

EVENT PLANNING RESOURCE GUIDE

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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*.

All events should be scheduled through 25Live, the Cal Poly Master Calendaring system. There are several groups that take reservations on campus and assist groups based on their affiliation with the University.

Contact Information:

University Scheduling	805.756.5550		events@calpoly.edu
UU Epicenter	805.756.5807		asiePlan@calpoly.edu
Dean of Students	805.756.0327		deanofstudents@calpoly.edu
Performing Arts Center	805.756.7223		acasti43@calpoly.edu
Conference & Event Planning	805.756.7600		conference-eventplanning@calpoly.edu

How Do I Know Who to Contact?

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

University Scheduling
([Facilities Event Request Form](#))

Student Clubs
Fraternities and Sororities

UU Epicenter
([E-Plan](#))

Intramural Sports

Recreation Center
(Internal Scheduling Only)

Intercollegiate Athletics

Athletics Department
(Internal Scheduling Only)

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 & Event Planning
www.calpolyconferences.org

Performance Groups requesting use of Harman Hall or Spanos Theatre

Performing Art Center
(Internal Scheduling Only)

*The Dean of Students Office and New Student and Transition Programs schedule their own events and activities in 25Live

Keep in mind, if you are hosting a co-sponsored event or an event that is sponsored by an external entity, you will be routed through Cal Poly Conference and Event Planning (CEP). Cal Poly CEP are campus experts that will help plan your event from start to finish and ensure all questions related to liability and event management are addressed.

Campus Administrative Policy [CAP 144.4](#) *Scheduling of Campus Events and Activities*

Per Campus Administrative Policy [CAP 172](#) events are defined as follows:

172.2.2

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.

172.2.3

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)

172.2.4

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.

[CAP 280.1.2](#)

Student Clubs shall utilize ASI's E-plan process to reserve classrooms. Faculty and staff members, individual students, state sponsored student programs and student organizations (other than clubs) shall reserve classrooms through Events Scheduling/Master Calendar in the University Scheduling Office so that the event or activity can be referred to the appropriate campus office. Student groups will be asked to provide a college or department sponsor for the event so as to ensure some form of liability is associated with use of the space.

EVENT HOST AND SPONSORING ORGANIZATION

Who will be hosting this event? The event contact should be knowledgeable about all facets of event planning. This contact will be called upon by University Police, Facility Services, or Risk Management to answer questions related to the event.

Campus Administrative Policy [CAP 142.4](#) *Criteria for Approvals of Sponsorship or Co-Sponsorships*

Sponsorship

At Cal Poly, sponsorship impacts which scheduling office the event is routed through. One of the main considerations when determining sponsorship is who is liable for the event? Who will be paying for and entering into contracts in support of the event? Should problems arise, what 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
- Non-sponsored events are those which are not associated with the university
- Co-sponsored, non-sponsored, and sponsored or internal events offered in conjunction with an off-campus group or charging a fee are coordinated through Cal Poly Conference and Event Planning to ensure appropriate steps are taken to protect the university, event host, and participants

Campus Administrative Policy [CAP 142.4](#) Criteria for Approval of Sponsorship or Co-Sponsorship

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.
- A 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 prior written authorization is granted by the University president or designee.
- 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 AND EVENT PLANNING

Conference and Event Planning provides any and all logistical arrangements outlined in this guide. By working with Conference and Event Planning, the event host will not need to contact various entities on their own. Conference and Event Planning provides a one contract, one contact, and one invoice service for clients.

Services include the following:

- Coordination of on-campus housing accommodations (available mid-June through mid-August)
- Campus facility coordination and reservations
- Food and beverage service coordination
- Complete registration and reporting services
- On-site event staffing
- Budget development
- Financial reporting
- Liability and insurance
- Payroll services
- Bus and shuttle service coordination

DESCRIPTION

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.

Keep in mind, if you are hosting a community event, your audience needs to know how to reach you, or who to contact for additional information.

DATES

Event Date(s)

If you have a recurring weekly meeting, evaluate if all dates will be used. Do any fall on campus holidays, quarter breaks, etc.? Will space need to be reserved? Keep in mind 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.

