

# UO Scheduling and Event Services (SES) Current Procedures and Practices

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This document is intended to assist in the planning of events on the University of Oregon campus by compiling essential procedures and practices into a single guide. This document explains current practices, consistent with existing policies, and comprises the procedures called for by the University's Facilities Scheduling Policy, number IV.07.08. It lends transparency to existing procedures, promotes consistency, and facilitates the proper scheduling of space within the jurisdiction of UO Scheduling and Event Services.

Anyone intending to host an event at the University of Oregon should start at UO Scheduling and Event Services in 236 EMU or at <https://scheduling.uoregon.edu/>. SES offers assistance in scheduling meetings, events and conferences, and provides planning support for programs sponsored by campus groups and unaffiliated partners. SES manages event venues that include the following:

- Erb Memorial Union - EMU (includes tabling, indoor/outdoor spaces)
- Gerlinger Lounge
- General pool classrooms
- Most non-Athletics campus outdoor spaces

## **UO Scheduling and Event Services**

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## **I. Introduction**

The University of Oregon is committed to promoting the safety and welfare of its students, faculty, staff, and guests, while protecting the rights and privileges associated with using the many resources available on the campus of a major American university. These procedures and practices are designed to assist UO to achieve its educational mission, manage its resources, and provide for the safe and/orderly operation of events on its campus.

UO Scheduling and Event Services (SES) is authorized to schedule the non-academic use of facilities owned or operated by UO. The Director of Scheduling and Event Services (Director), or that person's designee, has the authority to approve and/or deny requests for use of facilities within the spaces overseen by SES and may impose conditions for the use of event space consistent with these procedures.

UO embraces diversity. UO is committed to making its event spaces accessible to persons with disabilities. UO prohibits discrimination on the basis of race, color, sex, national or ethnic origin, ancestry, age, religion, marital status, disability, veteran status, sexual orientation, gender, gender identity, perceived gender, marital or family status, pregnancy-related conditions, genetic information, service in the uniformed services (as defined in state and federal law), and the use of leave protected by state or federal law, in all programs, activities and employment practices as required by federal and state laws and policies.

## **II. Scheduling**

Requests for meeting or event space must be made through the Scheduling Office in person at 236 EMU, via phone at 541-346-6000 or on-line by submitting a Space Request Form (click “Reserve Space” on the Scheduling and Event Services website at <https://scheduling.uoregon.edu/>). Requests for the use of campus space should be made sufficiently in advance to allow UO officials to make reasonable preparations for their intended use.

Requests for any space for an activity where more than 300 people are expected to attend must be made by contacting the UO Scheduling and Event Services office in person, via telephone, or through their website at least 28 calendar days in advance. Such events may be approved on a shorter timeframe if reasonable preparations already exist or it can be addressed through standard practices, such as a memorial vigil where space is already available.

Single event reservations are permitted up to four calendar years in advance of the desired event date. January 1 each year will open scheduling for an additional year. Requests for exemptions from this practice (for example, for conferences) will be evaluated on a case-by-case basis by the Director.

Once an event request has been processed, a confirmation will be sent to the Client. Event space is not secured until SES generates an official event confirmation with a corresponding reservation number. Submitted requests do not constitute a confirmed reservation.

### **A. Clients**

Clients are classified and divided into three distinct user groups, each with different privileges and expectations: Student Organizations, UO Departments and Unaffiliated Users.

#### **Student Organizations**

Student Organizations listed below may use space and built-in equipment on campus free of charge, though charges may be applied for extra labor or technology costs associated with events.

##### ***ASUO Recognized Student Organizations***

ASUO Recognized Student Organizations are groups officially recognized by the Associated Students of the University of Oregon (ASUO) as having met the formal requirements for being a student organization. These organizations are eligible for student fee funding and must keep their OrgSync portals current.

##### ***UO Registered Student Organizations***

UO Registered Student Organizations are organizations registered by the Center for Student Involvement as having met the formal requirements for being a student organization. These organizations are not eligible for student fee funding and must keep their OrgSync portals current.

***UO Department Recognized Student Organizations***

UO Department Recognized Student Organizations are organizations sanctioned by a UO college or academic department. Membership is typically comprised of students majoring in, or having an affinity for, a particular academic discipline. These organizations are not eligible for student fee funding and must keep their OrgSync portals current.

***Fraternity and Sorority Life Recognized Student Organizations***

Fraternity and Sorority Life Recognized Student Organizations are typically UO-recognized local chapters of social Greek letter groups. These organizations are not eligible for student fee funding and must keep their OrgSync portals current.

**UO Departments**

UO Departments are officially recognized administrative or academic units of UO. UO Departments must have a current index code that will be used to charge all event related expenses.

