

a confirmed reservation is cancelled less than 72 hours prior to a scheduled event in the USU or SRWC, the responsible organization will be charged all personnel costs. If a confirmed reservation is not cancelled and the event does not take place, the organization is liable for payment of all costs itemized on the confirmed Event Reservation form.

### SCHEDULING VIOLATIONS

Individuals or organizations in violation of scheduling policies, including physical damage to any facility, will be required to have a conference with SLD staff and/or the venue operator. If the violation occurs in the USU or SRWC, the conference will be held with the USU director or USU/SRWC associate director. The organization will receive a written warning and a charge to cover restitution for damages. Restrictions on the use of facilities or other sanctions may also be imposed as appropriate to the violation.

Scheduling violations which also violate student-conduct and discipline regulations will be referred to the director of the Office of Student Conduct & Ethical Development. (See Campus Regulation XX.)

### RESERVATION OF USU/SRWC

#### FOR PRIVATE USE

Scheduling by off-campus organizations or private individuals or co-sponsorship with off-campus organizations requires the completion of a Facility Use Agreement prior to any event. The form is available in USU-221. Reservations must be completed six weeks prior to the event. Payments must be submitted one month prior to the scheduled event along with any other forms required. Liability insurance is also required.

### USE OF UNIVERSITY BUILDINGS,



.....(562)985-4994



# CAMPUS scheduling policies and procedures

OFFICE OF THE DEAN OF STUDENTS  
DIVISION OF STUDENT AFFAIRS

## GENERAL INFORMATION

The intent of scheduling policies is to assist the scheduling and use of facilities and grounds for campus events by currently registered student organizations and Associated Students. The information in this brochure is provided for currently registered student organizations and Associated Students. All events must be scheduled, confirmed and approved prior to any form of advertising. Scheduling of student activities or programs during the final examination period is not permitted. Activities must not unreasonably interfere with the instructional program or operation of the campus. (See campus REGS, Regulation V)

## REGISTRATION OF STUDENT ORGANIZATIONS

Only student organizations that are properly registered with the Office of Student Life and Development (SLD) and in good standing with the university will have scheduling privileges granted to their officers.