TIME

Event Time: *Timeframe 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 ready the space for the event, or cleanup following the event. The event host is not guaranteed access to the space during this timeframe. 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:

- Advanced Technologies Lab 007 -0001/0002 (ATL): 30 minutes between events
- Julian A. McPhee University Union 065 -0220: 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 043 -0170 Multipurpose Activity Center (MAC): 3 hours setup / 3 hours takedown
- Performing Arts Center: Guidelines vary according to setup needs
- University Lecture Rooms: Available for scheduling 7 am – 10 pm, Monday through Sunday. Due to timing of academic classes, reservations in University Lecture Rooms will start at 10 minutes past the hour in order to provide time between events. ([CAP 280.1](#))

EXPECTED ATTENDANCE AND REGISTRATION

Know your audience. Who will be attending your event? Is it open to the Cal Poly Community (students, faculty and staff) or the Public at large? Is your event private?

The answers to these questions may route you through different steps of the event planning process. An event that is open to the Cal Poly Community or Public at large must have an event description. Additional considerations may be required from University Parking, Risk Management or Facility Services.

Will you have an established registration process for your event? Will you be collecting fees for participation? Will there be a monetary exchange for registration or admission to your event? There are university guidelines which

should be followed. Contact the [Cal Poly Accounting Department](#) for additional information. For student clubs, refer to the [ASI Facility Policy](#).

Expected Attendance

The event host is required to provide expected attendance numbers for the event. This is important information that will be taken into consideration for parking, security, staffing and other support services.

EVENT LOCATION(S)

Campus Administrative Policy [CAP 141.3.1](#) *"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."*

The event host should work with the designated scheduling entity to reserve space. Refer to page 2 of this document for further information.

Popular Campus Locations:

- \$** • **The Cal Poly Performing Arts Center** (Building o6, Harman Hall, Pavilion, Lobbies; and Building 44, Spanos Theatre) <http://www.pacslo.org/about>
 - Requests for use of space are generally evaluated three (3) months prior to the event.
- \$** • **The University Union and Recreation Center** (Building 65 and 43)
 - Visit http://www.asi.calpoly.edu/forms_and_policies?cat=17 for information related to fee schedules, building hours, floor plans and the UU Facility Policy Manual
- **University Lecture Rooms:** Smart Rooms and Multimedia Rooms are available for use on first come-first-serve basis through the established scheduling process.
 - Campus Administrative Policy [CAP 144.1](#) Approved and Priority Uses of University Facilities
 - List of University Lecture Spaces <http://registrar.calpoly.edu/universityscheduling/classes>
- **Department Managed Rooms, Teaching Labs, and Special Instruction Spaces:** Because Cal Poly is a working University, there are a variety of spaces that are managed by individual colleges and departments. In the instance an event will be hosted in a department managed location, the scheduler must receive approval for use of the space, in writing, no less than one week prior to the event.
- **Advanced Technology (Keck) Lab & Lobby** (Building 007)
 - While occasionally opened to the campus community, the ATL is generally reserved for events related to the College of Engineering activities

- Due to proximity to nearby working laboratory space, amplified sound may not be used.
- Room is set in a standard configuration. It is the event hosts responsibility to put all things back in the standard configuration.

- **Bonderson Building** (Building 197)

- While occasionally opened to the campus community, the Bonderson Building is generally reserved for events related to the College of Engineering activities

- **Learning Commons (Library Computer Labs, Building 35):** The Library Computer Labs are available on a limited basis for college and department administrative meetings. When requesting the Labs, the group should be mindful that they are available for walk in use by students. A Lab should only be requested if participants will be working on hands on activities that require use of the computers. If not, the event host is encouraged to seek out a Smart Room or Multimedia Room.



- **Mott Athletic Center** (Building 42)

- **Albert B. Smith Alumni and Conference Center** (Building 28)

- Requests to use the Albert B. Smith Conference Center are limited to activities and events that directly relate to the Office of the President, Office of the Vice President of Student Affairs, University Development and the Division of University Development, the Alumni Association and College and Unit Dean's Advisory Board Meetings. Requests that do not fall within these guidelines will be considered by the Assistant President of Alumni Relations.
- Due to proximity of nearby working space, amplified sound must be approved.
- Room is not configured as a smart room. Contact Classroom Technologies for multi-media services.
- Room is set in a standard configuration of open executive style (30 people). It is the event host's responsibility to have the room put back in the standard configuration at the end of use. Facility Services is the organization on campus approved to move furniture at this venue.
- Note: There is only one (1) all-gender restroom available for use.
- Additional requirements may apply. Contact Alumni Relations for more information.

