EVENT PLANNING RESOURCE GUIDE

Revised 9/1/2025

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Getting Started

Interested in planning an event at Cal Poly? Below is a general overview of available resources, campus locations, policies, and steps that should be used as a guide to ensure all aspects of event planning are taken into consideration, *in a timely manner*.

Contact Information

University Scheduling	805.756.5550	events@calpoly.edu
Clubs & Organizations	805.756.5467	clubscheduling@calpoly.edu
ASI – Event Scheduling & Logistics	805.756.1721	asieventlogistics@calpoly.edu
Performing Arts Center	805.756.7223	acasti43@calpoly.edu
Alex and Faye Spanos Theatre	805.756.7113	dbeals@calpoly.edu
Conference & Event Planning	805.756.7600	cep@calpoly.edu
Transportation & Parking Services	805.756.6654	eventparking@calpoly.edu
Cal Poly Police Department	805.756.6675	police@calpoly.edu
Risk Management	805.756.5455	riskmanagement@calpoly.edu
Spanos Stadium	805.756.2790	rgruss@calpoly.edu

Additional information will be provided on when to work with each of the above groups in future sections.

All events should be scheduled through 25Live, the Cal Poly Master Calendar system. There are several groups that facilitate reservations on campus.

Based on the organization or group you are affiliated with; you will work with one of the following:

• Campus academic or administrative departments • Class meetings or formal study groups • Instructionally related activity (IRA's)	University Scheduling (Facilities Event Request Form)
• Off-campus entities and individuals not sponsored by a campus group. • Co-sponsored, sponsored, or internal events utilizing state facilities to host off-campus attendees or charging a fee.	Conference and Event Planning www.calpolyconferences.org
• Registered student organizations (RSO) • Fraternities and sororities	Clubs & Organizations (EPlan and Cal Poly Now Event Request)
• ASI internal departments	ASI - Event Scheduling & Logistics (Facility Reservation)

Additional on-campus entities schedule internal activities and campus events. Each manages events and activities hosted by their organization.
All others should go through Clubs & Organizations, University Scheduling, or Conference & Event Planning.

Colleges and Academic Departments hosting events or activities in department or college managed space should notify University Scheduling via the Facilities Event Request form to ensure campus support services are aware of planned activity.

Performance groups requesting use of Harold Miossi Hall or Spanos Theatre	Performing Arts Center Spanos Theatre (Internal scheduling only)
Intercollegiate Athletics	Cal Poly Athletics (Internal scheduling only)

What is an Event?

An *event* in general is any planned gathering including but not limited to celebrations, dances, lectures, forums, performances, rallies, social gatherings, concerts, speaker presentations, and conferences. An *event* is an organized activity that may involve impact on public areas, sidewalks, streets, or indoor facilities in a manner that varies from the current intended use of the space; or requires a permit.

A *University event* is defined as a university activity that furthers the mission of the University wherein the University is partly or wholly responsible and the event is under the control and supervision of a university host.

A *public event* is defined as one in which the University advertises the event as open to anyone who would like to attend (i.e., the general public).

A *private event* is defined as one in which the University utilizes invitations to the event and thus the event is closed to the general public.

Depending on elements associated with the event, varying levels of campus involvement and approval are required. All events occurring on campus must comply with the University's Time, Place and Manner policy. CAP 140

Reference: CAP 148

Event Host and Sponsoring Organization

Who will be hosting this event? The event contact should be knowledgeable about all facets of the event. This contact may be called upon by Cal Poly Police Department, Facility Services, Risk Management, Clubs & Organizations, or venue managers to answer questions related to the event.

Sponsoring Organization

At Cal Poly, sponsorship impacts which scheduling office the event is routed through. Some of the initial considerations when determining sponsorship are: Who is liable for the event? Who will be paying for and entering contracts in support of the event? Should problems arise, which organization will take ownership for possible charges incurred by the event?

- An event that is fully sponsored indicates it is approved by the university as a Cal Poly hosted event.

- An event that is co-sponsored indicates liability may fall between multiple parties, one of which being a Cal Poly entity. A co-sponsored event should be managed through Conference & Event Planning.

- Non-sponsored events are those which are not associated with the university. A non-sponsored event should be managed through Conference & Event Planning.

The following criteria are intended to guide the review and approval of proposed sponsorship of a campus event organized by a student, faculty, staff, or off-campus individual or entity:

- The sponsorship stimulates participation by students, faculty and/or staff in a program, activity or event that is consistent with the university's educational mission.

- The sponsorship may serve to strengthen or enhance a university program or objective.

- The sponsor's requirements bear a direct and reasonable relationship to the nature of the event and specify how sponsorship is to be recognized.

- Cost savings could be or may be realized from sponsorship.

In addition, the following criteria for sponsorship must be met:

- The sponsored event or activity must be consistent with federal and state law, with university objectives and with university policies and regulations, including policies on use of the university's name.

- The sponsorship shall strictly avoid any commercial transaction or commercial solicitations unless the university president or designee grants prior written authorization.

- There shall not be conditions proposed by the sponsor that would preclude the university, or any campus organization, from conducting a subsequent identical or similar event with another sponsor.

- Any issues related to activity or tax liability risks and the responsibility for such risks shall be resolved in writing prior to any sponsorship agreements.

- Sponsorship-related contributions, whether monetary or in-kind, shall be referred for evaluation and approval to the vice president for university advancement (in consultation with the president), where it is determined that the gift may expose Cal Poly to adverse publicity, require expenditures beyond Cal Poly's resources or involve Cal Poly in unexpected responsibilities because of their source, condition or purpose.

Cal Poly Conference & Event Planning

All event hosts have the option to work with Cal Poly Conference & Event Planning. By working with Conference & Event Planning, event hosts will not need to contact various entities on their own. CEP provides a one-contract, one-contact, and one-invoice service for clients.