**Unaffiliated Users**

Unaffiliated Users are any organization or individuals that are not recognized as Student Organizations or UO Departments. They must pay full rental rates for space, service and equipment and must provide a signed Facilities Use Agreement, indemnification and proof of insurance prior to using UO space.

**Determining status of Student Organization and/or UO Department event**

An event is defined as a Student Organization/UO Department event only if all the following criteria are met:

1. An index code is given to pay for any expenses arising from event (Departments only)
2. UO Department members or Active Members of a Student Organization are the primary planners and/organizers of the event and must attend the event.

**B. Misrepresentation**

If any Student Organization or UO Department event is later determined to have not met one or both of the above guidelines, it may be in violation of the SES procedures. Student Organizations and UO Departments may not reserve space for other organizations for the purpose of securing lower rental rates and/or bypassing procedures. The organization or individual named on the reservation is the Client and is solely responsible for communicating with SES and initiating, planning, implementing, attending and financing the event in coordination with SES.

The event must be requested by the Client who will be responsible for the event.

The Client named on the reservation must be present at all required pre-event and planning meetings leading up to the event.

The Client or representatives from the organization must be on site during the event.

The Client is responsible for paying all rental and support service fees resulting from the event.

Space reserved by an organization or individual is solely for the specific use as described on the SES

Space Request Form. Clients may not sublet or in any way reserve space on behalf of another group.

SES reserves the right to evaluate and make final determination of all appropriate fees and rates applied to event requests. Violation of SES procedure or any of the conditions outlined above may result in the Client being charged the higher rate structure and may result in temporary or permanent suspension of reservation privileges for the organization for whom the event was originally intended.

### **C. Annual Events**

Reservations for annual, non-series events may be scheduled by SES up to four years in advance of the event date. Annual Events will be scheduled in accordance with the annual event scheduling priority described below.

#### **Major Campus Events**

Major Campus Events constitute a central, university-wide UO program that are essential to the life of the university. Among current Major Campus Events are:

Orientation/New Student Programs  
Commencement  
Homecoming  
ASUO Street Faire

#### **Annual Event Scheduling Priority**

After providing priority to Major Campus Events, the following classification of annual events will be used in determining scheduling priority based on a first come, first served basis:

Student Organizations as identified in Section II. A. above.  
UO Student Fee Funded Departments  
UO Departments  
Unaffiliated Users

### **D. Meeting Room Reservations**

#### **Student Organizations and UO Student Fee Funded Departments**

These organizations are permitted two EMU meeting room bookings per week, for a maximum of three hours per meeting free of charge. Additional meeting bookings are available in the general pool Classrooms. Costs for labor or additional resources may be associated with a room booking.

#### **UO Departments**

UO Departments will follow the approved fee schedule for all space requests in the EMU, available at <https://scheduling.uoregon.edu/resources>. UO Departments will use classroom spaces without a fee unless they are charging for participation in the event (tickets, registration, etc.)

#### **Unaffiliated Users**

Unaffiliated Users will follow the approved fee schedule for all space requests, available at <https://scheduling.uoregon.edu/resources>.

### **E. Recurring Reservations**

Recurring reservations are reservations that occur in a regular pattern (i.e. daily, weekly, monthly). Recurring reservations will be first-come, first-served and booked based on availability. As of August 1, of any year, requests for non-academic spaces will be accepted for the upcoming academic calendar. Requests for classrooms will be available based on when the Registrar's Office releases the spaces, typically in the middle of the previous academic term.

## **F. Outdoor Events**

The following restrictions apply to all outdoor events, except for Major Campus Events.

Most non-Athletics outdoor spaces at UO are scheduled by SES. Exceptions are Humpy Lumpy Lawn, Living Learning Center Green and Southeast Campus Green which are scheduled by Housing, and Gerlinger Lawn and the Turf Fields which are scheduled by Physical Education and Recreation. Contact SES for outdoor space rental rates.

Overnight camping or storage of materials is not allowed without permission of the Director of SES. All materials associated with the event must be removed immediately following the conclusion of event. For multiple day outdoor events, materials associated with the event must be removed after each day's activities. UO is not responsible for lost, stolen, or damaged property.

Requests for outdoor events may be refused, even if the space is available, if it is judged by the Director of SES that the outdoor event would interfere with academic classes or other events inside nearby buildings (e.g., adjacent to and concurrent with class, events with anticipated crowd size in excess of 150 or request for amplified sound).

### **Outdoor Events: Sound**

SES cannot guarantee the absence of disruptive noise from nearby outdoor activities— including, but not limited to, fairs, rallies, construction, or outdoor concerts.

