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# California Western School of Law Policy for Room Bookings

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## 1. Introduction

This Policy governs and controls the rights and responsibilities of California Western School of Law’s (CWSL) Facilities and Reception/Mailroom Departments, campus community members, and others who wish to schedule available rooms and display tables on campus for academic or non-academic purposes. This policy *does not* refer to the schedule of regular courses.

Facilities Management reserves the right to update this policy at its discretion and without notice.

## 2. Purpose

CWSL provides access to classrooms when these rooms are not being used for instruction or other academic programs. This privilege of access is available to campus community members and to outside community groups. The use of such space is considered to be a service to the broader community rather than a means of generating additional revenues. Privileges are extended to users by permitting them to use available rooms and display tables, consistent with that usage not interfering with the educational mission of the law school.

Additionally, the goal is to maintain a procedure that functions with the sole purpose of minimizing conflicts of interest with campus classes and events. Its success rests with the diligence of Department and Faculty Event sponsors who schedule their respective events with the goal of eliminating conflicts of interest, creating the opportunity for the greatest number of guests to attend their function. Each event falls within a certain color category (see Attachment ‘B’), which should be considered when planning an event.

## 3. Definition of Terms

“Available rooms” refers to those rooms not associated with regularly scheduled course listings;

“Campus community members” refers to faculty, adjunct faculty, staff, students, and board members;

“Class” is defined as that period which gives students credit or satisfies requirements towards their degree, and is part of CWSL’s curriculum;

“Display table” refers to the display tables provided at the 350 Cedar Street building;

“Event” is the term used to distinguish all general room bookings from classes. An “event” is defined as any room booking which has not been pre-reserved by Registrar as a class;

“Host” refers to the person who requests a booking, and is considered the responsible party. As such, the host is expected to remain present during the event;

“Outside entities” refers to any individual, group, or entity which is/are not campus community member(s);

“Room request”, “Scheduled room”, “Booking” or “Confirmation” is not intended to be interpreted as a promise to deliver a specific room or table, and time, even when that schedule has been “confirmed”. See section 5.4 for more detail;

“School-related purpose” refers to the academic mission of CWSL.

## 4. Room Booking Process

### 4.1. Who Processes Room Bookings/Events

Room bookings are made by the campus Receptionist who is part of the Facilities Department. The Receptionist is authorized to schedule space for various bookings and events, pending room availability. See section 4.2 for instructions on how to book a room. Use the email address ‘Rooms’, or ‘Rooms@CWSL.edu’ to communicate with the Receptionist on room booking issues.

### 4.2. Procedure for Requesting a Room

All room requests must be made by using an on-line room booking form (exception: see section 4.2.3). Room requests must include the full name of the event; acronyms are not permitted.

#### 4.2.1. Staff and Faculty

**Before booking a space for any event, the Event Planning Guideline, located on the FM website under the [Room Booking tab](#), is prerequisite reading.** The guideline is intended to assist hosts to have a successful event, regardless of the size.

Staff and Faculty will find the form on the FM website:

<https://securenet.cwsl.edu/l1forms/RoomBooking.aspx>

In the event the above-mentioned site is not functioning you may send your request via E-mail to [Rooms@cwsl.edu](mailto:Rooms@cwsl.edu). Requests must include date and time parameters of the booking, expected number of attendees, the title of the event, and whether the event host will be charging an attendance fee to guests.

#### 4.2.2. All Student Organizations

1. Student organizations must fill out a **Student Organization Event Approval Form** (located on the SBA website: <http://cwslsba.org/online-services/documents>). This form will be automatically submitted to the office of Student & Diversity Services for approval.
  - Requests made over the phone, via voicemail, or verbally in person will not be accepted. There will be no exceptions to this rule.

2. Once the form has been approved, Student & Diversity Services will email a copy of the approved form back to the student organization. Please note that there is up to a **48-hour reply time**.
  3. Immediately after your room booking has been confirmed you must:
    - 1) Forward your confirmation email to [Facilities@cwsl.edu](mailto:Facilities@cwsl.edu) in order to request any special set-up such as table and chairs, extra trash cans, etc. If tablecloths are needed you must request them **two weeks prior** to the event. See section 5.16.
    - 2) If you also need Audio Visual please also forward your confirmation to [edtech@cwsl.edu](mailto:edtech@cwsl.edu) for the Audio-Visual/Educational Technology department.
- Student organizations who wish to post signs in the 1<sup>st</sup> floor lobby must get the sign pre-approved with a stamped approval from Student Services. Student organizations are cautioned not to include room schedule details on any signs when the booking of the room has not yet been confirmed

In the event the above mentioned site is not functioning you may send your request via E-mail to [StudentServices@cwsl.edu](mailto:StudentServices@cwsl.edu). Requests must include date and time parameters of the booking, expected number of attendees, the title of the event, and whether the event host will be charging an attendance fee to guests.