Services include the following:

- Coordination of on-campus housing accommodations.
- Campus facility coordination and reservations.
- Food and beverage service coordination.
- Technical services coordination and reservations.
- Complete registration and reporting services.
- On-site event staffing.
- Budget development.
- Financial reporting.
- Liability and insurance.
- Payroll services.
- Bus and shuttle service coordination.

During initial planning stages, should the group need additional assistance navigating the approval process for hosting an event at the university, the event host should reach out to CEP to learn more about services offered and how CEP may assist with planning the event.

Event Description and Publicizing Your Event

Description of Event

The event host has the option to have information for their event appear on the Cal Poly Master Calendar of events. Consideration should be made if an event is open to the public (community at large), campus community (exclusive to the Cal Poly community), or not open to the public (invitation only). The event description should include concise, pertinent information to aid campus personnel in identifying objectives for the event as well as inform potential attendees on what type of experience they will receive.

If you are hosting a community event, your audience needs to know how to reach you, or who to contact for additional information. Details such as how to register for the event should be included in the event description.

Publicizing Your Event

The [Cal Poly Master Calendar](#) provides information about campus and community events. Campus Life events are open to the Cal Poly community (students, faculty, and staff). Community Events are those which may be of interest to the public. Community Events include those open to the public. The Master Calendar will also include high impact events occurring on campus, such as Open House, Week of Welcome, Spring Commencement and Cal Poly Move-In/Move-Out. Event hosts may opt to have their event published to one of these calendars when scheduling. Users are encouraged to submit a thumbnail image that represents activities associated with the event. This image will be used when publishing event information online.

Additional opportunities to publicize events may be found through the University Events [website](#).

With the impact on university facilities and resources, groups should think through steps associated with planning the event. While things such as weekly department meetings may seem smaller than a larger scale event, reserving facilities that are not required may mean another group is not able to host their event. When reserving space, consider if all dates will be used. Be mindful that additional charges may be incurred if personnel are required to manage your event on days or times when the campus is closed or depending on the type of event you are hosting. If you have a reservation for a campus location that will not be used, make sure to notify your respective scheduling entity so that space may be released.

Keep in mind venues may require lead time to reserve space. Submitting a space request without the required lead time will likely cause the event to be denied.

Facility	Lead Time
UU 220, Chumash Auditorium, UU Plaza Stage/Marketplace, Sports Complex, Recreation Center, Multipurpose Center (MAC), and the Forum	21 days
Swanson Center of Effort Conference Hall, Mott Complex, Partners Pavilion, Spanos Theatre, and the Performing Arts Center	14 business days
Outdoor Lawns and Patios	7 business days * Rain cancellations are at the host's expense; contingency plans are recommended.
UU Conference Rooms, Lecture Rooms, Information Tables/Booths, and Signage	3 business days

Event Time: *Time frame of actual event*

Start and End Time: *The actual start and end time for your event.*

Setup and Takedown Time: *Time allocated for venue personnel to prepare the space for the event, or cleanup following the event. The event host is not guaranteed access to the space during this time. Event setup and takedown times are established by each venue.*

Pre- or Post-Event Time: *Time requested for event host to ready the space for the event, or cleanup following the event.*

General Guidelines:

The following provides typical setup/takedown time for the event venue staff, based on facility:

- Advanced Technologies Lab (ATL), No. 7, Rooms 001 and 002: 30 minutes between events.

- Julian A. McPhee University Union (No. 65), Room 220: 1 hour setup / 1 hour takedown.

- Julian A. McPhee University Union Chumash Auditorium: 2 hours setup / 2 hours takedown.
  The University Union (Chumash Auditorium) can be reserved as a whole, or in three separate segments: Chumash Left, Right or Center. If reserving a segment of Chumash, ASI personnel will evaluate feasibility of neighboring events based on capacity and sound levels. (Policies: ASI Cal Poly)

- Recreation Center Multipurpose Activity Center (MAC) No. 43, Room 170: 3 hours setup / 3 hours takedown.

- Performing Arts Center: Guidelines vary according to setup needs.

- University Lecture Rooms: Available for scheduling 7 a.m. – 10 p.m., Monday through Sunday. Due to timing of academic classes, reservations in University Lecture Rooms will start at 10 minutes past the hour to provide adequate passing time between events. (CAP 280.1) University Lecture Rooms do not have IT support on weekends. They are supported from 8 a.m. to 10 p.m. Monday-Thursday, and 8 a.m. to 5 p.m. Friday.

Expected Attendance

Know your audience. Who will be attending the event? Is it open to the Cal Poly community (students, faculty, and staff) or the public at large? Is the event private? Will registration and ticketing be required?

The answers to these questions may lead you through different steps of the event planning process.

The event host is required to provide expected attendance numbers for the event. This is vital information that will be taken into consideration regarding parking, security, staffing and other support services. Capacities of all facilities must be adhered to and comply with State Fire Marshal regulations.

Due to impact on Lecture Rooms, groups are asked to adhere to 80% occupancy of the space they are requesting. If they are unable to fill most seats, they will be moved to a more appropriately sized classroom to ensure larger spaces remain accessible for groups hosting larger gatherings.

Event Location(s)

All campus events and activities shall be conducted consistent with Federal and State law, with existing University policies, with the orderly conduct of University business, with preservation of the campus learning environment, with the preservation of public safety, with maintenance of University property and the free flow of pedestrian and vehicular traffic. Entrances to campus facilities shall not be obstructed. No

individual or group shall abridge, halt, or disrupt the right of others to present their views. In addition, plans for outdoor events and activities should address potential impacts on residential communities, on and off campus. [CAP 140](#)

The event host will work with the designated scheduling entity to reserve space. If wireless is needed for the event, review the Wi-Fi coverage map at [wireless.calpoly.edu/content/coveragemaps](#) to confirm the location has coverage.

