

**CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA**  
**USE OF UNIVERSITY BUILDINGS, FACILITIES, AND GROUNDS**  
**Presidential Order**

**MAJOR EVENTS**

This section of the policy applies to Major Events that are scheduled, organized, or supervised by Registered Student Organizations (RSOs) or non-departmental users or over which those users have authority to decide whether to hold the event or to determine the scope of the event. For purposes of this policy, supervision is defined as direct, on-site responsibility for the event.

Major Events are events at which one or more of the following conditions apply:

- A. Over 200 persons are anticipated to attend;
- B. Authorized campus officials determine that the event requires ticketing or entry by invitation only;
- C. Authorized campus officials determine that the complexity of the event requires the involvement of more than one campus administrative unit;
- D. Authorized campus officials determine that the event is likely to significantly affect campus safety and security (based on assessment from the UPD) or significantly affects campus services (including, but not limited to, kiosk attendants, parking, service roads, or vehicular or pedestrian traffic);
- E. Authorized campus officials determine that the event has a substantial likelihood of interfering with other campus functions or activities;
- F. The event is a concert or dance, regardless of how many attendees;
- G. Alcohol is intended to be served or consumed; or
- H. Outdoor amplified sound will be used.

Any determination by authorized campus officials that an event constitutes a Major Event under items 2, 3, or 4 above shall be based on the officials' assessment of information, other than the content or viewpoints anticipated to be expressed during the event. The University will use the Campus Event Risk Analysis to further determine the potential impact of an event and what permits, licenses, reviews, or other requirements are necessary. The University reserves the right to classify any proposed event a Major Event subject to this section of the policy, consistent with the definition set forth above. Event sponsors are encouraged to consult with the appropriate University contact at the earliest possible time if they have any question whether their event may be classified as a Major Event.

Groups should schedule and register Major Events (excluding spontaneous events) at least eight weeks or more prior to the Major Event, including the following requirements:

- A. Complete and submit a Campus Event Risk Analysis to UPD regarding a security assessment for the event.
- B. Meet with assigned administrator(s) to review event details at least six weeks prior to the Major Event.
- C. Submit all publicity materials to the assigned administrators, including but not limited to University Communications, UPD and the Dean of Students office, prior to publication and at least two weeks prior to the Major Event. The University will review publicity materials to verify that event details (such as date, time, and location) are accurate and will do so on a content and viewpoint neutral basis. Changes to publicity materials must be approved by at least one assigned administrator, defined above, if these changes are made within the two weeks prior to the event.
- D. Secure insurance, if required by the University, for the Major Event at least two weeks prior to the event. (Contact University Risk Management for information regarding insurance options.)

- E. Participate in Major Event coordination meetings to exchange information about the event and discuss logistical expectations. The Major Event coordination meetings will usually occur at least four weeks prior to the event, if not earlier. University officials may request additional meetings to ensure that all instructions agreed to at the Major Event coordination meeting have been carried out.
- F. Comply with event timelines on the day of the event.
- G. Events must end at the time determined by University administration based on the UPD security assessment, or as prescribed by University policies, and City of Pomona ordinances, if applicable. Additional charges may be applicable to extend events beyond specific building hours.
- H. Failure to follow these timelines could result in the cancelation or rescheduling of the Major Event to properly accommodate safety and security.

Events scheduled, organized, and supervised by campus academic and administrative departments for instructionally related purposes are not subject to this section of the policy related to Major Events. Only University employees acting in the course and scope of their University employment may supervise a departmental event. To the extent an academic or administrative department co-sponsors a Major Event with a non-departmental user or authorizes use of facilities under its control for events sponsored by a non-departmental user, the requirements of this Major Events section of the policy will apply, including the requirement to reimburse security and other costs incurred by the University.

An academic or administrative department is required to work through License of Facilities when co-sponsoring a Major Event with a non-departmental user or authorizing use of its facilities under its control for events sponsored by a non-departmental user. Per EO 1000, the requirements of this Major Events section of the policy will apply, including the requirement to reimburse security and other costs incurred by the University.

Spontaneous events, occasioned by news or issues coming into public knowledge, may be held on campus without advance permission so long as the event adheres to all University policies and the restrictions outlined herein. Recognizing the University is a part of the community it serves, the University will attempt to accommodate and provide access to University space/facilities that are available and which do not interfere with scheduled events/programs.