#### **4.2.3. Moot Court Honors Board and Similar Organizations, Programs, and Groups**

Send an email to [Rooms@cwsl.edu](mailto:Rooms@cwsl.edu) to make your booking request. The email should contain date(s) and time(s) of desired event, preferred room, and event title. Once the booking has been confirmed, setup needs must be forwarded to the Facilities department by emailing [Facilities@cwsl.edu](mailto:Facilities@cwsl.edu), and to Audio-Visual/Educational Technology by emailing [edtech@cwsl.edu](mailto:edtech@cwsl.edu).

### 4.3. Additional Booking Procedures

#### **4.3.1. Security**

If security will be needed for the function, this should be requested when the room booking request is submitted.

#### **4.3.2. Response time**

Requesting a room must be made well in advance and **no less than 48 business hours prior** to the event. Facilities Management makes every attempt to respond to a request with a confirmation, a declination, or an inquiry into an alternative, within 48 hours from the date and time of receipt of the original request. However, due to Facilities workload, it is strongly recommended that you submit your request as soon as possible.

### 4.4. Authority to Request a Room and Request Recurring Bookings

#### **4.4.1. Outside entities**

Outside entities may book on a per-trimester basis, only, and the renewal is the responsibility of that party, not CWSL. Outside entities may not book a room any sooner than 6 months in advance of a booking date. Rooms booked in advance of the next trimester are subject to being bumped when the next trimester's class schedule is programmed into the schedule, or if they conflict with the institutional mission. See sections 4.8 and 5.4 for details.

#### **4.4.2. Campus community members**

Campus community members, excepting student groups, may book rooms on a per-week, per-month, or per-trimester basis for one (1) calendar year, concluding in December of each year. The renewal for the next year must be done at the beginning of January and is the responsibility of the party making the booking.

#### **4.4.3. Student groups**

Student groups who wish to book a room may do so in the current or the next trimester. Exceptions to this may be made with the approval from Student Services for annual student events, etc. Rooms booked in advance of the next trimester are subject to being bumped when the next trimester's class schedule is programmed into the schedule, as classes take priority over all other events.

### **4.5. Limitations Related to Schedule Conflicts**

#### **4.5.1. Exam weeks**

During trimester exam weeks, booking of campus rooms may not be done without the written approval of the Director of Faculty Support or the Vice Dean (Academic Affairs) due to the exam schedule. Exams take precedence over all other functions.

#### **4.5.2. Reading days**

"Reading Days" (that period between the last day of classes and the first day of exams) are restricted. To allow students to have the quiet time necessary for exam preparation, no rooms may be booked for any function.

#### **4.5.3. Conflicts**

Occasionally requests are made for rooms which are already booked. In that case, the first booking request takes priority and the Receptionist will provide alternative rooms, dates and times for the second requestor. If the second requestor still wants to negotiate directly with the first requestor, s/he may do so. If they agree upon a mutually acceptable change, the second requestor will notify the Receptionist who will book the necessary schedule changes.

### **4.6. Break Period Between Bookings**

In order to allocate adequate time resources to students and faculty moving between classes or events, and to allow campus staff to perform necessary room setups or break-downs, a 10-minute break is required between any class, event, or meeting. For events in the 350 Cedar Street lobby and the Roy Bell Reading Room the break is one (1) hour. Accordingly, any request for a booking

that does not allow for the noted break before or after the booking must be approved through the Vice Dean (Academic Affairs) office.

#### 4.7. Categories of Room Bookings/Events

Every room booking is categorized (see Attachment 'B' for category listing). The Receptionist cannot be responsible for understanding the topic and goal of your event, and is therefore not responsible for identifying your Event's appropriate Category.

#### 4.8. Compatibility with Institutional Mission

Because of Internal Revenue Service (IRS) rules relating to CWSL's non-profit status, Facilities Management reserves the right to restrict the use of any room or table to those uses which are consistent with, or contribute importantly to, our institutional mission, exempt purpose or function.

Entrance fees may not be charged to guests attending an event without advance written approval from the Assistant Dean of Students and Diversity Affairs or the Chief Financial Officer. If the group requesting the room is intending to solicit donations, or solicit funds from an event (fundraising) such as a food sale or an auction, they will need to seek pre-approval from the Development Department. Each request is considered on a case-by-case basis due to associated IRS rules.

If room or display table usage by any group or person interferes with CWSL's educational mission, whether by frequency, by improper use of the rooms or tables, by failure to leave the rooms in a tidy manner, not advising of cancellations, or by other failure to comply with the room usage policy, CWSL may withdraw permission for that person or group to schedule or use available rooms.

Facilities reserves the right to decline the request of any entity, at its discretion, if the request is determined to be an excessive burden on the class schedule of the law school, the campus as a whole, or on CWSL's physical facilities.

#### 4.9. Movie/Film Screenings

Due to copyright laws, event hosts interested in showing a film or film clips must have written permission from a licensing agent, unless the film is already in the public domain. Websites that share movies in the public domain can be obtained via an internet search. A Public Performance License can be obtained for a fee.