Popular Campus Locations Include:

- **$$ The Cal Poly Performing Arts Center** (No. 6, Harold Miossi Hall, Pavilion, Lobbies; and No. 44, Spanos Theatre
  - o Requests for use of space are generally evaluated three (3) months prior to the event.

- **$$ The University Union and Recreation Center (Nos. 65 and 43)**
  - o For details on ASI-managed facilities, available amenities, and fee schedules, please visit ASI Facility Reservations. To review policies specific to ASI managed spaces, visit ASI Facilities Forms and Policies.

- **University Lecture Rooms:** Lecture rooms are available for use through the established scheduling process.
  - o See Campus Administrative Policy [CAP 144.1:](#) Approved and Priority Uses of University Facilities.
  - o View a list of university lecture spaces [here](#).

- **Department-Managed Rooms, Teaching Labs, and Special Instruction Spaces:** Cal Poly is a working university. Some department-managed locations may not be suitable for meetings and events. There are a variety of spaces that are managed by individual colleges and departments. In the event an event will be hosted in a department-managed location, the designated scheduling entity must receive approval for use of the space, in writing, no less than one week prior to the event.
  Colleges and departments are strongly encouraged to notify University Scheduling via the Facilities Event Request form when space is used for an internal event or activity. This ensures campus support areas are aware of the planned activity.

- **Advanced Technology (Keck) Laboratories and Lobby (No. 7)**
  - o While occasionally opened to the campus community, the ATL is reserved for events related to the College of Engineering.
  - o Due to proximity to nearby working laboratory space, amplified sound may not be used.
  - o The room is set in a standard configuration. It is the event host's responsibility to return the room to the standard configuration.
  - o The College of Engineering makes all arrangements for locking and unlocking the facility.

- **Bonderson Engineering Project Center (No. 197)**
  - o While occasionally opened to the campus community, the Bonderson Engineering Project Center is reserved for events related to the College of Engineering.

- o   The College of Engineering makes all arrangements for locking and unlocking the facility.
- $$ **Mott Athletic Center (No. 42):** While occasionally opened to the public, use is limited to academic and athletic activities approved by Cal Poly Athletics.

- $$ **Partners Pavilion (No. 19A):** Managed by Cal Poly Partners. Food and beverages must be purchased through Cal Poly Campus Catering. No outside vendors are allowed. Additional layouts and configuration of the space are available.

- $$ **The Forum (No. 19A):** Managed by ASI. For details on ASI-managed facilities, available amenities, and fee schedules, please visit ASI Facility Reservations.

- $$ **The Cal Poly Leaning Pine Arboretum (No. 48):** Managed by the Plant Sciences Department. It is an outdoor location which may require additional items to support your event (restrooms, trash receptacles, and more). Refer to the Arboretum User Guide link in 25Live for details on utilizing this event space.

- **Outdoor Space:** The University works with groups to provide guidelines and recommendations to ensure events are compliant with the federal Americans with Disabilities Act. The event host may incur additional charges to make an outdoor location ADA accessible. Most outdoor areas do not have Wi-Fi access. Outdoor events require submission of a Building Permit with diagram. Additional lead time to reserve outdoor space may be required depending on elements of the event.

- $$ **The Alex and Faye Spanos Theatre Lawn and Patio (No. 44):** Use of Spanos Theatre Lawn and Patio are available connected to or separate from Spanos Theatre, for receptions and other outdoor events.

- $$ **Pools/Aquatic Facilities:** By scheduling an event at one of the pools on campus, the event host acknowledges one or more lifeguards will be assigned and charges will be incurred.

- $$ **Spanos Stadium (No. 61):** Use of Spanos Stadium is primary used for Cal Poly Athletic events. Groups interested in additional information about scheduling the Stadium may reach out to the PAC Business Office.

- **The Cal Poly "P":** The Cal Poly "P" is not available for reservations. For additional information, contact Cal Poly Facilities.

- $$ **Upper and Lower Sport Complex (No. 160)**
    - o   Use may require Sports Complex Use Committee (SCUC) approval. SCUC meets monthly. Reservations requesting use of these spaces should be processed in a timely manner so considerations by the SCUC may be addressed.
    - o   Use of the Sports Complex requires scheduling of a Field Supervisor. The event host acknowledges additional charges may be incurred.
    - o   For details on ASI-managed facilities, available amenities, and fee schedules, please visit ASI Facility Reservations.

Associated Students, Inc.: For information related to spaces managed by ASI (The Forum, Sports Complex, Recreation Center and University Union), please visit ASI Facility Reservations.

$$ Fees may be incurred.

Sandwich Board, Tri-Fold Boards, and Signage

The university works to maintain an uncluttered and attractive campus, not only for aesthetics but for the safety of our campus community. As such, while temporary signage is allowed, event hosts must adhere to the following guidelines:

Sandwich Board, Tri-Fold Boards and Signage

- Sandwich boards and tri-fold boards require a reservation in 25Live. No reservation is required for staked signs, but campus policy on placement must be followed.
- Sandwich boards shall be no larger than 4' x 4'.
- Signs may not restrict access to sidewalks, roads or building entrances.
- Signs must be maintained by sponsoring group.
- All groups displaying boards must attach a copy of their event confirmation to the board.
- Locations for trifold and sandwich boards are limited to: UU Plaza, Dexter Lawn, Via Carta Mall, and Ag Circle.

