

SCHEDULING GUIDELINES FOR STUDENT ORGANIZATIONS

Fall 2019

To Reserve Space

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 on our website at www.hofstra.edu/oemstudentreserveonline. We ask that the organization request space **at least 14** days prior to the requested event date. When filling out an online form an automated email will be sent upon receipt. The contacts will be informed of the status of the request **within 3 business days of submission**.

All recognized student organizations must be registered and active on Get Involved HU to reserve space. If an organization is not registered please see Student Leadership and Engagement for approval, located in Student Center 244. Event Management suggests the student organizations contacts be listed under positions in the roster of the organization on Get Involved HU.

To Find Available Space

The Hospitality Desk Staff can also assist in checking availability of space prior to submitting the request at 516.463.6925 or Student Center 112. Availability of space can be viewed on our website at www.wvcalendar.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 prior.

Contacts

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. A Student Contact form may be picked up in Student Center 112 or you may find the form on the Event Management website http://www.hofstra.edu/about/campus/oem/oem_request_forms.html. This form will be electronically submitted to Student Event Management. Contacts are not updated until confirmation email is received by student group. The form must be completed each semester as well as whenever individuals are added or removed.

Co-Sponsored Events

Co-sponsored events between a student organization and an external client must be sponsored by the organizations programming department. Please see Conference Services Guidelines for more detail. Form can be found at www.hofstra.edu/oemcosponsored.

Available Spaces

Please note that there is the option to pick “best available” spaces and we will choose the most appropriate 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), and Student Center Greenhouse (up to 120 people), Classrooms (posted occupancy)

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- **Program Spaces:**
 - ➔ Hofstra USA (up to 300 people including Gazebo space),
 - ➔ 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 (All 3 - 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), combination of 2 plaza rooms ; Plaza West & Mid (up to 163 people), Plaza Mid & East (up to 144 people),
 - ➔ Monroe 142 (up to 375 people),
 - ➔ Academic Classrooms (posted occupancy) ,
 - ➔ Netherlands South (up to 50 people) and Netherlands Dining Room North End (up to 145 people).

Please note that these numbers depend on the setup requested for the space.

Events are permitted **Sunday - Thursday 9:00am – 11:00pm and Friday – Saturday 9:00am – 12:00am** (midnight). Student events/meetings are not permitted during winter and summer breaks, as well as 24 hours prior to the first study date. 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.

Seeking Approval

Room Reservation Requests for events charging admission, held in Hofstra USA, requesting bar service or hosting Non-Hofstra Guests, or are held in outdoors spaces require further approval from campus departments. (Note, bar service is only hosted in Hofstra USA). This is only to be done on a Tentative Confirmation where there are designated spots for signees. All student clubs have a Campus Department Programming Office. The Programming Office will be one of the following offices: Student Leadership and Engagement or Recreation and Intramural Sports.

1. If the event is **taking in money**, the following signatures are required:
 1. Campus Department Program Office
****scheduling a money drop with the Graduate Assistant of Evening and Weekend Programming in OSLE is also required for this.***
 2. Public Safety (bring event flyer)

2. If the event is in **Hofstra USA**, the following signatures are required:
 1. Campus Department Program Office (if other than Student Leadership & Engagement)
 2. Student Leadership and Engagement Office
 3. Public Safety (bring event flyer)
 - *Please note these signatures are also required for bar service.*

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3. 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.

4. If the event is **outdoors**, the following signatures are required
 1. Campus Department Program Office
 2. Public Safety (bring event flyer)

Campus Department Program Offices located at the following:

1. **Office of Student Leadership and Engagement**- Student Center room 244, phone 463-6914, email OSLE@hofstra.edu
2. **Department of Campus Recreation** –Fitness Center, phone 463-7628, email recreation@hofstra.edu

Other Departments

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

Confirmed Events

All events have to be confirmed at least 10 days prior to their event date. Confirmed events require **all** of the following: a completed reservation request form with all room set up and AV information and all required signatures, an active Get Involved HU 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. 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 and have it with you at your meeting/event.

Meeting Rooms

1. Weekly meetings in the Student Center are scheduled on a yearly basis.
2. The following spaces are intended for club meetings: SC 141, 142, 143, 145, 218, Greenhouse and classrooms.
3. Meeting times have been set aside in these rooms after 6pm for student use, please see office for these.
4. All meeting rooms will be setup in row style in order to allow for quick turnaround for the next group. We ask that rooms be left as they were when you arrived.
5. Meetings outside of the allocated Student Center times may be held in a classroom at the desired time.
6. Prior to 7 days into the semester organizations may only book one Student Center Meeting, after that time period, organizations may book additional meeting space.

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Hofstra USA Late Night Events

Late Night Events in Hofstra USA may take place Friday and Saturday nights **only** and are permitted to take place until 2:00am. Alcohol service must end at 12:00am or one hour prior to the party (whichever is earlier). **Hofstra USA must be requested at least 4 weeks prior to the requested event date.**

- There are to be no fog machines at parties.
- Bar service is available upon request and approval. Please indicate that you wish to have a bar on the designated spot on the request form.
- Flyers may not be distributed off campus for parties
- Public Safety will designate a guest policy as it pertains to the event.
- Hofstra USA Late Night Weekend Event Guidelines to be signed and brought to OSLE

All late-night events in HUSA must be approved and confirmed at least 14 days prior to the event date or it will be cancelled.

No Show Policy

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 will lose the ability to 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.

Cancellation Policy

Event Management understands that due to unforeseen circumstances an organization may have to cancel space. In order to ensure that space is utilized to its potential, organizations who excessively reserve and cancel space will be penalized.