You must provide the school with a copy of a public performance license or written permission from the copyright holder when you submit your booking request.

### 5. Policy Specifics

#### 5.1. After-hours Use

Any room usage outside CWSL's normal business hours must consider that staff, including Audio/Visual and Maintenance personnel, are not typically available after 4:00 p.m. weekdays and are unavailable on weekends. Consequently, staff assistance will not be available outside normal business hours. Any special request for staff assistance outside normal business hours must be directed to the Director of Facilities. There is no assurance that such special requests can be accommodated, and any accommodation may result in additional charges for overtime pay and related costs.



## 5.2. Audio-Visual/Educational Technology

The scheduled use of any room does not represent a work order for assistance from Audio-Visual/Educational Technology or Information Technology staff. Audio Visual requests should be made no less than three (3) business days prior to an event, and must be made in writing by email to [edtech@cwsl.edu](mailto:edtech@cwsl.edu).

## 5.3. Cancellations

Events canceled less than twenty-four (24) hours prior to the event's scheduled time are subject to charge-back for maintenance and/or A/V setup required for setting up the event.

## 5.4. Confirmations

Room requests are not confirmed until a written confirmation has been received from Facilities.

A room confirmation is not intended to be interpreted as a promise to deliver a specific room or table at a specific and time, even when that schedule has been "confirmed". All room bookings are made with the express understanding that CWSL's purpose is to provide class instruction (see section 4.8), and it is possible that at any time CWSL may schedule or re-schedule a class, course, or mission-related event, without prior notice, which may cause an otherwise non-mission-related booking to be "bumped", either to another space, or declined altogether, if alternative space is unavailable.

Although CWSL reserves the right to bump a scheduled event, all reasonable attempts will be made to re-schedule any bumped events into another mutually acceptable room and time. If said room is normally charged at a greater room rate, the lesser rate of the two rooms will be applied. CWSL is not responsible for costs related to a bumped event, including, without limitation, printing, advertising, travel, catering, or other costs.

## 5.5. Display Tables and Vendor Information – 350 Cedar Street building

### **5.5.1. 1<sup>st</sup> Floor Lobby**

1<sup>st</sup> floor lobby display tables are only available to CWSL student organizations for purposes consistent with the mission of the student organization (i.e., not for purposes that are personal in nature or for an outside business/financial interest). CWSL student organizations may request to book a table on the 1<sup>st</sup> floor lobby, in any trimester for the maximum of two (2) days per week. Examples of purposes that are consistent with the mission of the student organization include, but are not limited to, Food Sales, Blood Drives, Information Tables, Membership Drives, and Voter Registration Drives.

Neither individual students nor outside entities are eligible to reserve 1<sup>st</sup> floor Display Tables.

Tabling is not permitted during Reading Days or Exam Periods.

### **5.5.2. 2<sup>nd</sup> Floor Lobby**

2<sup>nd</sup> Floor Lobby display tables are available to outside entities which may book a table on the 2<sup>nd</sup> floor only, in any trimester for a maximum of two (2) 4-week periods, only.

Non-campus entities may book 2nd floor tables no sooner than one (1) month prior to the chosen trimester.

For occupancy reasons, no more than four (4) tables will be made available for displays on the 2nd floor at one time.

Tabling is not permitted during Reading Days or Exam Periods.

2<sup>nd</sup> Floor Lobby tables are scheduled as follows (based upon calendar days; legislated days do not apply):

- **Mondays and Wednesdays:** Vendors, Bar-prep reps, and other non-campus entities presenting CWSL Mission-related information (no financial-related vendors permitted without prior written permission from the Director of Financial Aid)

Bar-prep reps, and other non-campus Vendors: The selling or giving away of food and items that are in competition with CWSL coffee cart and deli are prohibited. This includes:

- Baked goods (store bought or homemade)
- Beverages of any kind

Vendors are permitted to give away items such as branded/logo highlighters, bags, coffee containers, and miscellaneous store bought candies. Vendors are permitted to post signage at their tables that include branded draping from the table or posters held by their own easels. Vendors are not permitted to affix anything in any manner to any surface, and are strictly prohibited from distributing fliers around campus or in classrooms.

CWSL is not responsible for any property brought onto or maintained on its campus by any Vendor and/or his/her/its agents. Sole responsibility for such materials is with the Vendor.

Vendors are responsible for cleaning up all refuse and debris from their table prior to leaving campus.

- **Tuesdays and Thursdays:** Student Organizations
- **Fridays:** Special Events (ie: Barrister's Ball ticket sales, SBA voting, etc.)

## 5.6. Donation Bins

Bins dedicated to collecting donated goods are available for booking up to a one (1) month maximum. Donation bins are located in the lobby at 350 Cedar Street.

Carefully determine how many of the three (3) available bins your drive will need, considering that they are popular during holiday and special event periods. Your judicious use of the bins will allow other student organizations to run donation drives simultaneously, benefitting other charitable endeavors. Requests are carefully reviewed; multiple philanthropic events occurring simultaneously that would conflict will not be permitted (ie. a canned food drive for the homeless and a canned food drive for foster children).