For additional guidelines associated with signage, refer to the following Campus Administrative Policies:

CAP 144.6   Temporary Non-Commercial Signage
CAP 144.7   Temporary Commercial Signage

## How to Check Location Availability – 25Live

Checking location availability at Cal Poly is done through 25Live/Space and Event Scheduling. The event host is encouraged to check 25Live while planning the event. While there may be slight fluctuations in space availability during the confirmation process for other events, it is a useful resource to use when looking for available dates.
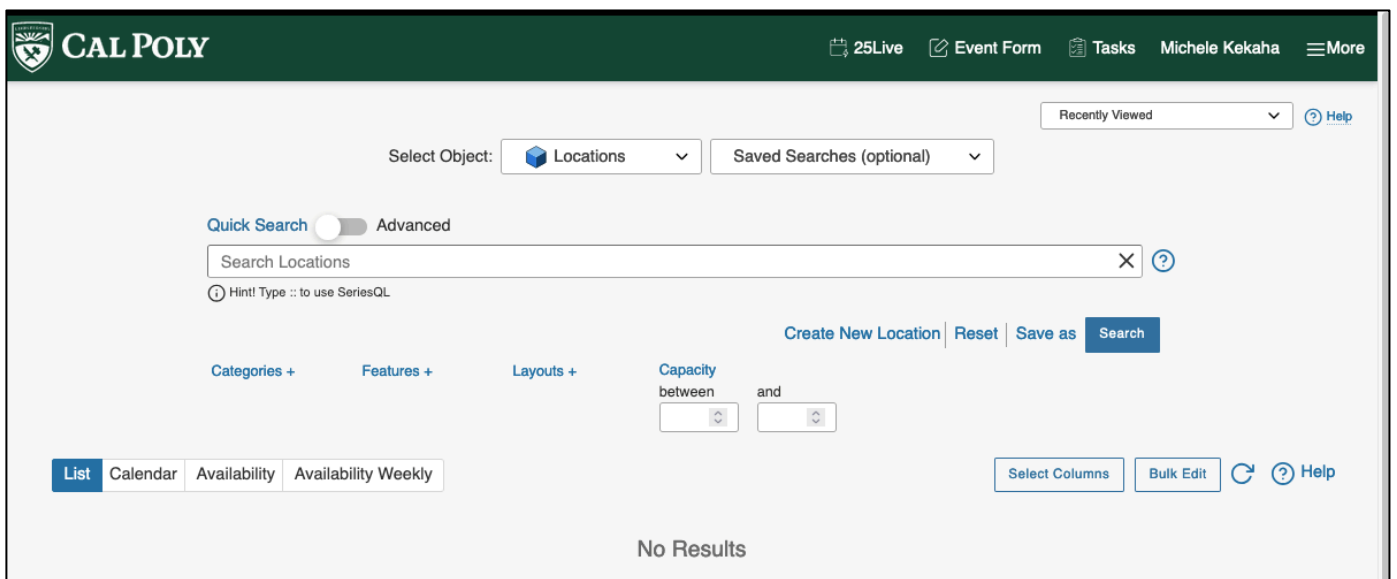
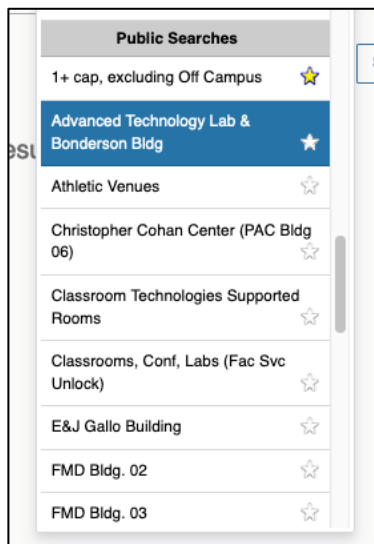From the 25Live landing page:

Select the drop down for **More.**

Select **Search**
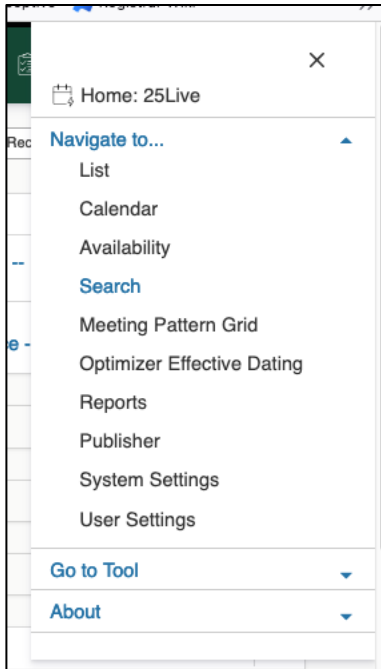
In the **Location Search**, you will find a variety of location searches available.

Public Searches will appear in the drop-down box for Saved Searches (optional)

Refer to the University Master Calendar website for detailed instructions on how to Check Location Availability. Each user's experience may be slightly different based on security role, prior searches, and how they have customized their page. The University Scheduling team provide regular forums on how to use 25Live.

Food and Beverage

Food Service

Cal Poly offers a variety of catering options for event hosts. Specific information related to these options can be found on Administration and Finance's Contracts and Procurement website.

- University Catering
- University Dining Outlet (Starbucks, Einstein's, Jamba Juice, etc.)
- Approved Off-Campus caterer.

Refer to the list of approved caterers for additional information. (The list includes University Catering and approved off-campus caterers.)

University Catering is familiar with the Cal Poly campus as well as policy and guidelines associated with planning events on campus. If event hosts use services from an approved off-campus caterer, they acknowledge they may have an additional level of coordination for power, location information, setup, rentals, and vehicle access on campus.

For Cal Poly sponsored events, the event host must follow guidelines established in the Hospitality Policy.