Weekdays (Monday-Friday) between 8:00 am and 6:00 pm during the academic term, outdoor amplified sound (including microphones, amps and bullhorns) will only be permitted in the EMU Amphitheater and must be scheduled by SES. All outdoor amplified sound during the school week must be provided and/or monitored by SES. Amplified sound is never permitted at outdoor information tables.

Outdoor amplified sound may not exceed a maximum of 83dbs as measured from 40 feet in any direction. SES reserves the right to require events to lower the volume of outdoor amplified sound. This policy is available at <https://scheduling.uoregon.edu/resources>.

### **Outdoor Events: Hazardous Objects and Conduct**

All participants in any event are required to follow the university's policy on Proscribed Conduct (found here: <https://policies.uoregon.edu/proscribed-conduct>). Consistent with that policy, participants are not allowed to carry or use weapons or dangerous objects, including sticks or sign poles that are larger than 1" x 2" or open flames larger than a standard candle.

## **G. Signs and Chalking**

Posting of signs and fliers inside buildings is under the control and direction of the dean or director who controls the space in question. Material may be restricted with respect to content (e.g., can be limited



to university-related functions, for example) but may not be restricted based on viewpoint. For the EMU, the Director or the Director's designee will approve any postings.

Posting of signs in any non-athletic exterior space must be authorized by the Director or the Director's designee, with the exception of the public bulletin board/kiosk at the corner of University and 13<sup>th</sup> Avenues, which area is available for postings by any member of the community.

Chalking is allowed only with removable chalk on exterior horizontal surfaces that are exposed to the rain and not within 30 feet of any campus building. Chalking that does not relate to student activities sponsored by Student Organizations is subject to immediate removal.

## H. Tabling

### Outdoor tabling and vending

Outdoor tabling is available Monday-Friday, 9:00am-5:00pm and requires a SES reservation and confirmation. Tabling outside these hours is prohibited. All tabling materials must be removed from the tabling station by 5pm.

Reservations for tabling may be made beginning the Monday of Week 10 of the previous academic term, or August 1 for the Fall Term.

All Information table bookings include one 6'x2.5' table and 2 chairs. Student Organizations and UO Departments may reserve information tables free of charge for a maximum of three bookings per week and are subject to all other event booking procedures, protocols and limitations. Unaffiliated Users may use the information tables for a fee ranging from \$30-\$250 per table per day, depending on the nature of their reservation (informational or commercial), for a maximum of three bookings per week.

There are six tabling spaces available to be booked at the EMU Upper Amphitheater, on the southeast corner of University Street and 13th Avenue. Each space is considered a 10'x10' space. These tables are provided uncovered. Clients may rent canopies from SES or supply their own with a size limit of 10'x10'. All canopies are subject to Eugene/Springfield Fire Marshal regulation regarding adequate ballast to secure canopies in case of wind.

(Policy available at <https://eugeneor.gov/DocumentView.aspx?DID=512>)

There are 13 tabling spaces available on the Fishbowl Terrace, just north of the Fishbowl, outside the main historic entrance to the EMU on the First Floor. Tables 1-6 are located under a roof shelter next to the north wall of the Fishbowl. Tables 7-13 are along the north railing overlooking the Amphitheater. These spaces are considered 10' wide spaces and the tables are uncovered. Spaces 8, 10 and 11 have adequate space for a canopy to be added. (Diagrams available from SES.)

Outdoor tabling and vending is permitted per the following procedures.

- Outdoor tabling and vending are subject to the same restrictions which govern all outdoor events.
- All table users must set up within their assigned space.
- Tables will be delivered to their assigned spaces prior to the start of the reservation.
- Tabling may not be booked to provide any service that violates existing UO retail services contracts (i.e. selling prepared foods, book sales, etc.).
- No amplified sound is allowed at information tables.
- Sales or other distribution of unpackaged foods are not allowed at information tables.

- Groups not staffing their tables may forfeit their reservation privileges.

### **Indoor Tables**

Indoor tabling is limited to the EMU. There are five table locations available in the EMU, marked as follows:

Tables 1-3 are available in the historic lobby. Tables 1 and 2 are provided a 6'x2.5' rectangular table and two chairs. Table 3 is a 2'x2' square counter-height table designed specifically for information display only, and is not to be staffed.

Tables 4 and 5 are designated to the north entrance on Ground Floor, immediately east of the Ticket Office.

All table users must set up within their assigned space. Indoor table users are limited to the exclusive use of one 6' x 2.5' rectangular table only. Augmenting the space with additional shelving or other retail/merchandising accessories that may affect egress and accessibility is subject to approval from SES.

