



University of
New Haven

Policies and Procedures

Policy No.: 3035, Rev.: Revision F

Policy Title:
Events Policy

Policy No.: 3035 Rev.: Revision F
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Responsible Office: Office of Facilities
Responsible Official: Chief Facilities Officer - Associate Vice President of Facilities

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Scope

- A. This policy applies to all University and non-University groups using University facilities or grounds.

Policy Statement

This policy delineates the standard procedures and policies regarding campus events.

Reason for the Policy

- A. The purpose of the facilities at the University of New Haven is to support the educational mission and strategic goals of the University. The facilities are available primarily for programs offered by and intended for the campus community. As a private institution, the University also seeks to reach out and be accessible to the larger community. To the extent that space is available, the University welcomes community groups and organizations to utilize campus facilities for purposes compatible with the University's mission and strategic goals.



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- B. The purpose of this policy is to set priorities for facilities usage, define scheduling procedures and policies, provide direction for maximization of space, and establish charges associated with event management and facility usage. Activities shall in no way violate the purposes, property, policies, procedures, or regulations of the University or federal and state laws. All organizations are expected to follow the rules and regulations governing the particular facility or grounds being used.
- C. Permission to use a facility does not imply endorsement, sponsorship, or support by the University of the views, opinions, or programs of the users or speakers.

3035.1 Definitions

- A. Eligible Groups/Categories
 - 1. University Group: An administrative or academic unit within the University, staffed by University employees acting within the scope of their employment. Also included in this group are the intercollegiate athletic department and teams, University committees, task forces, governance bodies, and councils.
 - 2. Recognized Student Organization: A group that has been recognized by Center for Student Leadership, Engagement and Orientation (CSELO) as a "Recognized Student Organization" under the rules of that office. The policies and a list of currently registered groups are available on [Charger Connection](#).
 - 3. University-Associated Entity or Sponsored Groups
 - a) Not-for-profit organizations established and approved as recognized University of New Haven associated entities whose purpose is to further the mission of the University.
 - b) Entities sponsored by a University division, college, school, office, center or institute, department, or registered student group. Sponsorship requires assumption of financial



responsibility for event related costs including damage assessments.

4. Federal, Connecticut State or West Haven/New Haven Agencies
5. Non-University Groups: All other categories of prospective users, even though some of the members or participants may be University personnel, alumni, or students. "Non-University Group" may be an individual, not-for-profit, or for-profit organization.

B. Related Terms

1. Events and Meetings for the purpose of this document will be considered synonymous.
2. Event Managers are University of New Haven staff /faculty/students designated as having the resources and skills to successfully manage events.
3. Reserving Offices are University offices that reserve specified facilities such as Facilities, the Registrar's Office, Athletics, and the Recreation Center. Refer to the table found in section **3035.4 Event Policies**.
4. University of New Haven Events Steering Committee is a standing committee governed by the Facilities Planning Committee. The purpose of the committee is to review the policies and fee structures on a regular basis, establish and review scheduling calendars, maintain communication about facilities usage, and consider appeals. The committee membership is appointed by the Facilities Planning Committee.

3035.2 Types of Events

- A. University Events: Include all academic, administrative, faculty, staff, athletic and student events whose activities are directly related to the mission and life of the University within the scope of their employment/role.
 1. These events must be scheduled through the existing University reservation process.



2. An event manager must be present at and responsible for the event.
- B. University Co-Sponsored Events: Programs, events, conferences, or meetings involving two entities: a University or registered student organization **and** a University associated entity/sponsored group or a Federal, Connecticut state, or West Haven/New Haven agency.
 1. These events must be registered through Conference Services and scheduled through the existing University reservation process.
 2. The event must fit into the mission of the University and the sponsoring department and be approved by current University policies.
 3. An event manager must be present at and responsible for the event.
- C. Non-University/External Events: Programs and activities organized by a non-University group.
 1. These events must be registered through Conference Services and scheduled through the existing University reservation process.
 2. The event must fit into the mission of the University and the sponsoring department and be approved by current University policies.
 3. An event manager must be present at and responsible for the event.