Food Prepared by Group

If a group intends to prepare food for its event, appropriate approvals must be obtained, and the event host must follow guidelines established in the campus [Food Policy](#).

Alcohol Served at Event

The University Alcohol Policy is designed to serve the campuswide community while considering the variety of events held by its members, such as fundraising and public relations activities. This policy is intended to provide clear, consistent, and constructive guidelines for the application of standards and expectations for the use, service, sale, and consumption of alcoholic beverages. All groups requesting alcohol as a component to their event must receive approval through the Alcohol Service Request form. Service of alcohol on campus can be coordinated through University Catering or one of the approved caterers that is authorized to serve alcohol.

In accordance with CA Assembly Bill 1221, the Alcoholic Beverage Control board (ABC) was required to create the Responsible Beverage Service (RBS) Training Program, which mandates a new training requirement of on-premises alcohol servers and their managers. Any event where alcohol is served by Campus Dining, Approved Caterers, or faculty/staff servers are required to have RBS trained and ABC certified servers. Risk Management facilitates the training process for state employees. Contact Risk Management for training.

- Alcohol Service Request (ASR) Submission Guide: afd.calpoly.edu/acs/asr/guide
- ASR Approval Guide: afd.calpoly.edu/acs/asr/approve
- CAP 172 Alcohol Policy: policy.calpoly.edu/cap/finalTOC.htm

Training

University Catering, or one of the approved caterers that is authorized to serve alcohol, *must* be contracted for all on-campus events incorporating alcohol service. On an exception basis, with approval of University Catering, the event host may seek approval to provide other means of alcohol service at an event. In such instances, responsible parties will be required to take an alcohol training course. This course is offered through [Risk Management](#). The event host should contact the Risk Management for instructions and plan accordingly. Server Trainings are good for three years. This training will only be provided if an exception is granted through University Catering.

Food Safety and Hygiene

Cal Poly's Environmental Health Safety and Risk Management Department encourages members of the campus community to celebrate together, while prudently managing the risks of foodborne illness. It is understood that one cannot eliminate the risk of foodborne illness altogether. The Environmental Health and Safety Department offers food safety guidelines to improve event participants' experience.

Food Sold at Event

Campus Dining has exclusive rights to sell food on campus. A food waiver must be submitted to Campus Dining – University Catering a minimum of seven days prior to the event for approval.

Further information can be found at: calpolydining.com/catering/waiversandpolicies.asp.

Zero Waste

Cal Poly is committed to becoming a zero-waste campus, meaning all the trash produced on campus is either recycled or composted rather than sent to a landfill. To ensure that events are managed with zero waste as a priority, facilities event staff provide recycling and composting containers to all events on campus free of charge, and use of landfill containers can be arranged prior to an event (a per bin charge applies). Contact Facility Management and Development for additional information. To minimize event landfill cost, event planners should prioritize purchasing or requesting materials that are compostable and recyclable from caterers or vendors.

Review the list below to ensure you are planning a successful zero-waste event.

Items to AVOID using at an event:
- Plastic wrap
- Chip bags and candy wrappers
- Tetra pack beverage boxes
- Plastic bags of any kind
- Plastic cutlery
- Plastic bottled water, juices, or sodas
- All Styrofoam. Anything that cannot be either composted or recycled

Plastic water bottles are no longer allowed on campus

Use these items instead:

- Reusable serveware
- Water/beverage filling stations with paper cups
- Paper plates and paper to-go containers
- BPI-certified compostable cutlery
- Beverages in aluminum or glass
- BPI-certified compostable plastics
- Any recyclable materials marked with labels 1-5

Helpful Resources Related to Food and Food Safety:

- Ten Tips for Better Barbecues, Potlucks, and Parties

During the planning stage the event host should be mindful of the technological needs for an event.

Wi-Fi Resources

The event host should determine if attendees will need access to Cal Poly Wi-Fi services. In certain areas of campus, such as outdoor locations, bandwidth is limited and may not be available.

Keep in mind that Cal Poly hosts quite a few events after hours and on weekends when most university staff are not on campus. It is important to contact the Service Desk ahead of time to ensure your location has enough bandwidth to support the event as well as guest usage.

Amplified Sound

Will amplified sound be used at the event? Including, but not limited to a DJ, emcee, live music, bullhorn, radio/speakers.

- "Outdoor events and activities that involve amplified music or speech are limited to the hours of 7 a.m. to 10 p.m., Monday through Sunday,
- University scheduling protocols must be followed.
- Outdoor events and activities that do not require use of amplified sound may be held between the hours of 7 am and midnight, Monday through Sunday."

Approval of all events with amplified sound is required by the university to ensure university scheduling policies are followed. CAP 145.9

Additional considerations:

- Events hosted on campus should not negatively impact nearby neighborhoods and the San Luis Obispo community.
- The event host will work in partnership with Cal Poly Facility Services and the Cal Poly Police Department to ensure sound levels are kept within established guidelines.
- Decibel rates of 101 with spikes of 108 are permitted, although if amplified sound from an event negatively impacts nearby academic course offerings or general campus business, the event host will be asked to decrease the volume.
- Events will receive one warning and then will be requested to cease all amplified sound activities if a subsequent warning is issued.

Event hosts are encouraged to keep in mind that Cal Poly is a university campus with academic events and activities being hosted daily. Event hosts and guests should be mindful and respectful of the variety of classes, activities, and events that take place on campus.

Cal Poly Police Department

Based on an event's size, date, time and subject, the Cal Poly Police Department will determine the service level, if any, required for an event. If it is determined that police are required, there are minimum staffing and per hour charges. Contact the Cal Poly Police Department at police@calpoly.edu for further information. The Cal Poly Police Department Event Worksheet must be completed for all major events (CAP 144.7).

