sign an agreement for the use without such prepayment.
2. Any incidental expenses in connection with a candidate’s rental of University facilities, including but not limited to catering costs, refreshments and security fees must be paid directly by the candidate or reimbursed to the University **in advance** by the candidate’s committee or the sponsoring organization using or renting the facilities.
3. The University may not and does not expressly advocate the election or defeat of any clearly identified candidate, candidates or candidates of a clearly defined political party.
4. To ensure compliance with this policy, no department may enter into a facilities use or rental agreement with any candidate for political office, or commit the use of any Hofstra facility for such use, without the prior approval of the University’s General Counsel.

For further questions please visit the Policies Website, <http://www.hofstra.edu/About/Policy/>.

o. Prohibited Uses

Failure to comply with University policies and regulations may result in the revocation of use of campus space for activities and related privileges and services.

Hofstra University prohibits uses, which are disruptive to the educational program of the University or the neighboring community. Any activity, which is extremely dangerous or presents a risk of damage to the University property or participants, will be prohibited.

Individuals or groups that use University space are prohibited from discriminating on the basis of race, religion, sex, color, age, sexual preference, national origin, marital status, physical handicap or status as a disabled or Vietnam –era veteran.

p. Smoking Policy

Smoking is not permitted inside buildings or within 25 feet of facilities.

q. Tent Policy

Extended use of tents on the grass may cause damage to grass areas. Grass areas need consistent watering and sunlight in order to grow properly. Requests for extended use or combined events will require a review and approval. Any temporary structure erected on campus grass will need to be approved by the Director of Grounds. It is encouraged to make arrangements for the tent to be set only during the days times you need to use. Set up as close to your event start time as possible. Breakdown should be

completed as close the end of your event as possible. This may include weekend set up or breakdown. The preferred vendor on campus is Ace Canvas.

r. Theater Usage

This policy pertains to Student Center Theater, Cultural Center Theater and Monroe Lecture Hall.

i. Food and Beverage

- a. Food is not allowed in the auditoriums at any time, except when Organizers have approval from the Office of Events Management (Continental breakfast, finger foods and/or grab and go snacks only, no plated meals or buffet stations)
- b. Food Tables are not allowed inside of Student Center Theater and Monroe Lecture Hall due to egress lanes.
- c. Drinks are preferred in plastic, covered, spill-proof containers such as sipper cups and sports bottles. Glass Containers are not permitted.
- d. Food may be permitted in the backstage area only at the discretion of the Theater Director or with prior approval from Office of Events Management.

ii. Department Audition Rehearsal Policy

A Hofstra Department may book theater space for one audition, and two dress rehearsal dates (AV can be scheduled if needed. Department will be responsible for AV charges).

Student Center Theater -334 person capacity, works well for lectures, panels, movies, forums, and small shows. This space is located in the Student Center and is great for student events.

Cultural Center Theater- 132 person capacity, good for films, forums, lectures, meetings, small shows.

Monroe Theater -377 person capacity, ticket box, lighting, good for theatrical and musical performances.

Hofstra USA (Sunday through Thursday only)- 350 person capacity, fashion shows, theatrical and musical performances.

If a Department wishes to request additional rehearsal dates in a theater, they may do so one week prior to their event date. The Department must email eventmanagement@hofstra.edu with their request. At that time, the Department may be assigned to a vacant theater space for the following week pending availability.

iii. Stage Design

- a. Hanging items on walls or backdrops on stage are not permitted without prior approval from Office Of Events Management or Theater Director. At no time should tape, glue, staples, or putty be used to attach decorations. Decorations should be free standing or affixed to pipe and drape. Gaffers Tape is the only approved tape to be used on all surfaces.
- b. Painting, to include finger paints, spray paints, Tie Dye, use of Chalk or any other activity that could leave any markings within the space is not permitted. If this activity is required, consult Office of Events Management or Theater Director so an appropriate location is identified.
- c. Altering the lighting, to include covering light fixtures, changing light bulb types, moving permanent fixtures is not permitted. Any adjustments

that are required will need to be communicated prior to event date through the Office of Events Management or Theater Director.

iv. Occupancy

- a. At no time should the attendance exceed the posted occupancy of the Theater. Any alternate setups or addition furniture added needs prior approval through the Office of Events Management or Theater Director. Aisles need to remain clear for egress.
- b. The University reserves the right to end an event if the Occupancy codes are not adhered to. The University Fire Marshall along with Public Safety will make this decision with the Event Organizer.

v. Other

- a. The reservation requestor will be responsible for seeing that all trash left on stage or in the wing areas (bottles, caps, boxes, napkins, decorations, etc.) will be properly disposed of at conclusion of the reservation and will also be responsible for the auditorium and lobbies at the end of any reservation.
- b. Any violations of this policy can result in forfeiture of future rental and usage privileges of Hofstra University facilities, and possible additional cleaning and custodial fees for any permanent damages to walls, carpets or fixtures.
- c. At no time should an Event be disruptive to the Educational Program or course of a normal business day.

s. 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.

t. University Publicity Policy

To insure that the University's facilities and services are accurately represented, written approval of all publicity (including, but not limited to, advertising) and brochures referring to this license and/or the Event must be obtained from the University prior to publication.