## **I. Events in Classroom Spaces**

Classroom Space is defined as the general pool classrooms as approved by the Registrar's Office. The Registrar's Office has priority in booking all classroom spaces. SES may only book classroom spaces for events based on the availability of space provided by the Registrar. SES may reserve classroom spaces for events only after the Registrar's Office has released the class schedule for the following term, usually the fifth week of the term.

Classroom spaces are booked as-is. The furniture configuration may not be changed and the room must be left as it was found. All additional equipment or belongings brought into the event space must be removed from the space immediately following the event. Trash must be disposed of in waste receptacles. If items are left in the room, or if furniture is in disarray following the event, additional labor charges may be applied.

Any special audio, video or technical needs for classroom reservations need to be made with SES at least 10 days prior to the event.

### **Venues for Classroom Spaces**

The academic buildings which contain general pool classrooms reservable through SES are as follows:

- Allen
- Anstett
- Cascade
- Chapman
- Chiles
- Clinical Services
- Columbia
- Condon
- Deady
- Lokey
- Esslinger

- Fenton
- Friendly
- Gerlinger
- Hedco
- Lawrence
- Lillis
- McKenzie
- Pacific
- Peterson
- Prince Lucien Campbell (PLC)
- Straub
- Villard
- Volcanology
- Willamette

### **Classroom Space Rental Fees**

Student Organizations and UO Departments are not charged for rental of academic space reserved through SES, except when they are charging admission into the venue (ticket sales, registration, etc.) Current rates for Unaffiliated Users (external users) are available at:

<https://scheduling.uoregon.edu/resources>.

### **J. Unforeseen Closures**

In the event of the unforeseen closure of the University for inclement weather, security emergencies or other reasons, the University reserves the right to cancel events scheduled during such period. In the event of an unforeseen closure, the Client will have the option to either reschedule the event to a later date, or cancel the event without penalty for a full refund of space rental. All other costs associated with the event, including UO support services (SES, UOPD, Parking and Transportation, UO Catering, etc.) and third-party external vendor rentals are the sole responsibility of the Client.

## **III. Event Planning**

### **A. Academic Classes and Related Events**

Academic classes where attendance is required for academic credit may not use space in the EMU, and must be booked in classroom or other spaces. An academic class is defined as any class that has been issued a UO Course Reference Number (CRN).

### **B. Campaign Events**

Events involving the promotion of, or opposition to, a political candidate or a ballot measure (once either has qualified for the ballot) are subject to the same SES procedures as other events, but in accordance with state law, the organization must be billed the full Unaffiliated User rate for use of the space and equipment, even if the event is being requested by a UO Department or Student Organization.

### **C. Food Service**

In accordance with UO's Food Service Agreement, UO Catering (541-346-4303, [catering@uoregon.edu](mailto:catering@uoregon.edu)) is granted the exclusive right to operate and provide daily and catered food services to all non-Athletics spaces on campus. Any events within these premises seeking an exception to UO Catering exclusivity rights must complete a catering waiver (see below) at least 15 business days prior to their event.

#### **Catering Waivers**

Catering waivers (<https://catering.uoregon.edu/waiver>) may be considered for approval if they meet any of the following criteria:

- The food or beverage that is being provided is a 100% in-kind donation from the caterer, restaurant, and/or purveyor. Applicant is required to provide documentation from the donor prior to the event.
- Food is relevant to the cultural and/or religious nature of the event and/or the ethnic/religious food traditions of the organization/s, (e.g., the Korean Student Association, serving Korean food at their culture night event).
- UO Catering is not able to meet the food preparation requirements (e.g. Halal, Kosher, etc.).
- UO Catering's volume of business prevents it from taking on additional work.

To be considered for approval your request must meet the following criteria:

- The request is submitted a minimum of 15 business days prior to the event date.
- You can provide documentation as requested in this form of the food provider's insurance and catering license.

The only on campus events not required to either use UO Catering or complete the catering waiver process are defined as follows:

- Potlucks: Private meetings, exclusive to the organization, booked in conference rooms (as defined by SES Facility Use Procedures, 20 people or less) where the attendees bring food to share with the other meeting attendees.
- Sack lunch meetings: Meetings where attendees bring food exclusively for their own use.
- Food purchased from EMU Vendors: For events in the EMU, sponsors may purchase food from the food venues in the EMU, even with university index, with no need for a catering waiver.

All other events intending to not use UO Catering for their food service must complete the food waiver form and receive an approved waiver.

#### **Alcohol Service**

All alcohol service must be approved by UO in the form of a completed and signed Request for Permission to Serve Alcoholic Beverages Form ([https://safety.uoregon.edu/sites/safety1.uoregon.edu/files/request\\_permission\\_to\\_serve\\_alcohol\\_2016-11-15.pdf](https://safety.uoregon.edu/sites/safety1.uoregon.edu/files/request_permission_to_serve_alcohol_2016-11-15.pdf)). All requests for approval must be submitted to the Office of Risk Management no less than two weeks prior to the event.

