



Memorandum

September 20, 2019

To: Cal Poly Pomona Faculty and Staff

From:



Soraya M. Coley
President

Subject: Updated – Presidential Order of Use of University Buildings and Grounds for Commencement Weekend

BACKGROUND: Each May, commencement ceremonies are held over a three day period, as determined by the approved academic calendar. In total, as many as 30,000 people come to the campus to participate in or observe the ceremonies. To manage sizeable crowds consistently entering and leaving the campus throughout the weekend, a significant amount of safety and traffic controls are put in place to efficiently park vehicles and move pedestrians to the commencement venue. Nearly all campus roads are impacted during the weekend. Some roads are closed completely, while others are restricted to one direction, which can change as participants move on and off campus. The magnitude of commencement events require the full attention of our campus safety officials and support staff. As such, it is disruptive to the commencement activities and extremely difficult to serve the needs of others who come to the campus seeking to attend a different scheduled event on campus.

PRESIDENTIAL ORDER: On commencement weekend, use of the campus shall be restricted to commencement ceremonies only. Starting at noon on Friday and continuing through Sunday evening, no other events are to be scheduled in campus buildings and grounds. Including special events and/or conferences at Kellogg House, or Kellogg West that are not commencement related. Access for hotel guests at the Kellogg West Conference Center will be restricted to entering the campus at Temple Avenue and University Drive only. All commencement related receptions for graduates, alumni, honored guests, or parents/family are to be scheduled in advance, and communicated to the commencement planning committee for appropriate reporting to interested university services, including whether the reception will be a closed or open invitation event. Exceptions to this Presidential Order require the advance approval of the President's Office.