- **Outdoor Space:** The University works with groups to provide guidelines and recommendations to ensure events hosted by the University are ADA compliant.



- **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 to the event and charges will be incurred.



- **Spanos Stadium** (Building 61): Use of Spanos Stadium is reserved for exclusive use by Cal Poly Athletics.

- **The Cal Poly “P”:** Due to safety concerns, the “P” is currently closed. For additional information, contact ASI Event Scheduling and Management in the UU Epicenter.

- \$ Upper and Lower Sport Complex**
- May require Sports Complex Use Committee (SCUC) approval. SCUC meets monthly. Reservations requesting use of these spaces should be entered in a timely manner so considerations by the SCUC may be addressed.
 - Use of the Sports Complex requires scheduling of a Field Supervisor. The event host acknowledges additional charges may be incurred.

Associated Students, Inc.: For information related to spaces managed by ASI (Sports Complex, Recreation Center and University Union) visit [ASI Cal Poly](#)

\$ *Fees may be incurred*

SANDWICH BOARD, TRI-FOLD BOARDS AND SIGNAGE

The university works to maintain an uncluttered and attractive campus. As such, while temporary signage is allowed, guidelines should be followed.

Sandwich Board, Tri-fold Boards and Signage

- Sandwich boards shall be no larger than 2' 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 Tri-fold and Sandwich Boards are limited to: UU Plaza, Dexter Lawn, Via Carta Mall, Ag Circle

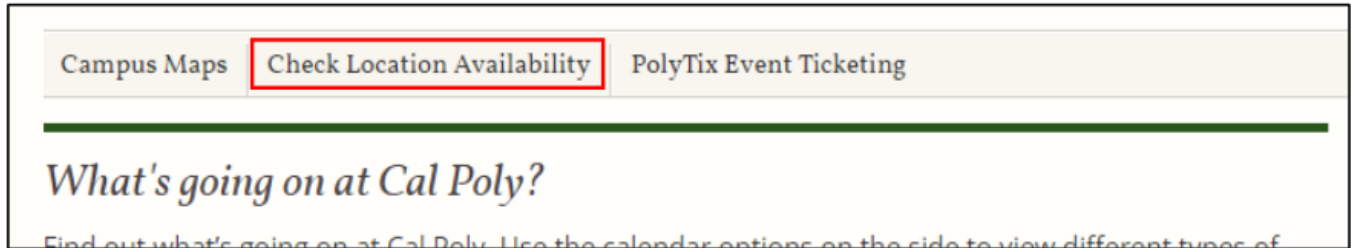
For additional guidelines associated with signage, refer to the following Campus Administrative Policies:

- [CAP 144.6](#) Temporary Non-Commercial Signage
- [CAP 144.7](#) Temporary Commercial Signage