3035.3 Scheduling

- A. As the University continues to grow, it is essential to its operation that all scheduling is centralized through the University's Event Management System (EMS). In recognition of the University's operational needs the following serves as a guideline for the scheduling process:
- B. Academic Space Scheduling
 1. The scheduling of academic classes has the highest priority. Other use of University facilities must not interfere with these activities.
 2. Priority Categories Other than Classes for Academic Spaces:
 - a) First Priority-University Events



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- b) Second Priority-University Co-Sponsored Events
 - c) Third Priority-Non University/External Events
 - 3. Events may be scheduled in academic space beyond the current semester if it can be verified that the requested space will not be needed for classes or exams. If there is a possibility that the space will be needed for classes, student lab hours, or other academic programs, the request will not be confirmed until classes are loaded for the semester in question.
 - 4. Facility or support fees may apply based on the group's classification and type of event.
 - 5. Classes will not be relocated for special events without provost approval.
- C. Non-Academic Space Scheduling
 - 1. Priority Categories for Non-Academic Space:
 - a) First Priority-University Events
 - b) Second Priority-University Co-Sponsored Events
 - c) Third Priority-Non University/External Events
 - 2. Events may be scheduled in non-academic space beyond the current academic year if it can be verified that the requested space will not be needed for major University Events. If there is a possibility that the space will be needed for major University Events, the request will not be confirmed until the beginning of the academic year in question.
 - 3. Facility or support fees may apply based on the group's classification and type of event.
 - 4. Location Specific Restrictions
 - a) Bartels Campus Center
 - (1) General Restrictions:



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- (a) *RSO meetings have a maximum allowable reservation time limit of two hours.*
 - (2) Fireplace Lounge:
 - (a) *May only be used as-is with the exception of the request of up to two 6' banquet tables. Any exceptions to this must be sent in writing to the Dean of Students/CSELO Office.*
- D. Athletics Space Scheduling
 - 1. The scheduling of athletic events to include practices, games, conferences, etc., has the highest priority. Other use of athletic facilities must not interfere with these activities.
 - 2. Priority Categories for Athletic Space:
 - a) *First Priority-University Events*
 - b) *Second Priority-University Co-Sponsored Events*
 - c) *Third Priority-Non University/External Events*
 - 3. Events may be scheduled in athletic space beyond the current semester if it can be verified that the requested space will not be needed for athletic events. If there is a possibility that the space will be needed for an athletic event, the request will not be confirmed until any potential conflicts are resolved.
 - 4. Due to the nature of athletic spaces, some events may not be permitted to occur in them.
 - 5. Facility or support fees may apply based on the group's classification and type of event.
 - 6. Use of Kathy Zolad Stadium: When a request for Zolad Stadium use is received, the Athletics Department will send the reserving group an email of TENTATIVE confirmation including the field usage rules. An email response confirming receipt of and agreement to adhere to the field usage rules MUST be received by Athletics PRIOR to any requested event on Zolad Stadium being confirmed. Any field misuse or lack of adhering to the field usage rules will result in the group being denied



any future field requests. Due to the synthetic surface of the field, there are certain rules that have been put in-place to protect the field and the users of the field:

- a) *No gum*
- b) *No smoking*
- c) *No food (including sunflower seeds)*
- d) *No drinks (other than water)*
- e) *No furniture*
- f) *No moving of varsity athletic equipment (goals, benches)*
- g) *Athletic shoes only (no metal spikes)*
- h) *Athletic activities only (no paint, no water balloons, no sun tanning, no golf, etc.)*
- i) *Do not kick/throw balls into the perimeter fences*
- j) *Do not kick/throw balls into bench covers*

E. Beckerman Recreation Center Scheduling

1. The Beckerman Recreation Center is committed to meeting the needs of University of New Haven Students and Members of the facility first and foremost; therefore, facility reservations' impact on overall operations, programs, and court spaces are reviewed on a case-by-case basis. Due to limited space on campus, especially for large-scale events and programs, this commitment may be balanced to meet the needs of a growing campus and student population. ChargerREC programming has priority for all spaces within the Beckerman Recreation Center and reservations will not be approved until programming schedules have been finalized. To preserve the mission and programming of ChargerREC, a Program Priority Chart has been established as a guide to determine priority for activity spaces within the Beckerman Recreation Center.
2. DETERMINING FACTORS FOR EVENT/SPACE REQUESTS