The Police Department Staffing Matrix is a guideline to assist the planner in reasonably predicting the staffing levels necessary for an event. The number of personnel assigned may vary as dictated by the nature of the event, or as calculated to be necessary by the Cal Poly Police Department and Cal Poly Risk Management and those responsible for the event. The decision of the police department regarding its deployment will be made.

Est. Attendance	0-100	101-200	201-500	501-1000	1001-2000	2001-3000	3000+
Invited guest/speaker	Not Required	2 officers	3 officers	4 officers	4 officers, 1 Sgt.	6 officers, 1 Sgt.	For ea 500 attendees 2 add'l officers
Fairs/Festivals	Not Required	Not Required	2 officers	3 officers	5 officers, 1 Sgt.	6 officers, 1 Sgt.	For ea 500 attendees 2 add'l officers
Dances*	Not Required	Not Required	2 officers	2 officers	5 officers, 1 Sgt.	6 officers, 2 Sgt.	For ea 500 attendees 2 add'l officers
Concerts*	Not Required	Not Required	2 officers	3 officers, 1 Sgt.	5 officers, 1 Sgt.	8 officers, 1 Sgt.	For ea 500 attendees 2 add'l officers
Dignitary, Commencement, Sporting Events	To be determined by CPPD						For ea 500 attendees 2 add'l officers additional Officers

Depending on the type of music and if alcohol is present, additional staffing may be required

Transportation and Parking Services (TAPS)

Several services are provided to manage an event host's event parking and transportation needs. The following is a list of general services provided by TAPS:

1. Event parking: Depending on the day of the week, time of the day and size of the event, there may be options for hosted and non-hosted event parking. Event parking will be charged at the current event rate per space, per day. Email eventparking@calpoly.edu for further information.
2. Other services:
   a. Signage
   b. Shuttle coordination
   c. Traffic direction/road closures
   d. Permit issuance
   e. Reserved parking spaces

TAPS will determine staffing levels based on need and availability.

Event Cancelation Policy:

- 20 percent of the total (or a minimum fee) will be charged to the requestor if the request is cancelled less than 72 hours in advance
- 100 percent of the total will be charged for custom event signage

Detailed information and current pricing rates can be viewed at afd.calpoly.edu/parking/events.

Phone: 805.756.6654 or email eventparking@calpoly.edu.

Helpful Resources:

- Campus parking map: maps.calpoly.edu/
- Bus Charter Quote Request Form: afd.calpoly.edu/cprm/quicklinks.asp

Smoke and Tobacco-Free Campus

In compliance with CSU executive order 1108, Cal Poly is a smoke and tobacco-free campus. For the health and wellbeing of all Cal Poly students, faculty, staff, and visitors, please refrain from smoking, vaping, or using any tobacco products on Cal Poly properties. (tobaccofree.calpoly.edu)

Facility Use After Hours

> General University hours are 7 a.m. to 10 p.m., Monday through Sunday (CAP 140), with exceptions being outdoor locations, the University Union, the Performing Arts Center, and Kennedy Library. Hours should be verified during the planning process so deviations can be taken into consideration. Additional charges may be incurred if personnel are required to lock or unlock a facility for use after hours.

During campus holidays, the *entire* campus is closed. Should the event host wish to plan an event on a campus holiday, prior permission must be granted. Note that additional charges will be incurred as personnel will be required to work on the designated holiday to unlock/lock spaces and service shared areas.

University Personnel work calendars may be found here.

Custodial Services

Be mindful Cal Poly is a working college campus with academic classes scheduled from 7 a.m. to 10 p.m. When using university lecture rooms, groups agree to comply with the following:

- Alcohol is prohibited
- Trash generated by the event must be discarded in receptacles. When receptacle space is limited, it is the event host's responsibility to ensure trash is removed from the room
- Candles may not be used
- Paint, paint pens, and other crafting materials should not be used
- Furniture must be put back to its original configuration (classroom format)
- Groups are expected to clean up after themselves

Groups who do not comply will incur charges.
Lecture rooms with carpeting do not allow food and beverages.

Landscaping and Grounds

To preserve the integrity of and manage the upkeep of the Cal Poly grounds, Facility Services works with event hosts to find a balance when hosting events that will not negatively impact the campus community. Event hosts shall abide by the following:

- Stakes are not permitted in lawn areas
- Signage may not be mounted on buildings
- Vehicles are not permitted to drive on lawns
- Tents and canopies must receive prior approval and when requested, submit a Building Permit. Structures should not be erected next to buildings or impeding walkways. Additional lead time for reservation may be required

If activities associated with the event cause damage or harm to university grounds or damage turf, the event host will be charged for associated maintenance costs.

Power

Location is a key factor when planning an event. While outdoor events can be inviting, they do come with additional challenges. Not all lawns and outdoor spaces on campus are equipped with electrical access. Electrical service for outdoor events cannot extend across sidewalks without appropriate covering. Electrical service cannot run through doors. Requirements must be coordinated with Facility Services. The event host is encouraged to plan early to schedule appropriate support for the event.

Special Event Permit

A special event permit is required to allow approving personnel an adequate description and set up overview instructions for an event. It is a tool used to grant or deny approval for the event. The event host must ensure accurate information, and an event diagram is provided. The event will be required to follow all setup instructions per the approved special event permit. A special event permit is required for all events occurring outdoors and indoor events that alter the original intended use of the space.

A special event permit application requires a minimum of (4) weeks' notice for processing.
The form is available at here.

Upon review, it is possible that the approving personnel deems that the event requires additional approval and a day-of-event inspection by the Office of the State Fire Marshal (OSFM) - this can accrue an additional cost that the event host is responsible for.

The hourly rate for the State Fire Marshal is $250 per hour. The approving personnel will notify the event host if it needs to be further reviewed by OSFM – charges will be the responsibility of the event host.