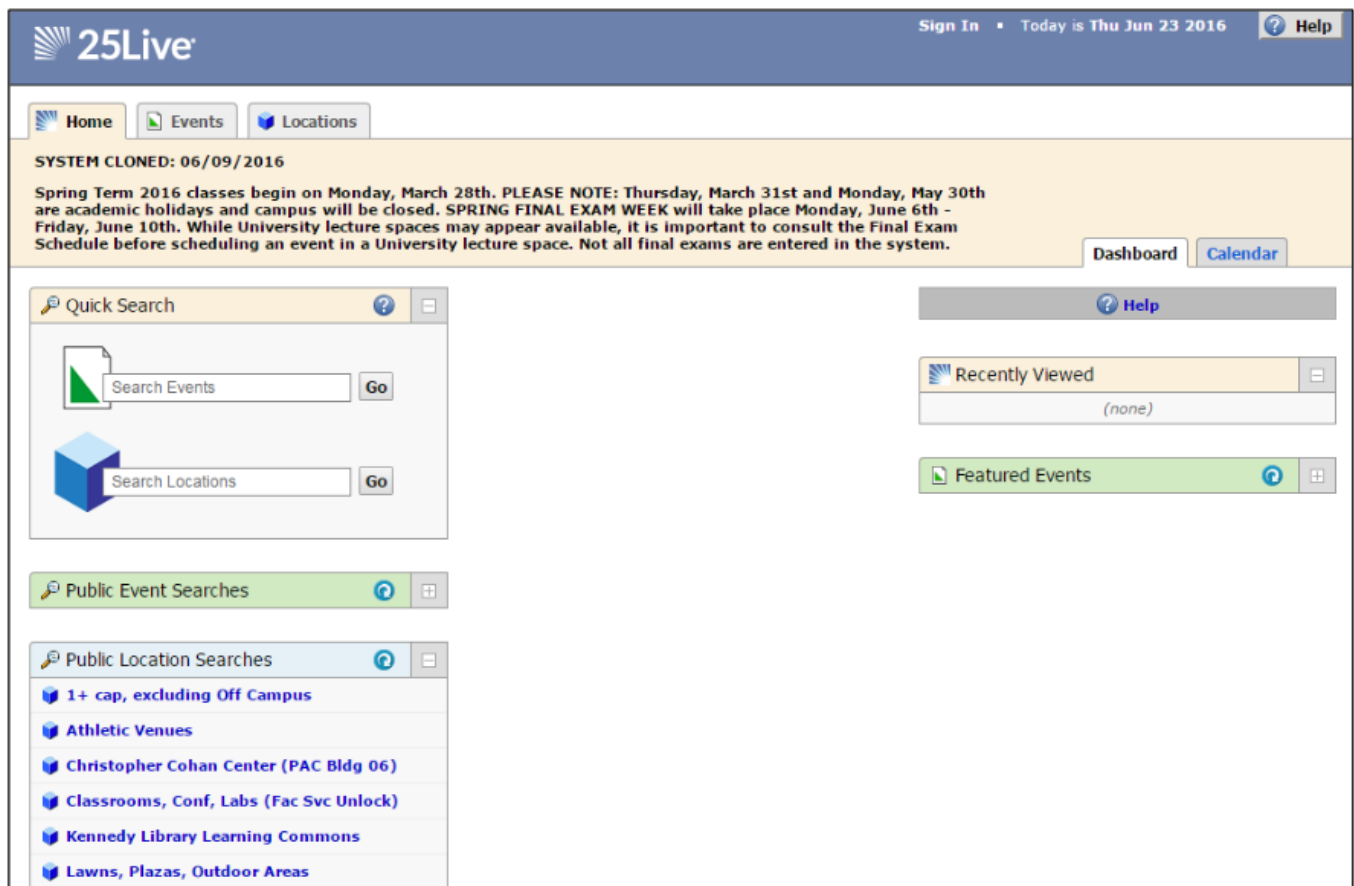
HOW TO CHECK LOCATION AVAILABILITY

Checking location availability at Cal Poly is done through 25Live/Space and Event Scheduling.

Step 1: Check Location Availability via <http://events.calpoly.edu>



Step 2: Home Page View



On the Home Page, you are able to select from several Public Location Searches. Search results will show you location availability. For detailed information on how to navigate 25Live/Space and Event Scheduling, visit the [For Event Planners](#) section of the University Scheduling webpage.

Food Service

Cal Poly offers a variety of catering options for event hosts. Specific information related to these options can be found on the Administration & Finance Contracts & Procurement [webpage](#).

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

List of [Approved Caterers](#) (Includes University Catering and Approved Off-Campus Caterers)

University Catering is familiar with the Cal Poly campus, as well as rules and guidelines associated with planning events on campus. If an event host uses services from an Approved Off-Campus Caterer, they acknowledge they may have an additional level of coordination in terms of 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 their event, appropriate approvals must be obtained and the event host must follow guidelines established in the campus [Food Policy](#).

Food Sold at Event

Campus Dining has exclusivity to sell food on campus. A food waiver must be submitted to Campus Dining – University Catering, a minimum of 7 days prior to the event for approval.

Further information can be found at: <http://www.calpolydining.com/catering/waiversandpolicies.asp>

Zero Waste

Cal Poly is committed to becoming a zero waste campus, meaning all of 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, use of landfill containers can be arranged prior to your event (per bin charge applies). Contact Facility Management and Development for additional information. To minimize event landfill cost, event planners should prioritize purchasing or requesting from caterers and vendors, materials that are compostable and recyclable. Please review the list below to ensure you are planning a successful zero waste event.