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- a) Due to the limited event space on campus and the need to preserve the primary mission of the Beckerman Recreation Center, as a student recreation center, all event reservation requests will be reviewed and decisions for approval will be made on a case-by-case basis. Factors for approval may include size and scope of the event; event audience and participants; length of the event; impact to programming and informal recreation (especially peak usage times); logistical needs including load-in/load-out times, setup/break-down times, and required equipment; other events on campus; relevance to the mission of both the University of New Haven and the Beckerman Recreation Center; other available spaces on campus which may serve as an alternative location; and any other factors deemed significant by the Director of Campus Recreation and the Director of Athletics & Recreation.
 - b) Events that are scheduled either before/after operating hours or require the entire facility to be closed will be based on the above factors and will be made at the discretion of the Director of Campus Recreation and the Director of Athletics & Recreation.
 - c) Events that have a "sport or recreation" theme or mission will receive more consideration than events that do not have a "sport or recreation" theme or mission.
 - d) Events that occur outside of peak usage times (typically before 4pm M-F and during weekends) will receive more consideration than events that occur during peak times.
3. UNIVERSITY GROUPS & UNIVERSITY CO-SPONSORED EVENTS
- a) Due to mission of the facility as well as impact on resources such as parking, custodial support, and campus police, University of New Haven events will typically only be approved during non-programming and non-primetime usages. Exceptions to this standard will only be made with the support



of the Director of Athletics & Recreation for university-wide or major events.

- b) University of New Haven groups wishing to request facility space must follow the University Reservation Guidelines and submit all requests via EMS scheduling software.
- c) Events
 - (1) The Assistant Director – Operations & Student Employment and the Director of Campus Recreation will review the event reservation request and its potential impact on the mission of the facility, facility operations and ChargerREC programs.
 - (2) For large-scale events, the Director of Campus Recreation will provide recommendations to Director of Athletics and Recreation and together will make the decision for approval/denial.
 - (3) Reservation requests for large-scale events should be submitted as early as possible, and in most cases at least 3-4 weeks prior to the requested date. Groups may submit requests at any time prior to the start of the semester; however, no events will be approved until all ChargerREC programs for that semester have been scheduled.
 - (4) Typically, decisions for approval/denial will be made within 5-10 business days; however, other factors as well as the need for more information about the event may impact that timeline.
- d) Practices & Meetings
 - (1) Registered Student Organizations (RSO's) are permitted up to 2 - two hour reservations per week for practices and meetings. Additional time may be approved at the discretion of the Assistant Director of Campus Recreation



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- (2) Reservation requests should be submitted at least 1 week prior to the requested date; however, groups may submit as early as the 1-2 weeks prior to the start of each semester. No practices or meetings will be approved until all ChargerREC programs for that semester have been scheduled.
 - (3) The Assistant Director of Campus Recreation will review practice/meeting reservation request and provide decisions within 1-5 business days; however, other factors as well as the need for more information about the reservation may impact that timeline.
 4. Facility or support fees may apply based on the group's classification and type of event.
- F. Orange Campus Scheduling
 1. Refer to Orange Campus Operations Policy (policy no. 3036).
- G. Priority Non-Instructional Use Space
 1. Priority Non-Instructional Use space is campus space that is utilized by a University Group and is essential to the function of that University Group.
 2. A formal request must be submitted and approved by the senior officer of the University Group and the Facilities Planning Committee, who reviews the request while keeping in mind all other University operations.
 3. All University space must be scheduled using EMS, including space identified and approved as having Priority Use.
 4. Scheduling procedures for Priority Non-Instructional Use space are as follows:
 - a) All University Groups with approved Priority Non-Instructional Use spaces must submit web requests by the 1st of October for the time period January-June and by March 15th for the



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time period July-December. All requests should reflect anticipated need. The Events Management Office will then work with the groups to establish their calendar of events. The proposed must be approved by the Officer of the University Group.

- b) Priority use spaces will then open up to the University community for web requests. The Campus Scheduler will process web requests with special consideration to the functional characteristics of the Priority Use space. In the case that a Category 2 or 3 Event is booked within a Priority Non-Instructional Use Space, Conference Services will notify the University Group associated with that space.
- c) If a University Group with Priority Non-Instructional Use space needs the space for an event, but the space is already reserved, then priority will be given to the University Group provided that:
 - (1) The current scheduled event is not bound by commitment (i.e. contracts, marketing, etc.)
 - (2) The function of the requested event is necessary to that space and an alternate location cannot be found.
- d) Two business days' notice must be given in order for a University Group with Priority Non-Instructional Use space to request that a previously scheduled event be moved. All requests must be submitted to the Campus Scheduler who will work with the groups to schedule their respective events. In the event that an agreement cannot be reached, the Campus Scheduler will refer the event conflict up the chain of command for adjudication.