To be approved, all alcohol service must adhere to the minimum standard for alcohol service, as

described on the Request for Permission to Serve Alcoholic Beverages Form.

#### **D. Film, Photography & Videography**

Whether to permit photography and/or visual and/or audio recording in any UO event space is at the discretion of the Client, who may determine whether to permit recording at the event. SES encourages Clients who want to restrict recording at their event to post notice of this restriction outside of the event space where the notice can be clearly observed upon entrance as well as inside the event space and, where appropriate, to announce restrictions at the beginning of any event. A person who refuses to stop recording after being asked to stop by the Client/ event organizer may be asked to leave the event space.

All requests for commercial photography and video on campus must be approved by University Communications and requests typically require a written agreement with the University prior to engaging in these activities.

Commercial Film, Video, and Photography Activities: <http://digital.uoregon.edu/brand/film-and-video-production#URL>

Contact info: <http://communications.uoregon.edu/brand-management>

#### **E. Live Music and Indoor Sound**

Live music (whether acoustic or amplified), recorded music and/or any amplified sound will be considered on a case-by-case basis. SES reserves the right to determine appropriate equipment and sound level for various spaces. Events are required to reduce sound level if directed to do so by SES personnel. Sound levels of events scheduled indoors may be restricted at any time if a potential conflict exists with a previously-scheduled event, classes, or other academic uses of UO facilities. (borrowed partially from the UO Amphitheater Sound Policy)

#### **F. Permanent Fixtures**

All non-portable furniture, built-in AV, and artwork are permanent fixtures of the meeting rooms in which they reside and may not be moved, removed, obscured or taken down for any event.

#### **G. EMU Ballroom and Redwood Auditorium Lighting**

The EMU Ballroom and Redwood Auditorium stage and house lighting is designed to provide several pre-set options to provide utility for as many events as possible. Clients may only have access to in-the-house control of the lights. Control of all lighting other than in-the-house systems is the unique responsibility of SES. Any unauthorized adjustments to the lighting in the defined spaces is expressly prohibited. If additional lighting is needed to supplement the lighting provided, it must be arranged separately by the Client with SES and must be contracted and/or managed by SES staff.

#### **H. Ticketing Procedure**

All ticketed events in the EMU sponsored by a UO Department or Student Organization are required to use the UO Ticket Office for all ticket sales and distribution. Unaffiliated Users are required to use the UO Ticket Office unless granted an exception from this procedure by both SES and EMU Retail Services.

## **I. Event Set-up and Decoration**

Clients may arrange access to decorate and otherwise prepare for the event at the time determined as the Pre-Event Time on the event's reservation. EMU property (i.e. ladders, carts, etc.) may not be used unless previous arrangements have been made with SES. SES may consider advance requests of materials to be placed on walls, floors and other building surfaces. Hand-out materials may not be left on public furniture, taped to doors or walls, or left in public spaces outside the event space or venue. Unless specifically approved in advance, the following items are prohibited in spaces scheduled by SES:

- Helium balloons (EMU, Lillis, Ford Alumni Center, Lewis Integrative Science Building, Willamette Hall, Matthew Knight Arena and the Jaqua Center only)
- Candles (or open flames or any flame producing devices) for events in any UO building, excepting approved wick-fuel/gel pan heating devices (Sterno fuel) for use by catering services. Battery operated lights are allowed.
- Glitter or confetti
- Straw, grass, or hay
- Pools, tubs, aquariums, or other water containers holding more than 5 gallons of water

Fog/smoke machines may be used in the EMU Ballroom only with advance approval.

All decorations must be approved by SES prior to the event and removed and properly disposed of by the end of the event end time on the Event's Confirmation.

## **J. Event-Related Machinery**

Appliances and machines which affect air quality, visibility and/or pose a damage risk to floors and walls (i.e. pyrotechnics, gas or propane powered engines) are not allowed in EMU or any event spaces scheduled by SES.

## **K. Computer Network Access**

Access to the university's network is available throughout the EMU and most of campus via wireless coverage (Wi-Fi), although signal strength may vary by location. Arrangements can be made for wired Ethernet connections in most meeting rooms.

Specific instructions for connecting to UO's network can be found at <https://it.uoregon.edu/internet>.

Users are responsible for having the appropriate operating systems and software installed on machines to permit connection to the UO network. Computers lacking current patches or containing viruses/malware may cause automatic shutdown of ports, termination of wireless access, and other punitive consequences for the user.