Items to AVOID using at your event:

- Plastic wrap
- Chips 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 can't be either composted or recycled

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

Alcohol Served at Event

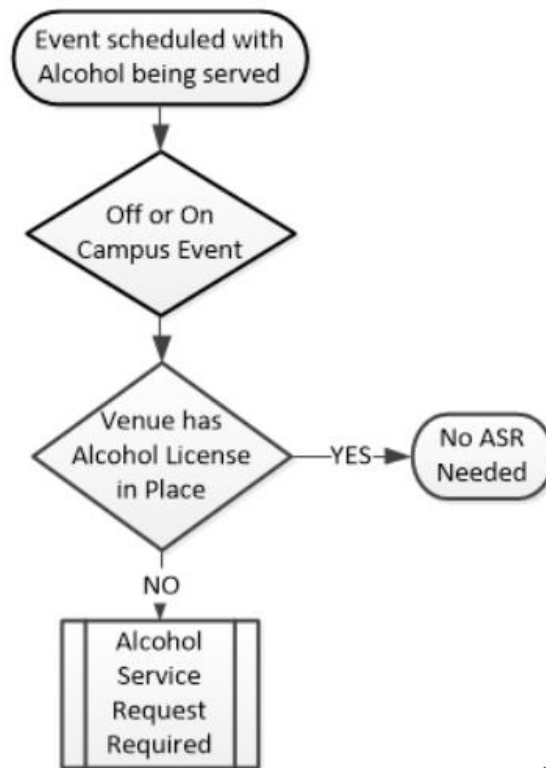
The University Alcohol Policy is designed to serve the campus wide community while taking into account the variety of events held by its members, such as fundraising and public relations activities. This policy is intended to provide clear, consistent and constructive guidelines for the application of 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 who is authorized to serve alcohol.

- Alcohol Service Request (ASR) Submission Guide: <https://afd.calpoly.edu/acs/asr/guide>
- ASR Approval Guide: <https://afd.calpoly.edu/acs/asr/approve>
- ASR Instructional Video: <https://afd.calpoly.edu/acs/asr/video/>
- CAP 172 Alcohol Policy link: <http://policy.calpoly.edu/cap/finalTOC.htm>

Training

University Catering, or one of the Approved Caterers who is authorized to serve alcohol, *must* be contacted 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 their event. In such instances, responsible parties will be required to take an alcohol training course. This course is offered through the University Police Department and is scheduled one time per month. The event host should contact the University Police Department for availability and plan accordingly. This training will only be provided if an exception is granted through University Catering.

When to Submit a Request



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 food borne illness. It is understood that one can't eliminate the risk of food borne illness altogether. The Environmental Health & Safety Department, offers food safety guidelines as a means to improve participation experience.

[Ten Tips for Better Barbecues, Potlucks, and Parties](#)

Helpful Resources:

- Campus Dining link: <https://calpolydining.com/catering/waiversandpolicies.asp>

EQUIPMENT

During the planning stage, be mindful of what equipment needs will be required by your event and attendees at your event. Cal Poly Facility Services, Classroom Technologies and Information Services all provide support for special events. In addition, the University has a list of approved vendors that can be contacted for quotes and availability.

Classroom Technologies

- Special Event Services: <http://classtech.calpoly.edu/special-event-services>

- General Information: <http://classtech.calpoly.edu/policies-and-general-information>

Vendors / Cal Poly's Campus Marketplace: <https://afd.calpoly.edu/cprm/emarketplace.asp>

Phone or Conference Call Capabilities: <http://www.classtech.calpoly.edu/video-collaboration-cal-poly>

WIFI RESOURCES

An event host should consider if attendees will be logging into the internet using Cal Poly Wi-Fi services. In certain areas of campus, such as outdoor locations, bandwidth is finite and may not be available. Will your event require onsite support from IT during working hours, Monday – Friday, 8 am to 5 pm? It is imperative the event host contact IT three to six weeks prior to their event to work through requirements planning. Will guests need login information? Keep in mind Cal Poly hosts quite a few events after hours or on weekends, when overall university staff are not on campus. It is important to plan out requirements ahead of time to ensure your location has enough bandwidth.

- Mustang Wireless Information: <http://www.wireless.calpoly.edu/>
- Wireless Coverage: <http://www.wireless.calpoly.edu/content/coverageMaps>
- Request Guest Access: <http://www.servicedesk.calpoly.edu/guestwifi>
- Service Desk: 805.756.7000

AMPLIFIED SOUND

Will amplified sound be used? (Including but not limited DJ, Emcee, Live Music, Bullhorn, Radio/Speakers)

Campus Administrative Policy [CAP 141.3.2.1](#), *"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 are required by the University to ensure University scheduling policies are followed ([CAP 141.3.1](#), [144.4](#) and [141.3.2.2](#)).

