

Hofstra University

Event Management Office

Policies and Procedures

Version 1
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I. Scheduling Guidelines

All usage of campus facilities require a completed request form. Submit your request on-line and with-in three business days you will receive Confirmation of Assignments made by the Office of Events Management. Reservations are handled on received priority. Please reserve rooms well in advance.

a. Student Events

i. Student Organizations

Room reservation requests are coordinated by the Office of Event Management in the order that they are received. All reservation requests for meetings and events require a completed Student Room Reservation Request Form. The Student Room Reservation Request Form is available in the Event Management Office Student Center Room 112 or on our website at www.hofstra.edu/oemstudentreserve

The forms must be submitted to the Hospitality Desk located in the Student Center, room 112, or via the online form. We ask that you request space at least 10 days prior to the requested event date. A Hospitality Desk staff member will date and time stamp the request, make a copy, and submit it for review. The contacts will be informed of the status of the request within 3 business days. The Hospitality Desk Staff can also assist in checking availability of space prior to submitting the request. Availability of space can be viewed on our website at www.calendar.hofstra.edu. Reservations are booked on a first-come-first-serve basis, and although space may be open on the calendar, be advised that requests may have been submitted before yours. Also note, the setup times and breakdown times are included on the Event Calendar when you select the “LOCATIONS” view. All events require appropriate time to setup and breakdown the room.

Recognized student groups must designate two club members to reserve space for an organization. Only these individuals can request space, update event information, or cancel events. Please pick up a Student Contact form or print one out from http://www.hofstra.edu/pdf/about/campus/oem/OEM_Student_contact_form.pdf. The form must be signed by the organizations campus programming office and returned to the Hospitality Desk in the Event Management Office. The form must be completed each semester as well as whenever individuals are added or removed.

Available Spaces- Please note that you have the option of picking “best available” spaces and we will choose the best available space for your event. If you have specific requests, you may also list your first, second, and third space preferences. Please indicate best available if possible. The Scheduler will then have the most flexibility and better success accommodating your request. The following spaces can be listed as a preference.

- **Meeting Rooms** - Student Center 141 (up to 49 people), 142 (up to 49 people), 143 (up to 49 people), 145 (up to 49 people), 218 (up to 14 people), 219 (up to 30 people), and Student Center Greenhouse (up to 120 people)
- **Program Spaces-** Hofstra USA (up to 350 people), Student Center Multiple Purpose Room (up to 415 people), Student Center Theater (up to 334 people), Library Cultural Center Theater (up to

132 people), Student Center Plaza Rooms (East, West & Center)(up to 238 people), Plaza Room West (up to 94 people), Plaza Room Middle (up to 69 people), Plaza Room East (up to 75 people), Monroe 142 (up to 375 people), Hofstra USA Lion's Den (up to 120 people), Hofstra USA Kate & Willy's (up to 50 people), Academic Classrooms and Netherlands Dining Room North End (up to 50 people)

Events are permitted Sunday - Thursday 9:00am – 11:00pm and Friday – Saturday 9:00am – 12:00am (midnight). Events are not permitted from the date of the first study day through the last semester exam as well as January and Summer Session. Requests outside these hours require the Dean of Students approval. Please indicate justification for a time extension on your reservation request. The Event Management Office can coordinate the request.

1. The first step in the event planning process is to secure the space. A student group must submit the Student Room Reservation Request form before seeking appropriate signatures. Event Management asks that you do so at least 10 days before your requested event date. The Event Management Hospitality Desk staff will make a copy of the request for the organizations records. Room Reservation Requests for events to be held in Hofstra USA, Outdoor Quads, Monroe 142, events charging admission, hosting external entertainment (DJ, band etc.), hosting an off campus speaker, or events open to the public all require additional department signatures. Signatures are to be collected on the Tentative Confirmation sent to the organization contact via email once the event has been put in the system.

Meetings and other events not included above require only the student contact signature, and can be confirmed, if the form is complete, without additional signatures.

If you have any questions or concerns regarding the status of your event, please contact the Event Management Office.