## 5.7. Fees for Room Rental or Display Tables

### **5.7.1. Room Rental**

Room usage is subject to charge at the rates noted on Attachment 'A'. Only the following may book rooms and use them without charge; all other uses are subject to charge:

- CWSL students may book rooms for meetings of CWSL student organizations, or for trial competition practice.

CWSL reserves the right to charge a deposit for any function, at its discretion, for any reason.

Room costs are charged in full-day and half-day increments, only, no hourly or partial hour increments.

### **5.7.2. Display tables**

There is no fee for usage of a Display Table.

## **5.8. Food Sales (see also sections 4.8 and 5.5.2)**

Bake sales and food sales, regardless of product being "home made" or store bought, or being sold in conjunction with non-food products, are considered Food Sales.

No more than two (2) Food Sales are permitted per week, and they cannot be held on the same day, or on a day when the Dean hosts a social which includes food, such as coffee and donuts. An exception to this rule can be made with approval from Student and Diversity Services and Facilities Management.

Food sales are permitted on the 1<sup>st</sup> floor at 350 Cedar Street; they may not be held on the 2<sup>nd</sup> floor. Alternative locations can be authorized with approval from Student and Diversity Services and Facilities Management.

Per San Diego County health codes, only certain foods are allowed at food sales or any student organization tabling.

### **5.8.1. Foods that are allowed:**

- Pre-packaged foods like chips, cookies, granola bars, pretzels, crackers, candy, bottled or canned waters or soft drinks;
- Homemade baked goods like cookies, brownies, cupcakes;
- Food delivered to CWSL from restaurants, delicatessens, grocery stores, like pizza, Einstein bagels, Rubios, etc.;
- Food prepared or served by licensed caterers (ex. Donna Blain Coffee, Bettina's Custom Catering)

### **5.8.2. Foods that are NOT allowed:**

Food that must be kept warm to be safe such as cooked meats, casseroles, hot side dishes, nachos, chili, hamburgers, etc.;

Food that must be stored and displayed refrigerated such as custards, mayonnaise-based foods, deli plates, cheese or meat sandwiches, hamburgers, hot dogs, barbeque pork or chicken, macaroni salad, ice cream, salads, sandwiches, etc.

## 5.9. Internet Access

Only CWSL students and employees have access to the internet while on campus, both wired and wireless, through a password procedure. If your event includes guests who are not members of the CWSL community and these guests will require internet access, you must contact the Library to schedule authorization no less than one (1) week in advance of your event. Please email your request to [labhelp@law.cwsl.edu](mailto:labhelp@law.cwsl.edu).

## 5.10. LSAT Testing

LSAT testing necessitates an environment undisrupted by external noise or foot traffic. Accordingly, no other events may be booked on the same floor, at the same date and time as an LSAT testing session.

## 5.11. Maintenance Assistance

Maintenance assistance (i.e. room setups) for an event should be made no less than one (1) business week prior to an event, and must be made in writing by email (students) to [Facilities@cwsl.edu](mailto:Facilities@cwsl.edu) or via the School Dude work order system (employees).

## 5.12. Marketing of Event by Outside Entities

Except in cases of language related to site location and directions, CWSL strictly prohibits any reference to its name, brand, or other common identifiers in marketing materials not pre-approved by CWSL (for approvals, please contact the Director of Marketing and Communications). Outside entities are not permitted to represent in their promotional materials or otherwise imply in any manner, for functions either on- or off-campus, that CWSL endorses them, their methods, or their company, simply because they have booked a room on campus. CWSL, however, reserves the right to require that it be identified if it feels this would be in its interest.

## 5.13. Responsibility/Liability

Responsibility for any room, its contents and A/V equipment rests solely with the individual who books the room. That person is considered the booking “host” and must remain present in the room during the event.

The following requirements refer to bookings made by outside entities:

- No booked rooms are confirmed until an Indemnification Agreement has been signed, in advance, by a responsible party representing the booking party. An Indemnification Agreement can be obtained by asking the campus Receptionist.
- Outside entities are required to provide the following five (5) business days in advance of their event: Payment for room booking costs, and submission of a certificate of insurance for the event including comprehensive general liability coverage with a combined single limit of not less than \$1,000,000 per occurrence, endorsed to include all covered parties in the indemnification provision.
- If permission to serve alcohol has been received see section 6.2 for related details, including additional insurance requirements.
- In addition, the company providing bartending services must possess a valid license/permit to serve liquor.

#### 5.14. Room-Specific Details (see Attachment 'A', *Authorization to Use schedule*)

- Room 2C is the only room available for sectarian instruction or as a place of religious worship. The request will be granted on a first-come, first-served basis, if available and not already booked by another group;
- Scheduling of the Board Room is subject to mission-related priorities as determined by the Dean's Office. Therefore, acceptance of a Boardroom booking indicates the scheduling party is aware of the possibility of being bumped from the room in the event another, higher priority event is scheduled, and should be considered whenever choosing to schedule the Board Room.