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 University 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.

UNIVERSITY POLICE – PARKING AND SAFETY MANAGEMENT

Reserved Parking Lots: Fee for booth or vehicle use will be charged per space, per day

Please note that a section of the K1 parking lot (400 spaces) will be the ONLY area that can be reserved Mon.-Fri. for event purposes. Weekend reservation request for parking lots will be approved or denied depending on availability.

The Community Service Officer Division of The University Police Department can provide extra patrol, security, and traffic management for special events on campus such as athletic events, concerts, dances, guest speakers, Open House, rodeos, etc. In general, if your event hosts off campus attendees, there should be a level of communication with University Police Parking and Event Management staff.

Charge Back for Event Permits - Per vehicle fee; charge back includes:

- No fee to event host for Community Service Officers (CSO) issuing permits to attendees
- Signage is not included. (Will incur additional charges)
- 2 CSOs / 2 hour minimum
- Spaces are not individually signed or reserved; it is a first come first served basis in the parking lot
- A per parking spot/permit fee will be charged for all cash handling events; attendees pay for their own event parking permits (not sponsored by a CP dept. or club)

Individual Reserved Parking Spaces:

- Per space, per day fee
- 1 A Frame that reads "Reserved for (name and date)"
- For the convenience of the host and guest, the parking permit fee is included in the per space costs
- There will be a setup and take down fee charged based on number of signs requested. (This fee is for reserved signage as well as directional signage)

Additional Fees:

- Directional signage leading attendees to the parking lots from campus roadways. The pricing varies based on size, wording and graphics

Dedicated Staffing:

- As required or deemed appropriate by UPD, dedicated staff may be required to meet the demands of the event. (Estimates can be provided prior to the event, if requested by the event host)

CSO Staffing:

- Per hour, per CSO charge. This fee covers traffic direction, permit distribution, and signage placement (2 hour minimum, 2 CSO minimum required per event)

Police Officer:

- Fee covers 2 officers / 4 hours minimum; overtime rate at time and a half. This covers traffic direction and or pedestrian safety

Parking Officer:

- Fee covers 2 officers / 2 hours minimum; overtime rate at time and a half (per officer, per hour). This is traffic direction, and or permit distribution and signage placement

Event Cancellation Policy:

- 20% of the total (or a minimum fee) will be charged to the requestor if the request is cancelled less than 24 hours in advance
- Requestor will also be charged the minimum hourly fees for CSOs, parking officers, and/or police officers if they were requested

Signage Cancellation and/or Changes:

- Requestor will be charged the total cost of signage if the request is cancelled and/or changed after manufacturing.

Event Security <https://afd.calpoly.edu/police/safety/events>

Detailed information and current pricing rates: <https://afd.calpoly.edu/parking/events/registration>

Phone: 805.756.6654

Helpful Resources:

- Link to campus parking map: <http://www.maps.calpoly.edu/flashmap/CalPoyMapParking.html>
- Bus Charter Quote Request Form: <https://afd.calpoly.edu/cprm/quicklinks.asp>

FACILITY OPERATIONS, BUILDING PERMITS AND ADA ACCESSABILITY

Facility Use after Hours

General University hours are 7am – 10pm, Monday through Sunday ([CAP 141.3.2.1](#)) 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 by Facility Services. Note that additional charges will be incurred as personnel will be required to work on the designated holiday.

Custodial Services

Be mindful Cal Poly is a working college campus with academic classes scheduled from 7am to 10pm. 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; furniture must be put back to its original configuration (classroom format) and groups are expected to clean up after themselves. Groups who do not comply will incur charges.

The following University Lecture rooms do not allow food under any circumstances. If food related items are found following events, the group will incur charges related to additional custodial requirements:

- Building 02, Room 0013
- Building 03, Room 213
- Building 10, Room 124 and Room 126
- Building 34, Room 227 and Room 228
- Building 52, Room E27
- Building 192, Room 106
- All University Lecture Rooms in Building 180 and Building 186

Landscaping and Grounds

In order to preserve the integrity of and manage of the upkeep of the Cal Poly State University 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 should only be constructed on lawn areas for a short period of time. If activities associated with the event cause damage or harm to university groups or damage turf, the event host will be charged for associated maintenance costs.