## **L. Additional Furniture and Equipment**

If additional furniture or equipment is needed for an event, the Client must arrange to have it provided by SES prior to the event at the Client's expense.

If additional furniture is needed for a large outdoor event, SES can assist the Client in contacting Campus Planning and Facilities Management (CPFM) for assistance.

If additional furniture or equipment is needed that CPM cannot provide, the delivery, set-up and removal of additional furniture and equipment must be coordinated with an outside provider to occur within the time during which the organization has the space reserved. Client must notify SES with specific details if external vendors are required for an event. SES reserves the right to determine whether an outside provider is acceptable.

### **M. Extended Building Hours Requests**

Requests for extended building hours in the EMU will be approved on a case by case basis by SES depending on the ability of building operations to accommodate the request. Requests for extended building hours must be received 14 calendar days prior to the event date for consideration.

Extended building hours are not available in academic spaces. All events approved for extended building hours will be assessed additional fees.

### **N. Planning Meetings**

Planning meetings may be required for any event as determined by the Client or by SES. A planning meeting must be held no later than 21 calendar days prior to the event and may also double as, or identify the need for, a security meeting. Additional planning meetings may be held prior to, or after, the 21-day mark as deemed necessary by the Client or SES. If a Client does not attend a required planning meeting, SES reserves the right to cancel, or withhold support from, the event.

### **O. Event Security and Safety**

SES may require a security and safety meeting or risk assessment for any event identified by SES as a high-risk or unique event (such as events, other than Major Campus Events, in which attendees are expected to exceed 250 people, where there is likelihood of violence or civil unrest, where the complexity of the event requires the involvement of multiple campus administrative partners, or for unique events that require additional risk assessment and action to protect the health and safety of the campus community). Security and safety meetings are held, or a risk assessment is conducted, to determine whether the nature and scope of an event is likely to require the presence of UO Police Department (UOPD), the presence of UO Fire Marshal, or other public safety measures and/or plans. Security meetings will typically involve the event organizer, someone from SES and representatives from UOPD and Safety and Risk Services.

SES staff review details of events as they are requested and scheduled. High risk and unique events are then flagged and an email may be sent to the following campus partners for feedback:

- UO Police
- Risk Management
- UO Fire Marshal's Office
- Emergency Management
- Student Life
- Campus Planning and Facilities Management
- Government Relations
- Parking and Transportation
- Others depending on the nature of the event.

Campus partners provide feedback on potential risks and mitigation controls and SES staff works with

the event planners to design elements of the event to minimize risk. The Fire Marshal's Office typically will advise on egress, occupancy, tent requirements, and fire lane maintenance. This may include recommending additional staffing (e.g., UO Fire Marshal, UOPD, UOPD Security officers, contracted security, etc.). As a last resort, if SES and relevant partners determine the University cannot appropriately manage the event to prevent serious threats to campus health and safety, the University reserves the right to deny space on this basis.

## **IV. FEES**

All payments by UO Departments and Student Organizations are subject to UO Finance and Administration spending guidelines. Student Organizations do not pay for space on campus, but do pay for any labor or technology provided beyond what is included with the space. UO Department and Unaffiliated User rates are available at <https://scheduling.uoregon.edu/resources>.

### **A. Security and Labor Fees**

The Client is responsible for all fees associated with holding an event on the UO campus.

Labor fees are charged when an event requires labor beyond the normal set up and tear down of the event. Reasons labor fees may be applied to your event include, but are not limited to, the following:

- Extra cleaning is needed (e.g. the removal of trash left on furniture or floors, spraying clean the walls or furniture, shampooing carpets or if extra floor care is required).
- A change in furniture configuration is requested within two business days of the start of the event.
- Extra personnel, security, equipment or resources are necessary to accommodate your event.

### **B. Cancellation Procedure**

- The listed Client on the event estimate must contact SES to cancel the event.
- To avoid all space reservation expenses/charges (except non-refundable deposit), cancellation must be received no later than 48 hours\* prior to the listed Pre-Event Time.
- Cancellations received less than 48 hours\* but at least 24 hours\* prior to the listed Pre-event Time will incur 50% of all listed expenses/charges.
- Cancellations received less than 24 hours\* prior to the listed Pre-event Time will incur 100% of all listed expenses/charges.
- Cancellation of a space through SES does not imply the cancellation of any equipment or services obtained from an outside vendor. Independent vendors will have their own cancellation policies, for which the Client will be responsible.
- SES reserves the right to cancel any event without prior notice should staff or other appropriate authority determine safety concerns warrant such action. Any previous payments will be refunded.

\*Excluding weekends (5:00pm Friday through 8:00am Monday) and holidays.