Priority for booking the Boardroom is as follows, in order:

- Meetings of the Board and Alumni Board,
- Dean's office/Admin Group meetings,
- Faculty monthly meetings,
- Department Head monthly meetings,
- Faculty committee meetings,
- Departmental staff meetings such as Marketing/Communications, Institutional Advancement, etc.
- Class use if approved by the Dean's office.
- Student team meetings (i.e. trial team) if approved by the Dean's office.

In general, student groups are not permitted access to the Boardroom and should utilize classrooms for their meetings. Any permitted use of the Boardroom by student groups must be authorized by the Dean's office and overseen by a responsible Faculty or Staff member who will remain present during the meeting.

In general, the Boardroom may not be used for class meetings absent extraordinary circumstances. This use requires the approval by the Dean's office.

After-hours requests for the Boardroom are permitted under the previous priorities and the following conditions: (1) the group must be made aware of the location of the restrooms which are in the secured Student Services suite, and the group's responsibility to ensure the suite is locked upon conclusion of their meeting, (2) the Assistant Dean for Student & Diversity Services must be emailed upon confirmation of booking to alert them of the meeting that will require restroom access through their suite, (3) the group must be made aware of the building lockdown times so they can plan accordingly.

Hosts of Boardroom events are responsible for catering arrangements.

- The Faculty Lounge may only be booked by approval of the Vice Dean's Office (Academic Affairs), or the Dean's Office. Signs advertising an event may be mounted on the 6" silver notebar, located at the interior entrance of the Faculty Lounge by the requestor.

- The Roy Bell Reading Room and 350 Cedar 1<sup>st</sup> floor Lobby areas may be restricted from use because of limited staff resources. See section 4.5. If a function has already been booked the night before, or morning after, a secondary request is made, setups may not be feasible for the secondary late night/early morning function, and the room request may be denied.
- The Conference Room is located behind the secure environment of the Business and Financial Aid offices. As such, it is only available during normal Business/Financial Aid office hours of 8am – 4pm, M – F, and is not available for student meetings unless accompanied by a Faculty or Staff member. Guests using this space are expected to respect the security of the area by taking side meetings and cell calls in the lobby area, and not entering secured areas such as the File Room or individual office areas without permission.
- Experiential Learning Center (ELC) rooms are not available for use by outside entities. Booking of these rooms are done via the following priority:
  1. STEPPS and Internship classes take first priority – booked by Registrar
    - a. Meetings that are part of the STEPPS or Internship curriculum – booked by Registrar. (Registrar must be advised when classes are booked if meetings are included in the curriculum for that trimester).
  2. Clinic classes – booked by Registrar
  3. Regular classes – booked by Registrar
  4. Events – booked via Rooms

5.15. Scheduling of Student Organization-sponsored speakers  
 No more than two (2) student organization-sponsored speakers will be allowed on a given date, and no student organization-sponsored speakers may be authorized on the same date as a Faculty Development speaker.

In the event of a conflict, or to request an exception, contact the office of Student & Diversity Services.

## 5.16. Tablecloths

White 52" x 120" tablecloths may be available to campus community members on a limited basis. Check with Facilities for details. Due to provider schedules and limitations, Facilities requires tablecloth orders be made by Monday of the week prior, but no less than eight (8) business days in advance. This means that if tablecloths are needed for a Monday, Tuesday, or Wednesday they should be ordered the Monday two (2) weeks in advance. Tablecloth requests may be charged back to the requesting campus department or organization.

Available tablecloths are 52" x 120" and white, only. They fit rectangular tables, not round tables or Belly Bars. Facilities does not provide alternative shapes or colors.

Tablecloths are not made available to non-campus entities.

## 6. Use Policies

### 6.1. Accessibility

Disabled access is provided in the majority of campus areas, but is limited in some spaces. Your accessibility needs should be presented at the time the room request is made so that any challenges can be addressed.

## 6.2. Alcohol

CWSL does not possess a license to provide alcohol on campus. CWSL takes the issue of responsible drinking and host liability very seriously. Accordingly, alcohol may be served solely at invitation-only, private functions hosted by authorized users of the booked space.

Alcohol is limited to beer and wine, except when specific permission for liquor is requested. Permission to serve alcohol at any time must be obtained, in writing, from the Executive Director of Facilities Management, or the Assistant Dean for Student & Diversity Services. **Where proper permission has been obtained, the following requirements must be met if alcohol is served.**

### 6.2.1. Legality

- It is unlawful for any person under the age of 21 to possess, purchase or consume alcohol, including beer or wine.
- It is unlawful to provide alcohol to a person who is intoxicated.