Power

Location is a key factor when planning your 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. There is a minimum \$200 charge to install outdoor electrical access. Electrical for outdoor events cannot extend across sidewalks without appropriate covering. Electrical cannot run through doors. Requirements must be coordinated with Facility Services. The event host is encouraged to plan ahead to schedule support for event requirements.

Building Permit

A Building Permit is required to allow approving personnel adequate description and setup instructions for your event. It is a tool used to grant or deny approval for the event. The event host must ensure accurate information and a diagram is provided. The event will be required to follow all setup instructions per the approved Building Permit. A Building Permit is required for *all* events occurring outdoors.

A Building Permit Application requires a minimum of four (4) weeks' notice for processing.

<https://afd.calpoly.edu/facilities/forms.asp>

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, Sponsor
- Start Time, End Time, Number of People Expected to Attend (including vendors)
- Cooking?
- 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, 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
 - Fire extinguishers, lighted exit signs, emergency lighting, no smoking signs

- Electrical power/extension cords/generators
- Cooking/Barbeque pits
- Catered/Buffer
- Restrooms
- All outdoor events
 - ADA guidelines and recommendations by campus personnel must be followed
- Barbeques 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 American Disabilities Act

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

Disability Resource Center ([CAP 640](#))

Indoor Events

- Parking, accessible paths of travel, entrances, restrooms
- Compliant surfaces (hard surface or ½ inch high max carpet) and transitions
- Dimensioned indoor layouts: dimensions between tables, aisle widths, exits, etc.
- Lines of sight, compliant heights, protruding objects, etc.

Outdoor Events

- Parking, accessible paths of travel
- Compliant surfaces: concrete, asphalt, pavers (grass is not a compliant surface)
- Event location (2% slope 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 event
- Accessible buffets, Info Table, Booths, etc.
- Accessible restrooms
- Stages and 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 suitable location and/or reschedule to a future date

For additional information, contact Mike Hogan or Don Popham in Cal Poly Facility Services.

Forms

Cal Poly Facility Services forms may be found at: <https://afd.calpoly.edu/facilities/forms.asp>

- Building Permit: <https://afd.calpoly.edu/facilities/forms.asp>
- Supply Rental Request: https://afd.calpoly.edu/facilities/services_request.asp

RISK MANAGEMENT AND CONSIDERATIONS

Risk assessment is a key ingredient to a successful event. During the planning stage, the event host will be required to think through the following and work with campus personnel to ensure the event meets requirements.

	PROBABILITY			
SERIOUSNESS	A	B	C	D
I	5	5	4	3
II	5	4	3	2
III	4	3	2	1
IV	3	2	1	1

SERIOUSNESS OF RISK

- I. May result in death
- II. May cause severe injury, major property damage, significant financial loss, and/or negative publicity for the University
- III. May cause minor injury, illness, property damage, financial loss and/or negative publicity for the University
- IV. Hazard presents a minimal threat to health, safety and well being of participants and/or spectators

PROBABILITY THAT SOMETHING WILL GO WRONG

- A. Likely to occur immediately or in a short time frame, expected to occur frequently
- B. Probably will occur in time
- C. May occur in time
- D. Unlikely to occur

Contract and Risk Management Event Planning Guidelines: <https://afd.calpoly.edu/cprm/events.asp>

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 to fund 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 Melissa Swanson, Associate Risk Manager at 805.756.6755 or 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 should comply with guidelines and recommendations set forth by campus personnel to ensure adverse impact from the event does not occur.

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

- **Bounce Houses:** Due to liability and safety concerns, additional considerations and insurance requirements must be satisfied prior to the event. 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 Club Risk Management Officer for additional information. Additional considerations and approvals are required by Facility Services. 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. All fundraising events subject to the CSU policy must be approved by the Associate Vice President for Advancement Operations through submission of the [Event Approval Form](#).