Fire and Life Safety/State Fire Marshal

Permit: Indoor Events

The following information is required on a building permit requesting use of ***indoor space***:

- Name, description of event, and sponsor
- Start time, end time, number of people expected to attend (including vendors)
- Cooking and food preparation information, if applicable
- Layout: aisle widths, dimensions between tables, dimensions to exits, etc.
- Location of electrical panels
- Location of fire extinguishers

Permit: Outdoor Events

The following information is required on a building permit requesting use of *outdoor space*:

- Name, description of event, and sponsor
- Start time, end time, number of people expected to attend (including vendors)
- Tent/canopy: Tents and canopies may be secured by using water barrels only. Stakes and poles may not be used in the ground
  - Site layout with 20-foot minimum dimensions to adjacent buildings
  - Layout under tent/canopy with dimensions of aisle widths
  - Location of fire extinguishers, lighted exit signs, emergency lighting, and no smoking signs
  - Location of electrical power/extension cords/generators
  - Location of designated cooking area and/or barbecue pit
  - Location of food service area (buffet)
  - Location of restrooms
- All outdoor events must follow ADA guidelines and recommendations by campus personnel
- Barbecues are only permitted in designated areas. A barbecue must be placed a minimum of 20 feet from surrounding buildings. It may not be placed below trees or near vegetation
- Camping is not permitted at any event
- Overnight events are not permitted unless authorization is granted by the university

Considerations: Accessibility and the Americans with Disabilities Act

Events hosted on campus will comply with guidelines established by the Americans with Disabilities Act. Through use of the building permit, campus personnel will provide recommendations and educate the host on how to best design the event layout to avoid potential shortcomings. It is the event host's responsibility to ensure recommendations are taken into consideration and the event set up and activities comply with guidance provided by the university.

Refer to the Disability Resource Center (CAP 640) for more information.

Indoor Event Considerations

The following should be monitored for indoor events:

- Accessibility of paths of travel from parking to the venue
- Accessibility of entrances and restrooms
- Compliant surfaces at event site (hard surface or ½-inch high max carpet) and transitions
- Dimensions between tables, aisle widths, exits, etc.
- Lines of sight, compliant heights, protruding objects, etc.

Outdoor Events Considerations

The following should be monitored for outdoor events:

- Accessibility of paths of travel from parking to the venue
- Accessibility of entrances and restrooms
- Compliant surfaces at event: concrete, asphalt, pavers (grass is not a compliant surface)
- Event location (no more than 2 percent slope in two directions)
    - Outdoor locations at Cal Poly will require additional considerations to make them accessible. The event host acknowledges there are fees associated with such tasks, which will be incurred by the sponsoring organization
- Accessibility of buffets, information table, booths, etc.
- Accessibility of restrooms
- Location of stages, platforms, and ramps

Rain

In the event of inclement weather, the university reserves the right to relocate or cancel events scheduled on lawn due to potential damage and safety concerns. In the event of rain, efforts will be made to relocate the event to a suitable location and/or reschedule to a future date. Any charges incurred due to rain cancellation are the responsibility of the event host – contingency plans are recommended.

Forms

Cal Poly Facility Services forms may be found at: afd.calpoly.edu/facilities/forms.asp.
- Building Permit
- Supply Rental Request

Risk Management and Considerations

Risk assessments are a key ingredient to a successful event. During the planning stage, the event host will be required to think about many things to ensure safety for everyone involved and work with campus personnel to ensure the event meets campus requirements. This can be done by using the Risk Assessment Tool. Some factors to consider when planning an event are the seriousness of potential risks and how likely they are to occur. Basic values exposed to risk include personnel, property, liability (responsibility for injury or damage to others), continuity and revenue. Accidents can involve injury or property damage resulting in monetary loss, reputational loss, interruption or cancellation of the activity, additional expenses, etc. The primary responsibility of the individuals "in charge" of a special event includes managing the risks of the activities, participants, operations, personnel, and property to support the successful outcome.

For more information, please see the event planning guidelines on the following sites:
https://afd.calpoly.edu/procure-to-pay/how-to-buy/events/
https://afd.calpoly.edu/risk-management/events

Special Event Insurance

Liability insurance for special events, with low or no deductible, may be available through the Risk Management Office. The university entity hosting the event is responsible for funding the cost of the insurance as well as any deductible. Special event insurance is not required but may be cost effective.

University personnel planning special events should plan to provide a complete application for special event insurance 30 days prior to the event for small programs, 60 days for medium-size activities and 90 days minimum for large and/or specialized programs such as rodeos, animal science activities, concerts, competitions and events involving external entities (associations, businesses, groups, etc.) It is the responsibility of the university entity hosting the event to fund the cost of the special event insurance.

For additional information, contact Risk Management at riskmanagement@calpoly.edu.

Activities and Events

Activities associated with events require consideration and approval from various entities on campus. Based on things such as risk, safety, impact on the university and ability to support associated activities, the event host may be asked to provide further information or modify event related activities. The event host must comply with guidelines and recommendations set forth by campus personnel to ensure adverse impact from the event does not occur.

If your event hosts any of the following, make note that additional requirements may be involved:

- **Inflatable/Mechanical Activities and Obstacle Courses:** Due to liability and safety concerns, additional considerations and insurance requirements must be satisfied prior to the event. Mechanical rides are not insurable and not permitted at events. Contact the Risk Management Office or club risk management officer for additional information.

- **Dunk Tanks:** Due to liability and safety concerns, additional considerations and insurance requirements must be satisfied prior to the event. Contact the Risk Management Office or Clubs & Organizations for additional information. Facility Services require additional considerations and approvals. Dunk tanks may not be located on lawn spaces.