### 6.2.2. Responsibility

- In the case of any event hosted by an outside entity where alcohol is served, the designated host/responsible party must remain present during the entire event, and will remain in attendance until all persons attending the event have left the event. The host/responsible party shall refrain from drinking alcohol during the event.
- The company providing bartending services must possess a valid license/permit to serve liquor. Additional insurance requirements apply: Submission of a certificate of insurance from the company providing bartending services for the event including both comprehensive general liability coverage with a combined single limit of not less than \$1,000,000 per occurrence and liquor liability with a combined single limit of not less than \$2,000,000 per occurrence, endorsed to include all covered parties in the indemnification provision.
- Access to the event must be limited to invitees and controlled throughout the event. The event may not be open to the public.
- Advertisement of the service of alcohol in any notification fliers is not permitted (ie: "Wine and cheese reception to follow" should instead read "Reception to follow").
- CWSL will not be responsible for the storage of any alcohol. Accordingly, the host of the event is responsible for bringing the alcohol, maintaining oversight of it during their event, and removing it at the conclusion of their event.
- The host of the event is responsible for taking steps to ensure they will be notified of intoxicated attendees, and taking necessary appropriate action.
- The host of the event will ensure no alcohol is removed from the campus by guests.

### 6.2.3. Preventing Intoxication

- A sufficient amount of alternative, nonalcoholic beverages must be available.
- No alcohol may be served on any day prior to 12:00 noon.

- Service of alcohol will be incidental to, and not the purpose of, the event. “Drinking parties” are not permitted.
- Kegs and “pony” (half) kegs of beer are not permitted.
- A sufficient amount of substantial, wholesome food (heavy hors d'oeuvres) must be served in a quantity adequate to feed all attendees.
- Beer and wine will be provided in individual servings.
- No self-service of alcohol will be permitted.
- A reception with alcoholic beverages that is not followed by a full meal may last no longer than two hours.

#### **6.2.4. Preventing Underage Consumption**

It is a violation of California law to serve alcohol to anyone under the age of 21. If alcohol will be served at a function, the responsible party must submit, as part of the approval process, an explanation of the method by which it will determine which guests are over 21 and how it will assure that under aged persons are not served alcohol. Those provisions must include, at a minimum:

- An instruction to the bartender to ask for proof of age whenever there is any doubt that an individual is 21.
- Instructions to bartenders and wait staff at the event to be alert to the possibility that guests under 21 may be in attendance.

#### **6.2.5. Standards of Safety**

- The host shall ensure service to any individual who appears intoxicated is denied.
- Open containers may not leave the confines of the event, and may, under no circumstances, be removed from the building.

### **6.3. Catering/Food Service**

Some classrooms on campus are restricted from allowing any food and drink. To identify which rooms are restricted, see Authorization to Use schedule in Attachment ‘A’.

For purposes of this section, the term “caterer” refers to any food service provider.

When making any food order, delivery or catering:

- Do not instruct caterers and food delivery personnel to deliver to a specific office or classroom. For campus security purposes, delivery and catering personnel are to be met in the lobby of the 350 Cedar Street or 225 Cedar Street buildings and escorted by the event host or host’s representative.
- Security staff are not responsible for communication with, or payment to, food delivery and catering personnel; all financial transactions must be done by the ordering party.
- Ensure that a department or organization, contact name, and phone number are provided to the caterer or delivery company so that contact can be made in the event any question or concern arises upon the delivery.

All organizations and departments are responsible for ensuring that under no circumstance will food and food containers be left unattended after a function (ie: student meeting, departmental celebration such as birthdays, catered meetings and events, etc.).



- At the end of all meetings or events in classrooms, offices, or areas, remaining food and food containers will be bagged, tied closed, and left next to a trash can for later removal by janitorial crews.
- Liquid containers should be drained of all liquid before discarding into trash bag(s) to ensure trash bag integrity is not compromised, avoiding the possibility of carpet damage.
- Spare trash bags may be requested from Facilities to be picked up at the 225 Cedar Reception desk or the 350 Cedar Security desk. Additionally, large trash receptacles may be requested from Facilities for any catered event. Requests must be made in writing at least 3 (three) business days in advance by email (students) to [Facilities@cwsl.edu](mailto:Facilities@cwsl.edu) or via the School Dude work order system (employees).
- Caterers are to be instructed on a specific time to *retrieve and clean up* after their setups. For health and aesthetic reasons, at no time will this return time be later than the respective building's close time.

Caterers are not authorized to use employee or student kitchens without prior written approval from Facilities Management.

Hosts of catered events are to ensure that caterers are responsible for their own staffing, equipment, small wares (ie. serving utensils and vessels, linens, etc.), proper food preparation, storage and handling, and cleanup as previously noted.

#### 6.4. Fire Prevention

As a means of fire prevention, pursuant to CAL. CODE REGS. tit. 15, § 3.25, open flame devices are prohibited. At no time will the use of open-flame devices (ie: tiki torches, oil lamps, tea lights), closed-flame devices (ie: candles, lanterns), or lit incense be permitted in any area of the campus.