H. General Event Scheduling Restrictions

- 1. Physical activities/events including but not limited to dance/athletic practices/events are restricted to athletic space, recreational spaces, the German Club and Bucknall theater; subject to the approval of their respective scheduling offices.
 - a) RSOs may have up to 4, 2-hour practices in approved



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locations in a one-week period. Two of these practices may occur in the Beckerman Recreation Center, in line with section 3035.3.E.3.d.1. of this policy.

- b) This policy reflects a week to be Sunday through Saturday of any given week.
- c) Requests for exceptions to this policy may be granted on a case-by-case basis. Requests must be communicated over email to CSELO and Facilities, in addition to an EMS request submitted by the requesting organization.

I. Scheduling of Major University Events

1. In an effort to accommodate major event scheduling for all University Departments, a major event scheduling meeting is to be held in the first week of March every year. The purpose of this meeting is to plan a calendar of major event dates that do not conflict for the following academic year.
2. Major annual events include but are not limited to Accepted Student Days, Open Houses, SOAR, Commencement, Welcome Week, Spring Weekend, Black & Latino Alumni Weekend, Fall/Spring Theater Productions, Home Football Games, Homecoming, Convocation, Commencement Ball, and IFEST.
3. Major annual events are defined to include four of the following:
 - a) RSO Level 1, Athletic Event, or Special Event category in EMS
 - b) Maximum banquet/lecture capacities in Alumni Lounge/Annex, German Club, Bucknall Theater, Hazell Athletics Center, or 1 to 3 of the Beckerman Recreation Center's courts.
 - c) Multi-day celebration with at least 3 events scheduled
 - d) Involves onboarding new class or student population
 - e) Involves critical event support from at least two of the following offices: Facilities, Office of Information Technology, Office of Public Safety, Catering, Beckerman Recreation Center
 - f) Involves permitting with the City of West Haven & subsequent



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inspection from said organization

g) Involves coordination from the President's Office

4. The Event Steering Committee will invite all departments and personnel associated with major university events to the meeting. It is essential that all groups have their proposed event dates at this time. A calendar will then be developed in collaboration of all participating groups.
5. Failure to participate in this process may result in not being able to accommodate your desired event date.
6. RSO events that are Level 1 events must be in attendance at this meeting.

3035.4 Event Policies

1. Event Support Services: University of New Haven service providers such as Dining Services (Waiver is available on EMS), Facilities/Custodial, Media Services, etc., have the right of first refusal for all events held on University property. This means that all groups are required to use University service providers unless the service providers indicate they are unavailable. When unavailable, groups have the option of using outside vendors to meet their needs. For University groups, the outside vendor must be approved by the department head and the business office.
2. For Registered Student Organizations, the outside vendor must be approved by the Director of Student Activities and the Business Office.
3. For all other groups, the vendor must be approved by the Conference Services office and the Business Office.

B. Room Reservations:

1. All room reservations must be made through the University's event reservation system. Inquiries about facility space and availability are directed to the appropriate reserving office listed below. Each



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reserving office has the responsibility to ensure that the requested space is suitable for the event. The reserving office will determine the necessary event services and staffing needs based on their area. Facility or support fees may apply based on the group's classification and type of event. The Events Management Office will be responsible for maintaining the event reservation system and oversight of the University's master calendar of events. The University Scheduler will provide final approval for all event requests and will bring any questionable events to the University of New Haven Events Steering Committee.

a) Reserving Office Table:

Reserving Offices	Managed Space
Athletics	North Campus Athletic Complex and Fields; Zolad Stadium, Peterson Performance Center
Beckerman Recreation Center	RecCenter, Courts 1 & 2, Mac Court, Studio 204, Studio 205
The Registrar's Office	All Academic Space for the purpose of Course Scheduling*
Events Management Office	All Non-Academic Space and Academic Space following Course Scheduling. The Campus Scheduler maintains the University's Master Calendar and in turn reviews all events from Reserving Offices. *
Conference Services	Works with Reserving Offices in placing reservations for all
	Non-University Groups and for University Co-Sponsored, Non University/External Events, and summer camp programming required to be licensed with the State of Connecticut.