- **Fundraising:** Fundraising events should have the intent to yield net usable proceeds for the university and, at a minimum, have resources identified to cover budget deficits should fundraising revenues fall short. Colleges, departments, and programs wishing to conduct a fundraising event on behalf of Cal Poly must comply with CSU Policy Number 15701.00, "Fundraising Events," and consult with University Advancement before embarking on any fundraising activities. For additional information visit the A&F Fundraising FAQ

- **Minors Participating:** Additional considerations may be required if minors, individuals under the age of 18 who are not enrolled Cal Poly students, are participating. For additional information visit the Youth Protection Program webpage.

- **Animals at Events:** Per Campus Administrative Policy, animals, other than service animals, are not permitted on the Cal Poly campus. Animals are not allowed to be incorporated into events

unless approval is received from Risk Management. Additional insurance for the event may be required.

- **Controversial Speakers or Subject Matter:** Groups are welcome and encouraged to host guest speakers that engage our campus community. Additional considerations and coordination may be required with Cal Poly Police Department when the content or participants of the event may require additional security considerations (CAP 140). If you have specific questions related to your event, feel free to ask the scheduling entity you work with or contact Public Safety directly.

- **Carnivals/Resource Fairs:** Event hosts who wish to bring booting activities into their event plan must contact the Risk Management Office as well as Facility Services to review all event elements. Additional insurance may be required.

- **Voter Registration and Political Events:** Those participating in voter registration or politically driven events should refer to Campus Administrative Policy (CAP 140) to review activities associated with freedom of expression.

- **Memorials:** Per Campus Administrative Policy (CAP 140), "…*the use of University facilities or property for personal or private events is not authorized. The category "personal or private events" includes, but is not limited to, weddings, and memorial services. The scheduling of these or similar events on campus may be authorized only in unusual circumstances and requires approval of the University President or designee (the Vice President for Administration and Finance)."*

- **Aerial Fireworks:** Due to the location of the campus, near neighborhoods and large areas of vegetation, fireworks on campus are strongly discouraged. Additional considerations will be required by Risk Management, Facility Services, Public Safety, and the State Fire Marshal should an event host wish to pursue incorporating fireworks into their event. The event host will be liable for any damage that results from such activities. Ground fireworks are prohibited.

The following Special Event Insurance information pertains to student clubs and organizations:

Club Liability Insurance Program

The CSU has implemented club insurance for all 23 CSU campuses. Titled the Club Liability Insurance Program (CLIP), it covers General Liability for claims made both on- and off-campus.

Major exclusions include:
- Automobile Liability
- Alcohol furnished at Club Activities/ Events (unless served by a licensed third-party provider)
- The activities of all social fraternal organizations (men and women) are excluded
- Hazing
- Injuries to Participants while participating in athletic activities

- Intentional Discrimination

Farmers Market Insurance

CLIP also includes coverage of Farmers Market events. Read more about hosting a table at San Luis Obispo Farmers Market.

Additional Insurance Options
If you are hosting an event that is **not covered by CLIP** (see major exclusions above), visit Club Insurance for information on getting coverage.

Off-Campus Events

While off-campus events may not impact the day-to-day activities on campus, they are key elements in tying Cal Poly to the community. As such, event hosts may request their event be published on the Cal Poly Master Calendar, 25Live. In this case, details on date, time, location, and further information on how individuals may participate (web address, registration information, etc.) may be provided in the description.

Contracts for event services or venues should follow appropriate procurement procedures, with all agreements being signed by the appropriate contracting officer.

Recognized Student Organizations must get approval for all off-campus events through the Cal Poly Now Event Request.

Contracts, Sales, and Licensing

Will the organization be selling any non-edible items (shirts, calendars, etc.)? What will be sold?

Will the Cal Poly name, Cal Poly symbols, and/or Cal Poly marks be used on the merchandise?

Cal Poly requires any merchandise displaying the marks of the university to be purchased from licensed vendors. For additional information visit: afd.calpoly.edu/tm_licensing/vendors.

- Licensing Marks
- Licensing Flow Chart
- Student and Internal Request to Use the Cal Poly Marks and Licensing Education

For further information related to the licensing process contact University Marketing.

Will your organization be showing a film or video?

A public performance constitutes any public exhibition of a copyrighted film or video. All such events require a public performance license.

Regardless of value, service vendors coming on campus to perform a service need to be contracted by Cal Poly Strategic Business Services via purchase order or contract.

All vendors must provide Strategic Business Services proof of insurance before the vendor comes on campus to provide the service per Executive Order 849.

Please do not sign agreements, make informal commitments, or allow services to proceed without a signed contract or purchase order from Strategic Business Services.

For further information review the procurement guidelines at afd.calpoly.edu/cprm/procurement/ or contact Strategic Business Services at sbs-procurement@calpoly.edu.

Campus Event Management Team

The goal of the Campus Event Management Team (CEMT) is to improve Cal Poly's ability to host campus events that engage students and the community. The group is comprised of various individuals from different units across campus who come together on a regular basis and evaluate large and moderate capacity events and high impact weekends on campus. Based on shared knowledge, the group acts as an advising body for event hosts and works to identify potential conflict. Event hosts may be asked to appear before the group and outline details associated with their event to provide a better understanding of size and scope of the event.

Conclusion

Information in this document should give the event host a foundation to start the planning process. Groups are reminded that events hosted on campus reflect the university. It is essential that planners follow the recommended steps, policies, and procedures to ensure each, and every event is successfully planned and implemented, and attendees receive the best experience they can while on campus. This document provides high level information associated with procedures for event planning on campus. If in doubt, the event host should consult the provided resources (website or campus personnel) for additional assistance.

Additional information related to policy and general guidelines can be found on the University Master Calendar website.