### **C. No-Show Procedure Student Organizations**

Student Organization events in which the space is not used as scheduled, or that are not canceled as per



the cancellation procedure, are considered "no-shows." The penalty for no-shows are as follows:

***2nd no-show:***

A written notice will be sent to the student organization by SES.

***3rd no-show:***

Student Organizations may lose event-scheduling privileges for the remainder of the academic year.

**UO Departments**

No-show events will be charged for the reserved space and equipment as stated on the event confirmation.

**Unaffiliated Users**

No-show events will be charged for the reserved space and equipment as stated on the event confirmation.

**D. Late Changes**

Final equipment requests and furniture configurations for rooms must be submitted to the SES no later than two business days prior to the event. Any requests for changes to the furniture or for additional equipment is subject to the discretion of SES. SES reserves the right to refuse late changes. Late change requests which are accepted may incur a fee for extra labor and equipment. We do our best to accommodate changes; however, labor and/or other resources may not be available and late charges may apply.

**E. Billing/Invoice Protocol**

Parties that use space in the EMU and/or other buildings on campus scheduled through SES are responsible for complying with the terms of their confirmation as it stands on the day of the event. Any changes which affect billing must be made with the required advance notice or additional charges may apply.

**Student Organization Payments**

All charges to student organizations will be paid using a purchase order from ASUO unless other arrangements have been approved in advance by ASUO and SES.

**UO Departments Payments**

All charges to UO Departments for events will be billed to the index code of the reserving party. An index must be provided before a request will be confirmed. If funds are not available to cover costs associated with the event, groups may not be allowed to reserve space again until final balance is paid.

**Unaffiliated User Payments**

Per the terms of agreement in the event request documentation, a non-refundable deposit of \$100 is due upon execution of contract for Unaffiliated Users. Final balance will be due 7 calendar days prior to the date of the event unless arranged and approved in advance by SES. If applicable, for example, if additional fees are imposed for labor or costs for late changes, and if funds provided are not available to cover final costs associated with the event, Unaffiliated Users may not be allowed to reserve space again until final balance is paid.

### **Disputed charges**

After being billed, either via index code or invoice, Clients have up to 30 calendar days to dispute any charges associated with their reservation, after which all charges become final. All disputes of charges must be made in writing to SES. If invoices should remain unpaid 30 calendar days after the initial billing, the organization in arrears will be unable to reserve space through SES until the outstanding balance is paid.

## **V. EVENT INSURANCE**

### **A. Insurance**

The University of Oregon requires \$1M in Commercial General Liability with \$2M aggregate, \$1M liquor liability coverage (if serving alcohol), workers comp coverage to meet the Oregon statutory requirements (if event is sponsored by a 3rd party) and \$1M commercial automobile liability coverage (if vehicle usage pertains). Depending on the event, \$1M Pollution Liability coverage might be required for an event. Clients must provide a certificate of insurance listing the UO as an additional insured with the following language in the Description and Operations section of the Certificate of Insurance “State of Oregon, Board of Trustees of the University of Oregon, and the University of Oregon, their officers and employees included as additional insured.”

For groups hosting events that do not have insurance, they can purchase a “Tenants’ and Users’ Liability Insurance Policy” (TULIP) through the following site: <https://safety.uoregon.edu/event-insurance-tenants-and-facility-users>

There is a contract review process for situations where the event organizer does not have insurance and cannot for some reason purchase a TULIP. This is a very rare situation.

## **VI. ADDITIONAL INFORMATION**

### **A. Banners**

Banners may be displayed by Student Organization and UO Departments. General banner locations include the space over 13th Avenue at University Street and the exterior railings at the EMU Gumwood Terrace and Fishbowl Terrace.

Banners are scheduled for up to one week at a time.

#### **ASUO Student Groups**

Student groups may schedule each banner space once per term.

This represents 7 banner reservation opportunities per term.

(Fishbowl side 1 & 2; Gumwood space 1, 2, & 3; and 13th Ave East side & West side)

#### **EMU Programs & Campus Departments**

UO Departments may schedule one banner space per area, once per term.

This represents 3 banner reservation opportunities per term.

(Fishbowl side 1 & 2; Gumwood space 1, 2, & 3; and 13th Ave East side or West side)

Banners should be used to advertise and promote campus activities. Banners may not be used to publicize ballot measures, or candidates for office.

13th Avenue banner, East/Side 1 (faces EMU) or West/Side 2 (faces Johnson Hall): Each side is reserved separately, allowing two groups to use this area simultaneously. 13th Avenue banners cannot be larger than 60 square feet. Banners must be delivered to CPFM for installation and removal (346-2319), no later than 5 business days prior to the first day of the reservation. Fees will be incurred. 13th Ave Banner reservations must run Monday through Sunday to meet the Facilities schedule for hanging.