*The Registrar's Office maintains scheduling of all courses and course-related events in academic space. Following the scheduling of courses, academic space can be reserved through the Events Management Office who will work in conjunction with the Registrar's Office in scheduling events.

2. Space is not guaranteed until you receive an event confirmation. For fullest consideration, events must be booked at least two weeks prior to the event date.
3. Tentative reservations must be confirmed within five (5) business days of the initial request. After that point the requested space will be



released for other requests.

4. Set-up information is due to facilities a minimum of one week prior to the event via the event reservation system.
5. The University reserves the right to restrict the number of events on campus for any given day based on its ability to meet all requests and maintain daily business operations.
6. The University reserves the right to restrict the number of reservations from any given group in order to provide a fair distribution of facility usage.
7. The University may need from time to time to move any group to another facility or reschedule an event to accommodate the needs of group assigned a higher use priority by this policy or to maintain venue-specific needs or due to safety and/or security concerns. In this case, the appropriate scheduling office will notify the group of this change.
8. University faculty and staff cannot use their privilege as University of New Haven employees to reserve facilities for non-University groups.
9. Dates on which significant University events are scheduled will be unavailable for scheduling of non-University/external events. Such dates include, but are not limited to, move-in days, first day of classes, convocation, visitation days, and commencement. These dates are posted in the University calendar for each term and are available on the University website.
10. The University is scheduled to be closed on designated holidays. Individual Reserving Offices may choose to accommodate a holiday request based on staffing availability. A holiday premium charge may apply.

C. Event Cancellation Policy

1. It is the responsibility of the reserving group to notify the University's Campus Scheduler when their event is cancelled as soon as possible but at least one week prior to the event. Notification should be done via EMS.
2. Fees may be assessed for costs associated with a cancelled event and will be determined by the reserving office.



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3. In case of administrative office closures, due to weather or emergency, all scheduled events may be cancelled or postponed. Exceptions to this may apply for specific events and will be determined by the requested group in conjunction with the Associate Vice President of Public Safety.

D. Fees

1. Reserving Groups hosting events held in University facilities may be charged:
 - a) Event Support Services Fees (i.e. Catering, Parking, Media Services, etc.).
 - b) Administrative fees for services provided by the event managers.
 - c) Facility use fees.
 - d) Deposit, no show, or late cancellation fees.
 - e) Overtime (beyond reservation time) fees.
 - f) Damage, loss of equipment fees, or excessive clean-up costs.
2. A rate schedule has been established for all reserving groups. Please contact the Office of Space Management for more information.
3. A late fee of 10% per 30 days overdue will be assessed on all event invoices.

E. Safety and Compliance

1. It is the responsibility of the event manager (or the sponsoring department or sponsoring student group, if a designated event manager is not being used) to ensure that an event is held in a safe environment. Depending on the size, nature, and location of the event, different safety precautions are to be followed. Campus Safety should be consulted if there are any concerns and may be required to be present at the event at the cost of the sponsoring group.
2. All University spaces have maximum occupancy limits, which cannot be exceeded. Should the occupancy limit be exceeded, event managers/sponsoring departments/student groups should hold the



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start of the event until the limitation is met.

3. Smoking is not permitted in any University facility.
4. Activity associated with an event must be confined to the rooms that have been confirmed for use. Unoccupied rooms or spaces may not be used without being specifically reserved.
5. Event space furnishings and equipment are set in compliance with emergency egress requirements. These arrangements may not be modified in any way that will violate these requirements.
6. All groups must agree to preserve the image of the University and its buildings, and agree not to use University photos, likenesses, logos, or marks in publications or online without prior written consent of the Office of Marketing and Communications. In addition, groups must agree not to deface or cover University property with other signage.
7. The University of New Haven's trade and service marks are an essential part of the University's visual identity and are protected logos, marks, and branding-capturing these marks in any media and subsequently broadcasting, re-broadcasting, or a performance containing the use of these marks or images is expressly prohibited without authorization.
8. Permits shall be obtained by individual departments and copy given to Facilities one week prior to event. All city permits must be posted at event site. Criteria for Permits include but are not limited to: Tents 10x10 or larger, Generator, non-recreational events within the Beckerman Recreation Center, Exterior Staging, & Lighting.
9. For large scale events, additional services at the discretion of Public Safety and Facilities may be required. This includes but is not limited to City of West Haven firewatch and special event security staffing.
10. Inflatables on campus are required to be installed based on the manufacturer's specifications. The manufacturer specifications should be sent at least two weeks prior to the event to the Office of Facilities for review with the Office of Public Safety to ensure safety. In addition, should stakes be required they must be 30 inch stakes at a minimum and requires coordination of Call Before You Dig (CBYD) permit with approval from the Office of Facilities. The vendor is also required to have a wind meter on site. If staking is required, and the