For additional information visit: <https://afd.calpoly.edu/fiscalservices/forms/cp-fundraising-event-procedures.pdf>

- **Minors Participating:** Additional considerations may be required if minors, individuals under the age of 18 who are not enrolled Cal Poly students, are participating.
- **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 educate our campus community. That being said, additional considerations and coordination may be required with University Police when content or participants of the event may be deemed controversial. If you have specific questions related to your event, feel free to ask the scheduling entity you work with or contact University Police directly.
- **Carnivals:** Event hosts who wish to bring carnival activities into their event plan must contact the Office of Risk Management 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 ([140-141](#)) to review activities associated with freedom of expression.
- **Memorials:** Per Campus Administrative Policy ([144.2](#)), "...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, in close proximity to neighborhoods and large areas of vegetation, fireworks on campus are strongly discouraged. Additional considerations will be required by Risk Management, Facility Services, University Police 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 damages that result from such activities. Ground fireworks are prohibited.

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. 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.

For ASI Club off campus events or activities, review the process as outlined in your event contract. Note that invoices paid via ASI or Cal Poly Corporation will need to follow their purchasing processes and accounts payable requirements.

- Contact venue for scheduling availability and estimate
 - Venue must provide contract
 - Contracts under \$2500: Send to Strategic Business Services (SBS) with completed and approved Hospitality Form for review and signature via email or campus mail
 - Contracts over \$2500: Enter PeopleSoft purchase requisition and include the completed and approved [Hospitality Form](#) and the contract for review and approval
 - Signed contract returned to department by SBS
 - Emailed to venue and department with purchase order if over \$2500
 - Emailed to venue and department if under \$2500
 - Letter of Self-insurance will be provided by SBS if required
 - If deposit required, department submits contract to Accounts Payable for deposit to be paid
 - Under \$2500 submit DirectBuy form with contract
 - Over \$2500, stamp/complete contract with the "AP approval stamp", sign (referencing PO number)
- If venue is not catering the event, contact a catering company for scheduling availability and contract
 - Caterer to provide contract:
 - Contract under \$2500: Send to SBS with completed and approved Hospitality Form for review and signature
 - Contract over \$2500: Enter PeopleSoft purchase requisition and include the completed and approved Hospitality Form and the contract for review and approval
 - Signed contract returned to department
 - Emailed to caterer and department with purchase order if over \$2500
 - Emailed to caterer and department if under \$2500
 - Prior to event, Department submits contract (or invoice) and Hospitality Form to Accounts Payable for deposit to be paid
 - Under \$2500 submit DirectBuy form with contract
 - Over \$2500, stamp/complete contract with the "AP approval stamp", sign (referencing PO number)
 - After the event, Department submits final invoices and Hospitality Form to Accounts Payable for payment
 - Under \$2500 submit DirectBuy form with invoice
 - Over \$2500, stamp/complete invoice with the "AP approval stamp", sign (referencing PO number)

For additional information, visit https://afd.calpoly.edu/cprm/forms/off_campus_event_planning_process.pdf

CONTRACTS, SALES AND LICENSING

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

Will 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. https://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 Cal Poly Trademark Licensing Coordinator, Kim Shank at 805.756.5306 or kshank@calpoly.edu

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. Licenses may be obtained from any of the following:

- Films Inc. (1.800.323.4222)
- Swank Motion Pictures, Inc. (1.800.876.5577)
- Motion Picture Licensing Corp. (1.800.338.3870)

Regardless of value, service vendors coming ON CAMPUS to perform a service need to be contracted by Strategic Business Services via a Purchase Order or contract.

All vendors must provide Cal Poly 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 please review the procurement guidelines at: <http://afd.calpoly.edu/cprm/procurement/> or contact Strategic Business Services at sbs-procurement@calpoly.edu.

PUBLICIZING YOUR EVENT

The [Cal Poly Master Calendar](#) provides information about campus and community events. Campus Life events are those open to the Cal Poly community (students, faculty and staff). Community Events are those which may be of interest to the general public. Community Events include those open to the general public as well as those dates/times where high impact events are occurring on campus, such as Open House, Week of Welcome, Spring Commencement and Cal Poly Move-In/Move-Out. An event host may opt to have their event publish to one of these calendars when scheduling their event. Note that events will only be published to the Master Calendar

once locations have been assigned and the event has been confirmed, this means all details and approvals related to the event are complete. Users are encouraged to submit a thumbnail image that represents activities associated with the event. This image will be used when publishing event information to the web.

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 knowledge shared, 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 in order 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 are a reflection of the University. It is essential planners follow the recommended steps, policies and procedures in order 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.