2. The next step in the event planning process is to seek required Hofstra department signatures. All student clubs have a Campus Department Program Office. Your Program Office will be one of the following offices: Student Leadership and Activities, Multicultural and International Student Programs, or Recreation and Intramural Sports.
 - A. If the event is in Hofstra USA, four or five signatures are required:
 1. Student Leadership and Activities Office
 2. Campus Department Program Office (if other than Student Leadership & Activities)
 3. Public Safety
 4. Director of Dining Services
 5. Student Government Club Affairs Chairs (If event is on Friday or Saturday ONLY)
 - B. If the request is in Monroe 142, two or three signatures are required:
 1. The appropriate Campus Department Program Office (Student Leadership & Activities or Multicultural and International Student Programs or Recreation and Intramural Sports)
 2. Public Safety
 3. Alan Pittman only (if you are using the ticket office to sell tickets or requesting stage lighting.)

- C. If the event is charging an admission, hosting an off campus speaker, providing outside entertainment (DJ, Band, Dancers), or is outdoors or open to the public, two signatures are required:

1. Campus Department Program Office (Student Leadership & Activities or Multicultural and International Student Programs or Recreation and Intramural Sports)
2. Public Safety

Any group inviting a speaker from off campus must file the appropriate background material with the Office of Student Leadership and Activities at least two weeks in advance of the date of the event.

The Hofstra Professional Staff can be located at the following:

Campus Department Program Offices

1. **Office of Student Leadership and Activities**- Student Center room 260, phone- 463-6914, email: studentleadershipandactivities@hofstra.edu
2. **Multicultural and International Student Programs**- Student Center room 242, phone 463-6796, email: international@hofstra.edu
3. **Recreation and Intramural Sports** – Recreation Center room 206, phone 463-4067, email: recreation@hofstra.edu

Other Departments

1. **Public Safety**- Service Desk Hofstra Information Center, phone 463-6606
2. **Director of Dining Services**- Matthew Quinn- Student Center Room 111, phone 463-7050, email: Mathew.Quinn@hofstra.edu
3. **Monroe Ticket Office & Stage Lighting**- Alan Pittman - Adams Playhouse 102 B, phone 463-5445, email: alan.f.pitman@hofstra.edu
4. **Student Government Association Club Affairs Chair**- Student Center Room 207, phone 463-6960, email: clubaffairs@gmail.com.

- D. Confirmed events require **all** of the following: **A completed reservation request form with all room set up, AV information, and all required signatures.** The event will remain tentative until all requirements are submitted to the Event Management Office and reviewed by the Event Management Scheduler. Once the event is confirmed, it will be updated in the scheduling software. The room reservation requester will receive an official confirmation from the Event Management Office by email. **It is very important to keep the official confirmation document! Tentative reservations will be removed and the event cannot take place if the event is not confirmed a week prior to the event.**

Meeting Rooms

1. Meetings are scheduled on a semester- by- semester basis.
2. Each organization may only have one Student Center meeting room on a weekly basis.
3. The following spaces are intended for club meetings: SC 141, 142, 143, 145, 218, 219, and Greenhouse.
4. Meeting times are Sunday – Thursday 6:30pm – 8:30pm & 9:00pm – 10:45pm and Wednesday 11:15am- 12:40pm
5. All meeting rooms will be setup in row style in order to allow for a quick turnaround for the next group.

Scheduling an Event in a Theater:

It is the goal of The Office of Event Management to utilize all of our meeting and program spaces. With that in mind, theater space must be scheduled accordingly. There are four different stage spaces:

- Student Center Theater -334 person capacity, works well for lectures, panels, movies, forums, and small shows. This space is located in the Student Center and is great for student events.
- Cultural Center Theater- 122 person capacity, good for films, forums, lectures, meetings, and small shows.
- Monroe Theater -377 person capacity, ticket box, lighting, good for theatrical and musical performances.
- Hofstra USA- 350 person capacity, fashion shows, theatrical and musical performances.

In order to book a theater for an event, the organization must guarantee an attendance of at least half the capacity. Failure to gain the correct, ensured attendance disqualifies you from booking theater spaces in the future.

One audition date per show may be held in a theater.

A Student organization may book theater space for a performance as well as two dress rehearsal dates close to the performance. Rehearsals outside of these two events must be done on a week-to-week basis.

