SCHEDULING PROCEDURES FOR THE GRADUATE STUDENT CENTER AND LEONA TYLER CONFERENCE ROOM

University of Oregon Graduate School

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This document is intended to assist in the planning of events in the Graduate Student Center (Susan Campbell Rm. 111) and the Leona Tyler Conference Room (Susan Campbell Hall Rm. 111A). These procedures are intended to support departmental users and non-departmental users in scheduling events. The procedures outlined below will be applied in a viewpoint neutral manner, regardless of anticipated perspectives or positions to be expressed at the event.

A. Scheduling
Requests for meeting or event space must be made through Chris Jones, gradsch@uoregon.edu, 541-346-5129.

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

UO Departments: UO Departments are officially recognized administrative or academic units of UO. UO Departments must have a current index code for 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.

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 (UOPD, Parking and Transportation, UO catering, etc.) and third-party external vendor rentals are the sole responsibility of the Client.

B. Event Planning
Please notify us if you have ordered catering or will be providing refreshments: The person scheduling the event must be on-site before Catering arrives to specify the table for catering set-up and stay until catering arrives for cleanup. Catering may be set up inside the room or, with Graduate School permission, in the lobby outside the Student Center. Please wipe down the tables (you can ask us for cleaning materials) and be sure that all food containers, napkins, etc., have been properly disposed of. A large trash can for your use is in the Student Center.
**Food Service**: In accordance with UO’s Food Service Agreement, UO Catering (541-346-4303, catering@uoregon.edu) is granted the exclusive right to operate and provide daily and catered food services to all non-Athletics spaces on campus.

**Catering Waivers**: Catering waivers 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.

**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. More information can be found here [https://safety.uoregon.edu/request-serve-alcohol](https://safety.uoregon.edu/request-serve-alcohol)

**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. The Graduate School 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 Graduate School Staff. 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.

**Event Set-up and Decoration**: You are allowed to rearrange the furniture as needed for your event. Make sure that all furniture has been restored to its original location. (See photos in Student Center binder for layout). Return extra chairs to their wheeled carts and stow them back in Room 20. Graduate School staff can provide access to Room 20 before and after your event.

**Audio-Visual Equipment**: If you’ve used either of the wall mounted monitors please make sure they are turned off. If you have used the pull down A/V screen please be sure it is in its left in the rolled up position. TV cords should be rolled up and tucked away behind the flat screen on the south wall.

**Decorations and Materials**: 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 scheduled spaces:

- Helium balloons.
- Candles (or open flames or any flame producing devices) for events in any UO building, except 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.

**French Doors off the Leona Tyler Conference Room:** The right French door in the Leona Tyler Conference Room does open, but must be re-latched before leaving. **DO NOT OPEN THE LEFT FRENCH DOOR.** It is bolted shut at the top; opening it will cause damage.

**Events ending after 5:00 pm:** Please let us know if your event will end after 5 pm. First floor restrooms are not available after 5pm however, restrooms are available on second floor. If you have ordered catering **please be sure you stay until catering has arrived and cleared the room.** You may incur additional charges if food or catering supplies are left overnight.

Please be sure the following items are completed prior to leaving the space.
• Close and lock windows
• Turn off TV
• Turn off lights
• Raise blinds
• Close the doors (they will be locked by staff prior to the start of your event).
• **Please make sure the doors lock when you leave.** If for some reason the doors are not locked by Graduate School staff please call campus security at **541-346-2919** and wait until they arrive and secure the room. Please be aware that any lost or stolen items will be charged to you if the room is left unsecured.

**Events after 5:00 pm:** Events that are planned to begin after 5:00 pm are exceptions which require additional review and approval.

**Accommodations:** The University of Oregon is committed to providing access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request a disability accommodation, contact:

For students:
The Accessible Education Center
5278 University of Oregon
Eugene, OR 97403-5278
Office: Oregon Hall, Suite 360
P: 541-346-1155
F: 541-346-6013
aec.uoregon.edu
uoaec@uoregon.edu

Generally:
Jen Mirabile,
Sr. HR Programs Coordinator
541-346-2195
mirabile@uoregon.edu

**C. Event Security and Safety:** Some events may be considered higher risk than others and may require a security and safety meeting or risk assessment. Events that meet one of the following
criteria, as determined by the Dean of the Graduate School, require a meeting with Safety & Risk Services and UOPD: attendees are expected to exceed 200 people; there is likelihood of violence or civil unrest; the complexity of the event requires the involvement of multiple campus administrative partners; or 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, an Assistant Dean, Associate Dean or Dean of the Graduate School and representatives from UOPD and Safety and Risk Services.

UO Safety and Risk Services, safety@uoregon.edu may help coordinate this assessment and develop a safety protocol for the event. If the Dean of the Graduate School determines 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.

D. FEES: Student Organizations and UO Departments do not pay for space on campus. Unaffiliated User rates are available at https://scheduling.uoregon.edu/resources

The reason 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) at an hourly rate of $14-$32/hour.
- Extra personnel, security, equipment or resources are necessary to accommodate your event at your request.

E. 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.

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.

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.
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.

G. **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. See: https://safety.uoregon.edu/event-insurance-tenants-and-facility-users

H. **Political Advocacy**

As a public university, the University of Oregon is prohibited from using its resources to campaign for or against any declared candidate for office or ballot measure that has qualified for the ballot. To the extent we allow any Unaffiliated Users to use our space, however, we may allow for campaign activities, provided we make space available on the same basis and at the same cost as we would for any other Unaffiliated User and provided we treat all candidates and advocacy groups equally. Any questions concerning allowable uses should be referred to the Office of the General Counsel at 541.346.6802. See: [https://generalcounsel.uoregon.edu/workplace-campaigning](https://generalcounsel.uoregon.edu/workplace-campaigning)

I. **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 Dean of the Graduate School. The appeal should specify the Procedure or Practice challenged, and the requested resolution.