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area is deemed too muddy or unsafe due to weather conditions and the inflatable cannot be sandbagged, the inflatable must be moved to an approved alternate location or cannot be installed for safety.

F. Insurance

1. Non-University groups using University facilities will be required to provide a certificate of general liability insurance listing the University as an "additional insured." This includes all non-University groups that co-sponsor events with University entities.
2. The certificate of insurance should show combined insurance coverage of Bodily Injury and Property Damage of \$1,000,000, \$3,000,000 aggregate. In addition, non-University groups must provide evidence of at minimum a \$1,000,000 umbrella limit and Workers' Compensation and Employer's Liability coverage which equal or exceed the requirements of the State of Connecticut.
3. Proof of insurance must be sent to the appropriate reserving office with the signed contract. Failure to do so will result in cancellation of the event. Any exceptions or modifications must be approved by the Vice President of Finance in consultation with the University's legal counsel.
4. All agreements with non-University groups shall include a clause requiring that the groups indemnify and hold harmless the University and its employees or agents from liability, loss, damage, costs, and all other claims for expenses asserted against the University and its employees or agents that may arise or result from the approved use.

G. Oversight and Waiver of Fees

1. The Events Steering Committee is responsible for the implementation of this policy. The committee determines policy interpretations, provides oversight, considers waiver requests, periodically reviews appropriate use statements for facilities, and meets monthly or more as needed.
2. Requests to waive facility use and other fees should be directed in writing to the University of New Haven Events Steering Committee prior to the event being planned, and will be considered for approval only in unusual circumstances. A facility use waiver may be warranted to provide an educational public forum, significant visibility



for prospective students or the University, etc.

3. If the University of New Haven Events Steering Committee denies the request, the requestor may further appeal to the Facilities Planning Committee. The decision of the Facilities Planning Committee is final.

H. Use of Exterior Space

1. Initial requests for use of exterior spaces should be submitted to MyCharger > EMS > West Haven Outdoor Space Request or Orange Campus > Grounds. The University permits assemblies and gatherings of University groups, University-sponsored groups, and non-University groups on designated University property. Any scheduled use of such space shall have priority over any non-scheduled use. Use of exterior space will be in accordance with policies and procedures established by its designated reserving office.
2. Because use of exterior facilities may disturb normal University operations and activities and/or cause damage to University property, the guidelines governing the use of exterior space shall include, but not be limited to, the following:
 - a) No permanent or semi-permanent structures may be constructed or placed without prior authorization from the Office of Facilities | Space Management. Call Before You Dig (CBYD) permit is required for any ground penetrations.
 - b) With consideration of Residential Students, Commuter Students, Faculty/Staff, Co-existing Events/Programming and Neighbors within the surrounding campus perimeter and in accordance with the West Haven Noise Ordinance, Chapter 154-3, outdoor events will abide by the following guidelines:

Quiet Hours

Sunday – Thursday 9 pm – 10am

Friday – Saturday 10 pm – 10am



Amplified Sound

Amplified sound is not allowed on outdoor campus space until after 12p.m. Monday – Friday and 10 a.m. Saturday - Sunday and must conclude by the start of quiet hours for each respective day.

*Exceptions may include Athletic/Recreational sporting events scheduled on athletic fields and annual recurring campus-wide events i.e. Family Day, Welcome Week activities, Charge-in, Open House, Spring Weekend and other events organized and approved by Administrative Offices.

All questions regarding this policy should be directed to the Events Steering Committee.