If an organization wishes to hold a rehearsal in a theater they may meet with the Event Management Coordinator on Friday for the following week. At that time the organization may be assigned to a vacant theater space for the following week only.

Please note that these guidelines are in place to insure that events take place in program spaces and they are utilized to the best of their ability. There are a limited amount of large performance spaces on campus and it is our goal to make certain every department, student group, and external client has an equal chance to make the most of these programming spaces.

ii. Student Not Affiliated with an Organization

All requests for space on campus must be submitted by a recognized department or organization. This ensures that the applicant is not only a member of Hofstra University, but also that the event is supported/part of a department project, and that they have a budget number to fund their requests and any cost incurred throughout the event.

When requesting space for a class project, please be aware that each room is designed with set-up limitations. Please pick a location that is conducive to your needs and does not require extensive removal of furniture. Furniture may not be added to or removed from a classroom or a space with fixed furniture such as the Rathskeller and the Main Dining Room.

If your event requires electricity greater than the standard for filming, we will need to place a work order which will need to be requested with your room reservation, so that we may accommodate you accordingly. This includes outside spaces.

Event Management understands that often, to complete coursework, space is needed. The best practice to complete the task is to have the professor assigning the project request the space via the student form which can be found at http://www.hofstra.edu/About/Campus/facops/facops_studentreservation.cfm. Please note that the Student Reservation Request Form is only used by a department member when reserving space for a student project. While completing the Student Reservation Request Form please list the student contact that will be using the space, as they are a secondary contact for the reservation.

The forms must be submitted to the Hospitality Desk located in the Student Center, room 112, or via the online form. We ask that you request space at least 10 days prior to the requested event date. A Hospitality Desk staff member will date and time stamp the request, make a copy, and submit for it review. The contacts will be informed of the status of the request within 3 business days. The Hospitality Desk Staff can also assist in checking availability of space prior to submitting the request. Availability of space can be viewed on our website at www.calendar.hofstra.edu. Reservations are booked on a first-come-first-serve basis, and although space may be open on the calendar, be advised that requests may have been submitted before yours. Also note, the setup times and breakdown times are included on the Event Calendar when you select the “LOCATIONS” view. All events require appropriate time to setup and breakdown the room.

Events must be cancelled by email to studenteventmanagement@hofstra.edu from the reserving professor or student contact. Not showing up for a room reservation is considered a cancellation policy violation (No Show).

The requesting department is responsible for any damages that may occur during the student reservation and will be charged accordingly.

b. Departmental Events

Requests should be sent via on-line forms posted on the Event Management Website. All requests must be submitted at least 14 days prior to the requested event. The contact will then receive a confirmation or tentative form via email within three days on the status of their request.

c. Co-Sponsored Events and Department Responsibilities

In order to qualify for co-sponsorship status, all of the following requirements must be met.

- i. The external organization must represent that it is a not for profit association or corporation organized under the laws of the State of New York, duly authorized to enter into this License Agreement for use of the University facilities herein described.
- ii. A copy of the 501(3)(c) for the external organization must be provided 30 days prior to the event date.
- iii. Two copies of the Facility License Agreement signed by the Co-sponsoring Hofstra Department and the Licensee 30 days prior to the event date.

- iv. Certificate of insurance 30 days prior to the event date.

Department Responsibilities

- i. Submit an on-line request form and a letter 30 days prior to event, explaining how this event coincides with and supports Hofstra's mission and goals, and, more specifically, the mission and goals of your department. The statement must be approved and endorsed by the responsible Dean or Vice President as applicable.
- ii. Coordinate planning committee and approve all promotional marketing literature for the event. It is required that all event material display "co-sponsored by Hofstra University," the University logo and the name of the sponsoring Hofstra Department.
- iii. Ensure that Hofstra students, staff and faculty will be admitted without charge or at a reduced rate.
- iv. Have a representative in attendance during the event to act as liaison between Conference staff and the outside agency.
- v. Ensure that all money derived from event sales or fees are used only to offset the operating cost of the event. Should the outside agency make a profit from the event the co-sponsorship is then considered null and void and the Hofstra co-sponsoring department or the outside agency will incur facility fees.
- vi. Confirm room set up, audio/visual requests, event times, catering, and any other needs.
- vii. Confirm that the organization is following campus regulations, policies, and procedures.

d. External Events (Non-Hofstra Organizations)

External organizations may rent on-campus facilities for events (all year) and overnight housing (available during June, July, and August only) by submitting the online request form for facilities or summer conferences with overnight housing. All requests must be submitted, via on-line form, no later than 30 days prior to the event, however, it is suggested that requests are submitted at least 60 days prior to the event. A duly signed contract and certificate of insurance will be required.

