Student Event Policies

Requesting an Event

The designated student organization contact(s) MUST submit a request form using the student form found at: https://www.hofstra.edu/about/campus/oem/oem_studentreservation.cfm - Students are asked to **submit their event request at least two weeks prior to their event date** to allow for ample time for resource coordination. Upon submitting the request form, students will receive an automatic reply email with a copy of their request. Event Management has a 2-3 business day response time for requests.

Reservations are handled on a first-come, first-served basis, and we will not hold space without a request form.

All recognized student organizations must be registered and active on Get Involved HU to reserve space. Event Management cannot book events for unrecognized/inactive organizations. If you have any questions about your organization's recognition status, contact the Office of Student Leadership and Engagement (OSLE) at OSLE@hofstra.edu

Student organizations can submit event requests based on the following timeline:

- August 1st - For fall semester events
- December 1st - For spring semester events

Organization Contacts

Recognized student groups must designate two members as contacts who are permitted to reserve space for an organization. Only these individuals can request space, update event information, or cancel events. A new form must be submitted for any changes in individuals. Events will risk cancellation if the organization's contacts are not updated within 7 days from the event date. Student organizations may submit the names of their student contact(s) on the Hofstra Event Management website at: https://www.hofstra.edu/about/campus/oem/oem-student-event-contact.html

Permitted Event Times

Events are permitted between 8am-11pm. Weekend (Friday night and Saturday night) Hofstra USA events/parties are permitted to end at 2am (see Hofstra USA Parties policy for additional information). Student events/meetings are not permitted during winter and summer breaks, "no class" days (fall break, spring break, Thanksgiving, etc.) as well as snow/study and final exam days. Requests outside standard allowed times require the programming office's (OSLE, IEI, Campus Rec) approval. Students must indicate justification for a time extension on the reservation request, and the Event Management Office will coordinate the request for approval.

Events Requiring Signatures

Event requests that are charging an entrance fee or collecting money, has non-Hofstra guests attending, or is a late night party in Hofstra USA, require additional approval from the organization's programming office and Public Safety. Organizations are required to disclose this information on their request form, or via email to studenteventmanagement@hofstra.edu if any of these items are added after the form is submitted. Event Management will generate a "Student Tentative Confirmation" and email the document to the student to obtain signatures. It is the organization's responsibility to bring the form to their programming office and Public Safety to obtain signatures, then return the completed form to Event Management in-person or via email. Failure to submit the completed paperwork to Event Management at least 7 days prior to the event date will result in cancellation of the event.

Programming Office and Public Safety Information:

- Office of Student Leadership and Engagement (OSLE) - 244 Student Center - 516-463-6914 - OSLE@hofstra.edu
- Intercultural Engagement and Inclusion (IEI) - 242 Student Center - 516-463-6957 - IEI@hofstra.edu
- Campus Recreation - Fitness Center - 516-463-4037 - recreation@hofstra.edu
- Public Safety - Public Safety and Information Center - 516-463-6606

Hofstra USA Parties

Parties in Hofstra USA may take place Friday and Saturday nights only. Parties are permitted to take place until 2:00am.

- Flyers may not be distributed off campus for parties.
- Public Safety will be present to enforce safety and the guest policy.
- Since the event times fall outside of our AV schedule, organizations must provide their own AV (DJ, speakers, music, projector/screen, lighting). Hofstra's AV systems cannot be tapped into for Hofstra USA parties.

Student Event Fees

Student organizations are responsible for the below event fees:

- 6'-table cloths - $3.25/each
- 72"-round cloths - $3.75/each
- Airport table cloths - $9/each
- Table skirts - $5/each
- Dedicated AV techs - $22/hr student tech OR $57/hr senior tech
- Large AV equipment (sound systems) - TBD based on equipment size
- Video recording - $75 plus technician
- Work orders - TBD based on trade required and event date/time.
- Rentals - TBD depending on order.
- Any damages incurred during the event (or a large cleanup).

Rates are subject to change at any time. All fees must be paid using the student organization's Hofstra budget number.

Signage and Flyers

The Campus Department Programming Office must approve all advertising. Flyers must adhere to the OSLE flier policy.

Confirmed Events

All events must be confirmed at least 7 days prior to the event date, or are subject to cancellation. Confirmed events require all of the following: completed room request form, signatures (if required), budget number (if required), an active Get Involved HU page (or be deemed an "active" organization by OSLE), a contact sheet listing the correct event contacts, room assignment, furniture/AV setup details, and work order details (if required). The event will remain tentative until all requirements are submitted to the Event Management Office and reviewed by the scheduler. The student organization event contact(s) will receive an official confirmation from the Event Management Office by email. Organizations are asked to double check all details for accuracy, and inform Event Management immediately if any changes are required. It is imperative to keep the official confirmation document and have it accessible during the meeting/event.