- c) Members of the sponsoring organization(s) are responsible for restoring the space to its original condition.
- d) All events must be conducted in such a manner that campus pedestrians and vehicles are not unreasonably impeded and members of the University community who are not participating in the event may proceed with their normal activities. The sponsor of any event that impedes the academic mission or normal traffic patterns on campus will incur the cost of redirecting traffic and at the discretion of University officials the event may be terminated prematurely.
- e) Plans and activities for events must be submitted to EMS with details including specifications of products and equipment intended for use during the event. Requests will be reviewed by appropriate departments with consideration of insurance, liability and safety requirements prior to event requests being confirmed.

I. Grounds for Denial of Facilities Use

- 1. Notice of denial of a request for a reservation shall clearly state the reasons for denial.



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2. A request may be denied on the following grounds:
 - a) The event is prohibited by applicable laws or regulations.
 - b) The request violates the Events Policy or other University policy.
 - c) The proposed event is prohibited or inconsistent with the classifications and uses of the designated University property.
 - d) If a non-University group has reserved the designated space for more than five (5) times per semester, in the interest of fostering a diversity of users for the limited designated space available, such a request may be denied if other users have requested the space. A group may be allowed more than five (5) times per semester provided no other user has requested the space.
 - e) The request does not support the mission or strategic goals of the University.
 - f) The reservation request is not fully completed and executed.
 - g) The applicant has not fulfilled the user fee, signed a facilities use agreement, obtained applicable insurance, or satisfied any other condition reasonably required by the reserving offices.
 - h) The reservation request contains a falsehood or misrepresentation.
 - i) The organization of the person on whose behalf the request was made has on prior occasions damaged University owned or leased property and has not paid in full for such damage, or has other outstanding and unpaid debts to the University.
 - j) A reservation for the same time and place has been granted.
 - k) The event conflicts with University programs scheduled for the same time and place.
 - l) The event presents unreasonable health and safety dangers.
 - m) The proposed event unreasonably interferes with pedestrian or vehicular traffic.



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- n) The event presents a risk of substantial damage to University property or persons lawfully present on University property.
- o) The University will not be able to provide the necessary parking space for the event.

3. Procedures for Review of Denials

- a) If a request for space is denied by a reserving office, an appeal may be submitted to the University of New Haven Events Steering Committee. If this committee upholds the denial, the requestor may further appeal to the Facilities Planning Committee. The Facilities Planning Committee shall have ten (10) business days from the date the appeal was filed to notify the requestor of the result of the appeal. The decision of the Facilities Planning Committee is final.

J. Alcohol

- 1. Guidelines for events involving alcohol on campus may be found in the Substance Use Policy Statement found in the University Student Handbook.
- 2. In order for any group to serve alcohol at an event, they must complete the Alcohol question and answer portion of their EMS reservation. The Associate Vice President for Public Safety and Administrative Services will review all requests via EMS.
- 3. While alcoholic beverages are generally not permitted at registered student organization events, special requests from registered student organization for alcohol service (beer and wine only) at a campus event must be approved by the Office of Student Affairs through CSELO.
- 4. University Police may immediately stop any event that was not approved via EMS or is found in violation of this policy or any other University policy.
- 5. An approved request to serve alcohol within your EMS reservation constitutes an agreement between the sponsoring group hosting the event and the University. Any deviation from the terms outlined in the agreement will result in immediate termination of the event.
- 6. All alcohol must be purchased and served through the University's



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food service provider unless an exemption is given by the Associate Vice President of Public Safety and Administrative Services.

7. In the case that an exemption is given, any outside vendor serving alcohol must provide proof of insurance meeting the minimum requirements set within this document in Section VI: Insurance. In addition, vendor must provide proof of liquor liability insurance with a minimum coverage limit of \$1,000,000 and an additional endorsement for the University of New Haven.
8. Alcoholic Beverages may not be possessed or consumed in any area of campus without specific approval via the Alcohol Event Registration Form. Consumption in private areas such as apartments and student residence hall rooms is governed by the Substance Use Policy Statement in the University Student Handbook.
9. At all events in which alcohol is served, alternative, non-alcoholic beverages and food must also be available and included in the food and beverage offerings.
10. Alcohol must be served and monitored and may not be left unattended so as to allow free access.
11. The University or Non-University group sponsoring the event and the event manager who submitted the EMS request to serve alcohol:
 - a) Will be responsible for compliance with State and Municipal alcohol laws, and all University regulations and policies.
 - b) Will be present at the event for its entire duration.
 - c) Will be responsible for the implementation of the proposed plan to assure that underage persons do not consume beverages and that persons 21 years of age or older are refused alcohol if they are showing signs of intoxication.
 - d) Will coordinate any security requirements with the University Police Department.
12. Promotion of the sale or consumption of alcohol in any form will not be permitted on any event advertisement unless otherwise approved through EMS. Exemptions to this policy will be given on a limited basis and only when it is deemed essential to the function of the event.