II. Reservation Process

a. Event Times Definitions

- i. Setup/Takedown
 - 1. Time used by custodial staff to setup/takedown the resources in the venue.
- ii. Event Start/End
 - 1. Time the program begins and ends.
- iii. Pre-event/Post Event

1. Time Event Organizer can access the space prior to and after their event.

b. Event Type Definitions

Banquet/ Reception/ Meal: Event which is intended as a gathering with food and/or beverages.

Ceremony: Official special recognition event.

Conference/ Symposium: A onetime event with a common theme often including a large group presentation followed by breakout sessions.

Festival: Typically an outdoor celebration with multiple forms of entertainment.

Fundraiser: Event in which fundraising efforts are the primary intention.

Exhibit: Display without a formal event.

Hearing: University governance hearing.

Information Table: Table intended for information distribution.

Vendor Table: Table intended for selling products or services.

Lecture/ Speaker: Lecture.

Meeting/ Seminar: A formal organization business meeting.

Movie: Film showing.

Non Academic Class/ Workshop: A not for credit class or workshop.

Open House/ Information Session: Official Hofstra Admissions Open House or Information Event.

Orientation: Official Hofstra New Student or Parent Orientation event.

Party: Social gathering including a DJ or other entertainment.

Practice/ Rehearsal: Practice or rehearsal for a show or performance.

Performance/ Show: Official show performance.

Live Entertainment/Concert: Event with live entertainment.

Renovation: Service interruption due to new construction or renovation.

Maintenance: Service interruption due to maintenance needs.

Independent Service: Reservation intended for inventory control purposes.

Hours of Operations : Business hours for Dining Facilities

c. Room Layout Definitions

Clear room: Room is set with little or no furniture.

Theater: Room has fixed row style seating.

Row: Room is set with chairs only set side by side facing front of room. Podium or table included at front.

Round Table: Room is set with round tables. Each table can accommodate between 8 and 10 chairs comfortably.

Conference: Existing table or a combination of tables used to form a solid conference table. Good for small group business meetings.

Classroom: Room set to include seats with writing surface for all guests. In most cases 6 foot rectangle tables or a desk provide the writing surface.

Circle: Room set with chairs only in a full circle configuration. Good for icebreaker activity or discussion.

Semi Circle: Room set with chairs only in semi circle configuration.

U Shape: Room set with tables to provide an open U shape conference table with chairs around the perimeter. Good for group activity including a discussion.

Hollow Square Conference: Room set with tables to provide an open center complete square/rectangle shape conference table with chairs around the perimeter.
Other/ See Instructions: The general set up does not fall into one of the layout categories. A diagram is recommended and required to be submitted one week from date of the event.

d. Room Occupancy Codes

The capacities are to be strictly enforced at all times. All capacities are posted. The capacity is for a clear space only. Adding furniture or types of activities will reduce this posted number. To view our Capacity Charts please [click here](#).

e. JC Adams Playhouse

Departments who wish to book please contact Alan Pittman at x35445. External Organizations please contact Conference Services if you wish to contract this theater space.

f. Sports Facilities

Please contact Ann Combes-Baller, the Associate Director of Sports Facilities, at x36671

g. Classrooms

The Event Management Office coordinates room requests for classroom spaces. Classrooms may be used **AS IS** and availability is pending the semesters Academic Schedule.

h. University Club

Please contact Bill Kennedy, the University Club Manager, at x36648.

i. Hofstra USA

Hofstra USA spaces are reserved through the Office of Event Management. The Event Management Office will coordinate the request as part of the scheduling process.