Cancellation Policy

Event Management understands that due to unforeseen circumstances an organization may have to cancel space. Events must be canceled by one of the student contacts listed for the organization, by OSLE, or by Event Management. We ask that events are canceled as soon as possible and **must be at least 24 hours in advance**. If a cancellation occurs within 24 hours of the event start time, it will count as a "No Show." To cancel space an email must be sent to studenteventmanagement@hofstra.edu. In order to ensure that space is utilized to its fullest potential, organizations who excessively reserve and cancel space will be penalized. Violations are cumulative for each semester. Failure to adhere to this policy will result in the following penalties:

- 3 cancellations: The organization will receive an emailed warning.
- 4 cancellations: The organization will receive an emailed warning, and be required to attend an in-person meeting with Event Management to discuss room reservation and event policies.
- 5 cancellations: The organization will have all remaining events canceled and not be able to reserve space for the remainder of the semester.

No Show Policy

Not showing up for a reserved room without giving advance notice is a violation of the no show policy. Violations are cumulative for each semester. Failure to adhere to this policy will result in the following penalties:

- 1st No Show: The Organization will receive an emailed warning.

- 2nd No Show: The organization will receive an emailed warning, and be required to attend an in-person meeting with Event Management to discuss room reservation and event policies.
- 3rd No Show: The organization will have all remaining events canceled and not be able to reserve space for the remainder of the semester.

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

Student Co-Sponsored Events

Co-sponsored events between a student organization and an external client must be sponsored by the organization's programming department. Please see Conference Services Guidelines for more detail. Form can be found at www.hofstra.edu/oemcosponsored or they can be reached at 516-463-5067 or conferenceservices@hofstra.edu

Student Not Affiliated with an Organization

Event Management understands that space is often needed to complete coursework. If a student is not affiliated with a recognized student organization, requests for space on campus must be submitted by a current student of Hofstra University, using their pride email address on the student event request form.

The request must be for a graded project (film project, etc.) - This ensures that they have a budget number to fund any cost incurred throughout the event. On the request form, the professor of the class project must be indicated. All other scheduling procedures are followed during the reservation process (academic requests, work orders, etc.). All room requests for class projects MUST have a tentative confirmation generated and be signed by the class professor and Public Safety.

Spaces/Events with Additional Policies

- **JC Adams Playhouse:** All requests for the Adams Playhouse should be directed to the Director of Theater Facilities (currently, alan.f.pitmann@hofstra.edu) or 516-463-5445.

- **Sports Facilities (Arena, PEB, Fitness Center, Bubble, Shuart Stadium, & Athletic Fields):** Direct all requests to Ann Combes-Baller at 516-463-6671

- **University Club:** All requests must be directed to the University Club staff at 516-463-6648. Once the space is scheduled, Event Management will reach out to coordinate AV.

- **Student Center Atrium Tables**: Monday-Friday 9am-5pm, Welcome Week through May Graduation, atrium tables are to be booked through OSLE (Mary Gale 516-463-6914).

- **Classrooms**: Classrooms can be requested through Event Management. Event Management must contact Academic Scheduling for approval to use a classroom space. The approval process can take 1-3 business days. Note that food is not allowed in classrooms, and the room must be set as-is (furniture cannot be moved or customized).

- **Theater Events**:

  There are four main stage spaces:

  - **Student Center Theater** - 334 person capacity, fixed theater seating. Works well for lectures, panels, movies, forums, and small shows.
  - **Cultural Center Theater** - 132 person capacity, fixed theater seating. Good for films, forums, lectures, meetings, small shows.
  - **Monroe Theater** - 377 person capacity, fixed theater seating. Good for theatrical and musical performances, lectures, and panels.
  - **Hofstra USA** - 300 person capacity, configurable space. Good for fashion shows or performances where guests can sit at round tables and eat.

  Please note there is no food or beverages in any theaters except Hofstra USA.

  A Dedicated AV Tech at an hourly rate is required in the Student Center Theater, Cultural Center Theater, and Monroe 142.

- **Paint Events:** All events that entail painting (*example: paint night events*) MUST be held in Hofstra USA Lower Level. Groups are asked to provide tarps on the floors under the tables - Event Management can place a work order for tarps for a fee if the group cannot provide them. Paint must be water-based.