Food preparation flame devices (including, but not limited to, Sterno™ tins and votive warming candles) shall be lighted only by authorized catering staff. Direct contact with or exposure to combustible materials shall be avoided to eliminate the possibility of injury to staff or persons attending the event.

Catering or event staff shall monitor such devices with sufficient frequency to ensure that overheating does not occur. Each device shall be extinguished as soon as possible after the need is concluded.

#### 6.5. Hours

Event functions are to commence no earlier than building start times and end no later than building closure times. Building hours are as follows:

- 350 Cedar Street: 7am – 10pm, Monday through Sunday
- 225 Cedar Street: 8am – 5pm, Monday through Friday
  - 225 Cedar Street 1<sup>st</sup> floor closes at 4:45pm
- 290 Cedar Street: This building does not contain available space

Building hours are subject to change without notice, and do not take into account school holidays.

#### 6.6. Posting of Signs, Notices and Fliers

No signs may be affixed to any vertical surface on campus, including, but not limited to, walls, doors, windows, glass partitions, restroom partitions. Easels can be borrowed from Facilities

Management to hold poster-boards, but are in limited supply and provided on a first-come-first-served basis.

Student organizations who wish to post signs in the 1<sup>st</sup> floor lobby must get the sign pre-approved with a stamped approval from Student Services.

## 6.7. Smoking

Smoking is prohibited within the campus buildings. Smoking is permitted only in the 225 Cedar Street west Breezeway, and on the sidewalk in front of each building. CWSL supports a smoking barrier within 20 feet of the main building entrances of each building.

## 6.8. Use Expectations

Rooms are provided in “as is” condition. Due to work loads of daytime maintenance and day-porter staff, and the normal activities of an educational environment, some rooms may need to be straightened/tidied by users prior to their event.

As a matter of courtesy and common practice, all classrooms are expected to be left in good working order, ready for the next class, with all trash removed to designated receptacles, tables and chairs replaced, and A/V equipment and/or podium shut down. Users are expected to take care that no damage occurs to classroom furniture, fixtures or equipment, and to advise Facilities immediately of any damage or malfunction.

Noise and activities from common areas or contiguous rooms may impact the booked room, and are a normal part of an educational environment.

At no time and under no circumstances may any fire exit door or pathway be blocked by persons, materials, or furniture.

## Attachment 'A'

### Schedule for Room Occupancies and Fees

#### Room Booking Rate Classes\*:

WHO	PURPOSE			
		CWSL credit courses	Event/Program/Meeting	
			No charge to guests	Charge to guests
<b>Campus community members</b>	Academic	n/a	NC	n/a See Note below*
	Administrative/student org	n/a	NC	See Note below*
	Non-CWSL-related	n/a	A	B
<b>Non-campus, external organizations or individuals</b>	Not-for-profit	n/a	A	B
	For-profit	n/a	B	C

\*Note: Because of IRS rules relating to CWSL's non-profit status, Facilities Management reserves the right to restrict the use of any room or table to those uses which are consistent with, or contribute importantly to, our institutional mission, exempt purpose or function. Entrance fees may not be charged to guests attending an event without advance written approval from the Assistant Dean of Students and Diversity Affairs or the Chief Financial Officer. Each request is considered on a case-by-case basis due to associated IRS rules. For details, see section 4.8.

#### Room Rental Fee Schedule:

Room	Occupancy <sup>2</sup>	Fee Schedule, <i>per day</i> <sup>1</sup>		
		A	B	C
2B	96	n/a	n/a	n/a
2C	47	\$50	\$100	\$175
2D	16	\$50	\$100	\$175
2F	48	\$50	\$100	\$175

2G	48	\$50	\$100	\$175
LL31	32	\$50	\$100	\$175
ELC-102	14	n/a	n/a	n/a
ELC-202	14	n/a	n/a	n/a
ELC-203	16	n/a	n/a	n/a
ELC Small Meeting Room 1	4	n/a	n/a	n/a
ELC Small Meeting Room 2	4	n/a	n/a	n/a
Auditorium (AUD)	150	n/a	n/a	n/a
Gafford Moot Courtroom (MC)	113	\$150	\$300	\$600
Lecture Hall 1 (LH1)	108	\$150	\$300	\$600
Lecture Hall 2 (LH2)	82	\$150	\$300	\$600
Multi-Media Room (MMR)	30	n/a	n/a	n/a
Seminar Room (SMNR)	20	\$50	\$100	\$175
Roy Bell Reading Room (RR)	75	\$50	\$100	\$175
Stanford Reading Room (SRR)	43	n/a	n/a	n/a
Boardroom (BDRM)	30	n/a	n/a	n/a
Conference Room (CONF)	20	n/a	n/a	n/a
Faculty Lounge (FAC)	57	n/a	n/a	n/a

<sup>1</sup> Fee Schedule is based upon a full day. A full day is defined as any time in excess of a 4-hour period. Half day fees will represent 0hrs – 4hrs, and will be charged at 50% of the full day rate.