j. Library 10th Floor

Please be advised that due to the demand for a study area space for the student body and the Hofstra University Museum, access and availability of the 10th Floor Axinn Library is becoming increasingly limited and requires additional approvals. If there is an alternate location available on campus that fits your requirements, please request that space. In lieu of the 10th floor, you may be interested in the Lib. 246, the Greenhouse, the Plaza rooms or the HU Club.

k. Student Center Main Dining Room

Please be advised that the Student Center Main Dining Room is the largest seating area on campus for students to eat and if requested will require additional approvals. If there is an alternate location available on campus that fits your requirements, please request that space. In lieu of the Student Center Main

Dining Room, you may be interested in the Student Center Multipurpose Room, the Greenhouse, or the Plaza rooms.

III. Event Support

Additional services or equipment provided to Organizer will be billed by the Office of Event Management and added to the final invoice. The Office of Event Management reserves the right to determine if there is going to be a need for additional staffing and to bill Organizer for same.

a. Custodial Coverage

Standard maintenance services on campus may be supported at no additional cost for student groups for events hosted within the Event Management managed spaces. Custodial coverage is limited after noon on Saturdays, Sundays, and groups may be responsible for coverage expenses for set ups or room monitoring if required. Departmental, Co-sponsored, and External events may incur Custodial charges based on Event Requirements, dates and times.

b. Maintenance Requests (Work Orders)

Event Organizations are responsible for all costs associated with maintenance requests. To include Student, Departmental, External and Co-sponsored events. For example furniture moves, additional electrical requirements, and custodial coverage.

c. Audio & Visual Services

Standard AV services and equipment (in stock) are supported at no additional cost to student groups for events hosted within Event Management managed spaces. Videotape services and events outside of the Student Center may require appropriate charges and will depend on the complexity of the request and transportation requirements. (Requests must be submitted at least one week prior to your event, and are suggested to be requested as soon as possible. Cancellations within two weeks of your event may incur charges for services confirmed or already coordinated.)

d. Rental Equipment

All furniture, equipment and audio/visual services are provided on a first-come-first-serve basis. If the Office of Event Management is required to rent additional furniture or equipment, the cost will be borne fully by Event Organizers.

e. Ordering Food/ Beverage Services

Please contact Hofstra's approved Food Services Vendor, Lackmann, for all food and beverage services at least one week prior to the event. Lackmann can be reached at 516-463-5395 or via [website](#). The use of other caterers is not permitted without written approval from Lackmann.

IV. General Policies

a. Alcohol Policy

Hofstra University expects that all persons on our campus abide by federal laws and New York state laws on alcohol as well as the University's Statement on Drugs and Alcohol and all related policies as outlined in Residential Programs' "The Living Factor." Students who drink alcohol to excess whether on campus or off campus and require medical attention will be later required to meet with a member of the Dean of Students Office. The following actions violate the University's conduct code regarding alcohol: possessing, consuming and/or distributing any quantity of alcohol while under the legal drinking age; or violating the University alcohol policy in any way (including, but not limited to, the Statement on drugs and Alcohol and "The Living Factor"); or possessing, consuming and/or distributing any quantity of alcohol in a residence hall suite/room where there is a minor present; or misrepresenting yourself or using another person's identity with the intent to purchase, possess and/or consume alcohol; or acting in a disruptive/disorderly manner, regardless of age, while under the influence of alcohol.

b. Banner Hanging

The Office of Student Leadership and Activities is responsible for all banners. Questions or concerns can be directed to the Office of Student Leadership and Activities located in the Student Center room 260, phone 516-463-6914, or email: studentleadershipandactivities@hofstra.edu

c. Bulletin Boards/Posting Policy

All Hofstra University bulletin boards on both North and South Campus are for the exclusive use of the University and student-sponsored events. Promotion of off-campus events is not permitted. To make use of the bulletin boards to advertise your event, submit your fliers for approval to the Office of Student Leadership and Activities. Fliers must be received by 2:45 p.m., and can be picked up after 3 p.m., Monday through Friday.