- **Car Wash Events:** Car wash events typically take place in the HUSA Parking lot. Although the parking lot does not fully close for these events, Public Safety must be made aware in order to clear a safe area. A work order must be placed for plumbers to connect a hose from Hofstra USA to the parking lot. Since it's an outdoor event, a grounds work order for trash bins should be placed as well.

- **Fire Pits:** Fire pits are placed in Pride Park seasonally. When the fire pits are available in Pride Park, Event Management can assist in scheduling events using the fire pits. Special approval is required, and fees are incurred to schedule a Public Safety Officer and Engineer. Note that there is NO cooking allowed on the fire pits (e.g. NO s'mores-making).

- **Game Room (Student Center):** The Student Center Game Room can be "reserved" in our system for events, however the event cannot be exclusive, and must be open at all times to the Hofstra Community. Absolutely NO food is allowed in the Game Room. Special setups (e.g. 6'-tables/chairs) are not permitted - The Game Room setup is as-is. The event must take place during normal Game Room business hours with OSLE's approval.

- **Outdoor Events (Excluding Athletic Fields):**

    - **South Campus:** South campus academic quads (Playhouse north and south, Roosevelt, Calkins, and Hofstra Hall Plaza) can be reserved for events through Event Management. Amplified sound is not allowed during academic class times to prevent the disruption of classes. Amplified sound may be approved during common hour (Monday and Wednesday 1pm-2:25pm).

    - **North Campus:** North campus residence hall quads, Hofstra USA Plaza, and Pride Park/Pavilion, can be reserved for events through Event Management.

    - **Food Outside:** Per the Board of Health, ALL outdoor food must be placed under a tent or shaded structure (*examples: Pride Park Pavilion, Rosalinds Garden Gazebo*). Clients are welcome to provide and set up their own pop up tents, otherwise Event Management must place a rental order for 10'x10' tents. EACH tent is $545 (plus $95 delivery fee). Orders must be canceled 48 hours prior to the scheduled DELIVERY date (NOT event date).

    - **Grounds Work Order:** All outdoor events should include a work order for grounds. This prompts the grounds workers to clean/monitor the area for the event. Be aware of needing to order additional trash bins.

    - **Furniture:** Any furniture being used outdoors should be rented as to not damage/dirty Hofstra's current inventory.

    - **Rain Locations:** All outdoor events must be booked with a rain location or a rain date. If there is inclement weather, Event Management must be notified of the client's decision (utilize rain location or rain date) 2-3 business days prior to the event. If rental furniture has been ordered for the outdoor facility, the rain call must be made 24 hours prior to <u>delivery</u> for furniture, and 48 hours prior to <u>delivery</u> for tents, to cancel delivery and avoid charges. Event Management reserves the right to cancel any support services including AV equipment due to inclement weather.

<u>Support Services:</u>

- **Custodial**

    - NORTH CAMPUS: Student groups will incur charges if there is a room setup change over required on Saturday and Sunday (the group to book the room second is responsible for the fee) or if there is a large-scale setup/cleanup for an event.

    - SOUTH CAMPUS: ANY custodial support, including furniture placement, bathroom monitoring, or room refresh, on south campus requires a custodial work order and will incur a charge.

- **Maintenance/Trades Requests (Work Orders):**

  Work orders need to be placed for events requiring trades-work, for example: Drivers (moving furniture from one building to another), Custodial (see previous section), Grounds (setup trash bins outside, clean outdoor areas), Electricians (extension cords needed), Plumbers (hose connection, sprinklers turned on/off), or Carpenters (assemble items such as railings on stage pieces).

  Organizations are responsible for ALL costs associated with trades requests via their organization's Hofstra budget number.

- **Food/Beverage Services:**

  Please contact Hofstra's approved food services vendor, Compass, for ALL food and beverage services at least one week prior to the event. Outside food and beverage is not permitted (unless approved in writing by Compass) per the university's contract with Compass.

  The client should instruct Compass to set up food/beverage service during the pre-event time window. Removal of food/beverage should be scheduled for the post-event time.

  Cloth linens for tables can be ordered through Compass if the client does not want plastic cloths. Note that 6-tables for food at events should never have plastic cloths scheduled since Compass cloths their own tables.

  Compass can be reached at 516-463-5395 or via their website: https://hofstra.catertrax.com/

Miscellaneous Policies:

- **Candles:** Candles and incense are not permitted as they are a fire hazard.

- **Damages:** Event organizers are responsible for any damages incurred during their events. The requesting group is responsible for any damages that may occur during their event and will be charged accordingly.

- **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.

- **Fog Machines:** The use of fog machines is prohibited in campus buildings.