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13. Faculty and Staff events hosted in the *German Club Room in which alcohol is served and students are present must be overseen by two faculty/staff members who will be directly responsible for verifying ID's and distributing wristbands accordingly. All events hosted in this area are subject to rental fees and approval and must be requested through the Event Management System (EMS).

K. General Event Restrictions

1. Candles and other open flames (other than catering provided equipment from Sodexo) are not permitted indoors. Smoke/fog machines are prohibited as they decrease visibility creating a hazard and may cause a false fire alarm. Any activity that delays egress or has the potential to set off the fire alarm needs approval from Public Safety and Facilities. Any and all requests for open flames outdoors requires a hot work permit to be filed with the Office of Facilities. This includes bon fires, torches, etc. To view the Hot Work Policy and Permit Request login to myCharger and go to Environmental Health and Safety.
2. The following items are not permitted for indoor events: glitter, silly string, slime, tie-dye, and confetti.
3. Scotch tape, tacks, duct tape and other damaging adhesives are not to be used to hang decorations. Painters tape may be used for this purpose. Facilities must be notified of all decoration plans and will facilitate the hanging of banners/posters on walls. Any and all decoration must be removed by the reserving group at the conclusion of the event including painters tape.
4. Facilities must be notified if you are planning to use helium filled balloons. Helium tanks must be kept in a secure rack and capped. All balloons should be secured and must not be kept loose or floated to the ceiling. All balloons must be removed at the completion of the event. To view the University's Compressed Gas Policy login to myCharger and go to Environmental Health and Safety.
5. When hosting food throwing events such as "Pie in the face," non-dairy based products must be used (Cool whip is recommended). If pudding is being used, it must be vanilla only (non-staining). All items



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must be cleaned up following the event. The reserving group must require attendees to clean-up and return the space to its original condition at the conclusion of the event.

6. Per City of West Haven Health Department guidance, potlucks or food not prepared in a commercial kitchen are not allowed at University events regardless if a food waiver has been approved from the University's food service provider.

L. Grilling

1. Login to myCharger/EMS and refer to Grilling Safety Policy.

M. Reserved Visitor Parking Policy (View full policy link in EMS)

1. Requests for reserved parking are available in the Maxcy Lot (P1)
2. All requests for parking needs to be requested through EMS and require 48 hours in advance.
3. A maximum of 25 spaces may be reserved. This is the total cumulative amount, there may be others who have requested reserved spaces as well. Once the 25 spaces have been reserved, all others must park at the Hoffman Street Lot (P45 on the [Parking Map](#)).
4. Handicapped spaces CANNOT (by law) be reserved.
5. Parking spaces cannot be reserved by student groups.
6. After 5pm the Maxcy Visitor Lot may be utilized by properly permitted adjunct faculty and staff.

N. Posting Policy

1. Login to MyCharger/EMS and view Posting Policy

O. Food Truck Policy

1. Login to MyCharger/EMS and view Food Truck Policy

P. Summer Camps

1. Summer camps are camps that occur longer than 3 consecutive days, with or without an overnight component, and guests include children less than 17 years of age.
2. These programs can be University Events, University Co-Sponsored Events, or Non-University events. Types of camp offerings include but are not limited to athletic camps, academic programs, etc.



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3. All Summer Camps must be registered with the Conference Services office and depending on the category may include associated fees based on the event type as well as applicable facility use agreements.
4. All summer camps are required to obtain licensure with the State of Connecticut Office of Early Childhood via Conference Services.
5. A director must be established to oversee responsibility of the camp and oversee facilitation of all documents required for licensure including but not limited to building fire inspection certificates, health documentation, background checks, etc. The director will be established through the Conference Services department.
6. All summer camp programming must be registered in EMS.
7. A full list of all campers and staff must be provided to the Office of Public Safety one week in advance of the camp's start date.