<sup>2</sup>Note: Occupancies include instructor(s)/presenter(s)

### Authorization To Use Schedule:

ROOM	Authorization-To-Use Code	Food and Drink Permitted?		A/V Notes (see details below)
		Yes	No	
2B	1,2,3,4,5	■		Most A/V equip. fixed in this room

2C	1,2,3,4,5,6	■		Most A/V equip. fixed in this room
2D	1,2,3,4,5,6	■		Most A/V equip. fixed in this room
2F	1,2,3,4,5,6	■		Most A/V equip. portable in this room
2G	1,2,3,4,5,6	■		Most A/V equip. portable in this room
LL31	1,2,3,4,5,6	■		All A/V equip. portable in this room
Auditorium (AUD)	1,2,3,4,5	■		Most A/V equip. fixed in this room
ELC-102		■		
ELC-202		■		
ELC-203		■		
ELC Small Meeting Rm 1		■		
ELC Small Meeting Rm 2		■		
Gafford Moot Courtroom (MC)	1,2,3,4,5,6	■		Most A/V equip. portable in this room
Lecture Hall 1 (LH1)	1,2,3,4,5,6	■		Most A/V equip. fixed in this room
Lecture Hall 2 (LH2)	1,2,3,4,5,6	■		Most A/V equip. fixed in this room
Multi-Media Room (MMR)	1,2,4,5	■		Most A/V equip. fixed in this room
Seminar Room (SMNR)	1,2,3,4,5,6	■		Most A/V equip. portable in this room
Roy Bell Reading Room (RR)	1,2,3,4,5,6	■		All A/V equip. portable in this room
Stanford Reading Room (SRR)	See note below		■	All A/V equip. portable in this room
Boardroom (BDRM)	1,4,5	■		All A/V equip. portable in this room
Conference Room (CONF)	1,4,5	■		All A/V equip. portable in this room
Faculty Lounge	1,5	■		All A/V equip. portable in this room

(FAC)				
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Authorization-To-Use Codes:

- 1 = Faculty/Adjunct Faculty
- 2 = Student Organizations, Student Tutorials
- 3 = Individual students for study purposes
- 4 = Staff for academic/administrative purposes (includes Events)
- 5 = Board members
- 6 = Outside entities, external groups or individuals

Note: The Stanford Reading Room is available only to campus community members, as a last resort in the event every other room is not available and only upon approval of the Library Director.

## A/V Equipment Details

All classrooms are equipped with fixed or portable wipe boards, dry erase pens and erasers. Most classrooms have projectors, computers, and document cameras (see details in chart above).

Additional equipment, **pending availability**, *may* include:

- TV/VCR playback unit
- Overhead projector and screen (portable)
- Slide projector + screen
- LCD projector + screen + computer
- Microphones (portable or fixed)
- Podium/lectern (portable or fixed)
- Flipchart easel
- Tripod display easel

Consumables for A/V equipment such as pens, easel pads, flip chart pads, audiotapes and videotapes are **not** provided by CWSL's Facilities Management department.

Please note CWSL does not have Cable Television access in any classroom.

## Attachment 'B'

### Color Coded Event Categories

#### Blue Category

**Regularly scheduled classes which are part of CWSL's curriculum and provide students with credits or requirements toward graduation, and California Western Bar Review program classes. Blue Category classes CANNOT BE BUMPED. Blue category classes are booked by Registrar.**

#### Purple Category

**Events which meet the same curricular criteria as above, but do not have standardized schedules. Purple Category events include Tutoring. Purple Category events CANNOT BE BUMPED by another event.**

#### Red Category

**NO OTHER EVENTS OR MEETINGS MAY BE SCHEDULED THE SAME DAY OR WEEK\***

*\*Note: the approval of the Vice Dean (Academic Affairs) is required to override this restriction*

- Building/renovation groundbreakings, dedications
- VIP visitor, lecturer, etc. (i.e. Attorney General, Supreme Court Justices)

#### Yellow Category

**NO OTHER EVENTS MAY BE SCHEDULED THE SAME TIME PERIOD (same day OK)\***

*\*Note: the approval of the Vice Dean for Academic Affairs is required to override this restriction*

Color coding of categories is intended to ensure the broadest range of constituents are available to attend school functions while minimizing any negative impact on other members of the law school community. Because designation of a Yellow Category can impact a large part of the law school community, please think carefully before using the Yellow designation. Please consider whether your event should preclude any other law school event from taking place at the same time. You should also consider the number of Yellow designations your Department is requesting per trimester. You should consult with the Vice Dean if you have any questions. Examples of Yellow Coded Events:

- Career & Professional Development Office (CPDO) Programs and Workshops, as requested to be "Yellow Category"

- Reading Days + Exam week. (Faculty Meetings Ok to meet during Reading Days or Exam Week)
- LSAT (Applies to 3<sup>rd</sup> floor bookings, only)
- PILF auction
- Pro Bono Fair (CPDO)

## **Green Category**

### **CONCURRENT EVENTS OKAY**

- All Non-class Mission Related events.

-end-