- After 3 cancellations of event space an organization will receive a warning.
- After 4 cancellations all requests whether requiring signatures or not will need to be approved by the organizations programming office advisor. All Tentative event regulations will be followed.
- After 5 cancellations an organization will not be allowed to reserve space for the remainder of the semester.

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Scheduling of Classrooms

The Event Management Office coordinates requests for classroom spaces. Classrooms may be used as is *only*. Events and meetings in classrooms must not create a disturbance to surrounding classes. If there is a specific classroom you wish to host a meeting or event, please specify the room on your form. Rooms must be left in the condition that they were found. Please note, classroom spaces need to be reserved *at least 5 days in advance**, in order to ensure confirmation with Academic Scheduling. Specific classrooms may be owned by a department and will require additional approval.

****One week prior to classes: Approval process by Academic Scheduling will have a longer timeframe. Please send in requests accordingly.***

Scheduling of Monroe Lecture Hall

Events in Monroe Lecture Hall require approval from Academic Scheduling **in addition to** the Music Department on Friday evenings, Saturdays, Sundays and prior to 4:30pm Monday – Friday. Please keep this in mind when requesting the space and your time frame.

Outdoor Events

Events held outside may not interfere with academics. Amplified sound on the South side of Campus may only take place during common hour. When requesting outdoor space please also list a rain location. *Charges may incur if furniture/setup is requested for the event.*

- **Rain Plan:** If there is inclement weather, Event Management will notify the organization if the outdoor location is not going to be used and/or if the rain location will be used. This will occur **no later than** 24 hours prior to the start of your event. If your event is on a weekend, the rain call needs to be made the last business day. Event Management reserves the right to cancel any support services due to inclement weather.

SC Atrium Tables

Monday through Friday starting the first date of classes until the last programming date, tables 1-14 will be booked through OSLE (Office of Student Leadership and Engagement).

Saturday and Sunday **and** after 5pm Monday – Friday, atrium tables can be booked by Event Management

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 to its full capacity. With that in mind, theater space must be scheduled accordingly and at least half of the capacity should be utilized. 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- 300 person capacity, fashion shows, theatrical and musical performances.

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A Student organization may book theater space for an audition, performances, 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 when planning events, there is no food or beverage in a theater except Hofstra USA.

In addition, 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.

Audio and 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. *Videotape services, lighting Technician, Senior Technician, 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. Last minute AV requests will not be approved.

AV setup will be completed by the Pre-Event time. Events which require audio visual equipment including the assistance of a technician must start within 15 minutes of the scheduled event start time. If the group does not arrive after 15 minutes, the AV Technician may start breaking down the equipment. Charges may incur for AV staff to set & break down events which the group who fails to show up. AV Technicians will reset if the group arrives while they are still breaking down the equipment, but there will be a 50% charge for the AV services. The technician will notify the Hospitality Desk once breakdown is completed.

Ordering Food/ Beverage Services

Please contact Compass Dining services for all food and beverage services at least one week prior to the event. Compass can be reached at x3-5395 or via website www.hofstra.catertrax.com. The use of other caterers is not permitted without written approval from Compass. Please see your Campus Programming Advisor for the appropriate forms.

Scheduling of Sports Facilities (Hofstra Arena, Physical Fitness Center, and athletic field areas)

Please contact your programming advisor to reserve sports facilities. All sports facilities reservations must go through **Ann Combes-Baller, Associate Director of Sports Facilities.**

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Scheduling Events in the JC Adams Playhouse

Please contact your programming advisor to reserve Adams Playhouse. All requests must go through **Alan Pittman, Director of Theater Facilities**.

Scheduling of Hofstra University Club

Please contact your programming advisor to reserve The University Club. All requests must go through the University Club directly.

General Guidelines

Candles are not allowed under any circumstances within a building.

Christmas Lights are not allowed to be hung in any space for events.

Fog/Smoke Machines are not permitted in any event space.

Custodial Coverage: Standard maintenance services on campus are supported at no additional cost for student groups for events hosted within the Event Management managed spaces. Custodial coverage is *limited after noon on Saturdays, Sundays, and holidays*.

Maintenance Requests (Work Orders) - Sponsoring clubs are responsible for all costs associated with maintenance requests. Any additional resources utilized on the ***South side*** of campus may require a work order cost. Any ***outdoor facility*** requiring additional resources will require a work order cost for rental furniture as well as setup.

Signage: The Campus Department Programming Office must approve all advertising. Flyers hung must adhere to the OSLE flyer policy.

Easels and Sign Holders: Wooden easels and sign holders can be signed out for use in the Student Center and Library Lobby to advertise events **on the date of their event only**. Clips and/or frames located in Student Center Atrium or Unispan may be used to advertise events one week or more away. ****All groups are responsible for their own signs placed in clips or frames**** There is no cost if the sign holders are returned. Hofstra students can sign out the holders at the Hospitality Desk (Student Center 112). *A Hofstra Budget Number is required (we will contact your advisor for this)*. Event Management has a limited amount of inventory and availability is not guaranteed.

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

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.

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Please refer to the Guide to Pride for all campus policies.

http://www.hofstra.edu/pdf/StudentAffairs/DeanOfStudents/commstandards/commstandards_guideto_pride.pdf

Students Not Affiliated with an Organization

When requesting a 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 space is needed to complete coursework. The best practice to complete the task, is to have the student request the space via the student form, which can be found at www.hofstra.edu/oemstudentreservationonline. While completing the Student Reservation Request Form, please list the professor assigning the projects contact information as they are a secondary contact for the reservation.

Students may only hold an event if it is for a graded class project.

Students will need to retrieve signatures from their department head as well as Public Safety before confirming the space.