Banners should be tied to the railing using rope, zip ties, etc. Tape is not permitted.

## **B. Loading Zones**

- Service vehicles are defined as University-owned service trucks or cars, vehicles with commercial permits, or vehicles with temporary service vehicle permits whose drivers are performing a service for the University of Oregon.
- Spaces marked as reserved for service vehicles may be used only by service vehicles authorized by the Department of Parking and Transportation.
- Delivery vehicles are defined as vehicles owned by companies doing pick-up and delivery business with University departments or vehicles with temporary special delivery permits on pick-up and delivery business.
- Loading zones are located throughout the campus and are reserved for people loading and unloading heavy or bulky items.
- Metered and signed loading zones may be used for no longer than 24 minutes.
- Loading zones are enforced at all times unless otherwise posted.
- Loading docks are reserved for delivery vehicles including private vehicles making deliveries, but may be used for no longer than 24 minutes.
- Non-university vehicles parking anywhere on campus for delivery or to perform building or grounds maintenance work must obtain a contractor's parking permit from Parking and Transportation Services (1401 Walnut St., parking@uogon.edu, 541-346-5444)

All vehicles, which are found in violation of the criteria outlined above, are subject to citation.

## **C. Firearms / Weapons**

UO policy prohibits the possession of firearms on University-owned or –controlled property by students; employees; contractors and vendors (and their employees and agents); any person attending a ticketed event; and any person leasing, renting or reserving University-owned or –controlled property. This prohibition applies to all individuals, including those with a concealed handgun license.

The policy also prohibits the possession of firearms by all persons, including those with a concealed handgun license, in any building or work place owned or controlled by the University, including but not limited to academic buildings, the Erb Memorial Union, and athletics and performing arts venues.

There are a few exceptions to the firearms ban, including possession by on-duty law enforcement officers, possession by campus police for training purposes, and military program participants, including ROTC.

A copy of the UO Policy on Firearms can be found at: <https://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-5-public-safety/firearms>

Possession or use of explosives, dangerous chemicals, or other dangerous weapons or instrumentalities on institutionally owned or controlled property, unless expressly authorized by law, Board, or institutional rules (for purposes of this section, absence of criminal penalties shall not be considered express authorization) is prohibited.

See: <https://police.uoregon.edu/weapons-policy>

#### **D. Donation Barrels**

Donation barrels are only allowed in the EMU if arranged through SES by a sponsoring Student Organization or UO Department. All donation bins need to be durable and large enough to hold a large quantity of donations (i.e. a 50-gallon drum or barrel). All donation bins need to be clearly marked for the type of donations being collected (i.e. canned food, clothing), and must have contact information and final collection date posted on bin. Neither the UO nor the EMU are responsible for any lost, stolen, or damaged goods.

#### **E. Lost and Found Procedure**

UO is not responsible for the loss, theft, or damage of any personal property left on the campus. UO bears no responsibility for items left behind by guests. Lost items of value, as defined by UOPD, will be forwarded to UOPD.

All lost items not taken to UOPD are donated or disposed of after one week.

#### **F. Animals on Campus**

Animals are not permitted in UO buildings with the following exceptions:

- Service animals as defined by state law and the Americans with Disabilities Act or assistance animals as defined by state law and the Fair Housing Act, as required by law
- Working dogs associated with UOPD or any other local, state or federal first responder or emergency agency
- Research animals as approved and overseen by appropriate academic departments
- Animals associated as part of a confirmed event with special approval as per the UO Animal Control Policy.

Link to UO Animal Control Policy: <https://policies.uoregon.edu/vol-4-finance-administration-infrastructure/ch-5-public-safety-risk-services/animal-control>

### **VII. Appeals**

Any Client that seeks to challenge the application of these Procedures and Practices may appeal in writing within 10 calendar days of the decision to the President's designee. The appeal should specify the Procedure or Practice challenged, and the requested resolution. The submission of an appeal does not change the application of these Procedures and Practices until the appeal is decided.

- If the President's designee decides that an SES decision should be modified in whole or in part, the President's designee will inform SES and the Client, in writing, within 10 days of receiving the appeal.

## UO Scheduling and Event Services Procedures

- If the President's designee does not respond to the appeal in writing within 10 calendar days of receiving the appeal, the appeal is deemed denied.
- If the appeal is denied, the event may proceed as scheduled, in accordance with these Procedures and Practices. However, the timing of the appeal may mean that the appeal will not be decided until after the date of the event. The Client may include, in the appeal, a request to cancel the reservation, and reschedule the event until after the appeal has been denied or decided. A request to cancel the reservation may be subject to cancellation fees if received less than 48 hours prior to the listed Pre-Event Time.