V. [Student Leadership and Activities Policies](#)

VI. [Emergency Management](#)

VII. [Directions to Hofstra University](#)

Travel Directions to Hofstra University

Using GPS?

Most GPS units allow you to select or search for Hofstra University in the Points of Interest section. If you need an address for navigation, use:

900 Fulton Avenue
Hempstead, NY 11550

Getting Here By Car

From New York City: From the Queens Midtown Tunnel, continue on the Long Island Expressway (I-495) East to exit 38, Northern State Parkway East, to the Meadowbrook Parkway South (exit 31A) ... Stay on the Meadowbrook Parkway until Exit M4 (sign reads "Hempstead" and "Coliseum") ... Follow "From All Points," below.

From southern New Jersey, southeast Pennsylvania, Maryland, Washington, D.C., and Virginia: Take N.J. Turnpike to Exit 13 ... Follow Route 278 to Verrazano-Narrows Bridge ... Take left exit off bridge onto the Belt Parkway East ... Take that to Exit 25A (Southern State Parkway East - the Belt Parkway splits, stay left) ... Take that to Exit 22N (Meadowbrook Parkway North) ... Stay on the Meadowbrook Parkway until Exit M4 (sign reads "Hempstead" and "Coliseum") ... Follow "From All Points," below.

From northwestern New Jersey, northern Pennsylvania, and the Middle States: Take either Interstate 78, Interstate 80, US Route 22, New Jersey Route 4, or New Jersey Route 17 to the George Washington Bridge ... Proceed over the bridge to the Cross Bronx Expressway onto the Throgs Neck Bridge ... Follow directions from Throgs Neck Bridge, detailed below.

From Upstate New York: Take New York Thruway over the Tappan Zee Bridge to Cross Westchester Expressway (Interstate 287) ... Stay on the Expressway to the New England Thruway ... Proceed south on the Thruway to Throgs Neck Bridge ... Follow directions from Throgs Neck Bridge, detailed below.

From New England: Proceed south to New England Thruway (Interstate 95) and take this to the Throgs Neck Bridge ... Follow directions from Throgs Neck Bridge, detailed below.

From the Throgs Neck Bridge: Take Cross Island Parkway (first exit over the bridge on right) to the Grand Central Parkway East (Exit 29, exit forks - stay left) ... Grand Central Parkway will become the Northern State Parkway East, follow to Exit 31A (Meadowbrook Parkway South) ... Take the Meadowbrook Parkway to Exit M4 (sign reads "Hempstead" and "Coliseum") ... Follow "From All Points," below.

From eastern Long Island: Take the Northern State Parkway West, to the Meadowbrook Parkway South (Exit 31A) or take the Southern State Parkway West to the Meadowbrook Parkway North (Exit 22N) ... Stay on the Meadowbrook Parkway until Exit M4 (sign reads "Hempstead" and "Coliseum") ... Follow "From All Points," below.

From John F. Kennedy Airport: Take the Belt Parkway East to Exit 25A (Southern State Parkway East) ... Take that to Exit 22N (Meadowbrook Parkway North) ... Stay on the Meadowbrook Parkway until Exit M4 ... Follow "From All Points," below.

From LaGuardia Airport: Take the Grand Central Parkway East ... This will become the Northern State Parkway East ... Follow this to Exit 31A (Meadowbrook Parkway South) ... Take the Meadowbrook Parkway to Exit M4 (sign reads "Hempstead" and "Coliseum") ... Follow "From All Points," below.

From MacArthur Airport: Take Veterans Memorial Highway South to Sunrise Highway West to the Southern State Parkway West ... Take that to Exit 22N, then take Meadowbrook Parkway North to Exit M4 ... Follow "From All Points," below.

From All Points: From Exit M4 of the Meadowbrook Parkway you will be on Route 24 West (Hempstead Turnpike) ... Stay on 24W for about one mile ... Pass Nassau Coliseum ... Hofstra University is on both sides of Hempstead Turnpike ... You will see three overhead walkways ... For the North Campus Main Entrance, make the first right after the first overhead walkway. For the Admissions Center, make a left at the light just after the second walkway ... The Office of Admissions is in Bernon Hall, the first building on your left as you enter the parking lot. Welcome to Hofstra!

Getting Here By Rail Road

From New York City: The Long Island Rail Road provides regular commuter service from Pennsylvania Station in New York City to the Hempstead station, which is less than two miles from Hofstra's campus ... Pennsylvania Station is located at 34th Street and 8th Avenue, below Madison Square Garden. Take the Long Island Rail Road East on the Hempstead Branch to the final stop "Hempstead." Depending on the day and time, a complimentary blue Hofstra bus may be waiting at the station to take visitors and students to the Hofstra campus. The bus makes several stops on campus. Otherwise, just take a taxi for a short 5-minute trip to the Hofstra campus.

[Click here for complete Long Island Rail Road information and schedules](#)

Getting Here By Bus

Long Island Bus provides public bus service serving Hempstead, Hofstra University, Nassau University Medical Center, Levittown, Farmingdale, Melville, Sunrise Mall, Babylon, via Hempstead Turnpike. [Click here for N70/71/72 Schedule](#).