Contact: Office of Student Leadership and Activities
260 Mack Student Center, North Campus
(516) 463-6914
hofstra.edu/StudentAffairs/StudentActivities/index.html

d. Cancellation of Rooms

i. Student Organizations

Events must be cancelled by the approved student schedulers in writing or by email to studenteventmanagement@hofstra.edu. Written cancellations can be submitted to the Hospitality Desk. Events must be cancelled at least one week before the event. Not showing up for a room reservation is considered a cancellation policy violation. The violations will be tracked on a per semester basis and are not cumulative.

Failure to adhere to this policy will result in the following penalties:

1. A first offense warrants a verbal warning.
2. A second offense warrants a loss of all scheduled events/meeting times for two weeks.
3. The third and additional offenses, the club or organization is subject to a fine of \$200 per each occurrence. This fine will be in addition to the Student Support

Services costs such as custodial set up and AV staffing. The fines collected will be deposited into the SGA Club Funding Account.

ii. Departmental, Co-Sponsored and External Events

Please cancel your event at least one week in advance. Fees associated with event are the responsibility of the Organizer. Any requests to cancel a reservation entirely must be received in writing. A revised confirmation and invoice will be sent to the event organizer following any cancellation.

e. Candles

Candles are not permitted in indoor spaces by order of Fire Safety Codes.

f. Decorations

Decorations cannot be taped, glued, puttied, stapled or attached in any way to painted surfaces, stage, floor, glass, walls, trees, or furniture. Decorations can be free standing or mounted on an easel or pipe and draping. The use of non-stick blue putty or tape is not permitted due to the stain left behind and damage to brick and wall surfaces. Event organizers are encouraged to speak to Event Management Scheduler to brainstorm on decoration ideas appropriate for the event.

g. Drug Policy

Hofstra University expects that all persons on our campus abide by all federal laws and New York state laws regarding illegal drug use as well as the University's Statement on Drugs and Alcohol and all related policies as outlined in Residential Programs' "The Living Factor." The following actions violate the University's Student Conduct Code regarding drugs: using and/or possessing illegal drugs; or improperly using or abusing over-the-counter drugs or prescription drugs; or manufacturing, distributing, dispensing, and/or selling illegal drugs, including prescription drugs on campus; or aiding and abetting in the sale/distribution/use/possession of illegal drugs, including prescription drugs on campus; or using/possessing drug paraphernalia on campus, including, but not limited to scales, rolling papers, bowls, pipes, bongs, hookahs or any other device that could be used for the purpose of drug use; or knowingly being in the presence of illegal drugs and/or drug paraphernalia/illegal drug use on campus

h. Eclipse Sign Holders

The Eclipse signs are for the display of event promotions on the day of your event only. Wall mounted signs will be monitored by Events Management Staff. Portable signs can be signed out at the Hospitality Desk for use in the Student Center.

i. Gambling Policy

Participation in any form of illegal gambling is prohibited. Gambling refers to unauthorized lotteries, raffles, or other games of chance. These activities are not to be conducted on campus by organizations or individuals.

Gambling is not permitted in connection with college-sponsored events on or off campus.

j. Lost and Found

The lost and found will be located at the Hospitality Desk in the Student Center Room 112. All items found and reports of missing items are to be logged into the Lost and Found book. All lost wallets, purses, passports, credit cards, Student ID's, Licenses, and other large value items are logged in, then immediately reported to Public Safety. After 30 days, all campus keys are to be mailed to the lock shop. All clothing, books, non campus keys, etc can be discarded. Lost and Found book should be updated as items are mailed, delivered, or discarded.

k. Smoking Policy

Smoking is not permitted inside buildings or within 25 feet of facilities.

l. Theater Usage

This policy pertains to Student Center Theater, Cultural Center Theater and Monroe Lecture Hall.

i. Food and Beverage

- a. Food is not allowed in the auditoriums at any time, except when Organizers have approval from the Office of Events Management (Continental breakfast, finger foods and/or grab and go snacks only, no plated meals or buffet stations)
- b. Food Tables are not allowed inside of Student Center Theater and Monroe Lecture Hall due to egress lanes.
- c. Drinks are preferred in plastic, covered, spill-proof containers such as sipper cups and sports bottles. Glass Containers are not permitted.
- d. Food may be permitted in the backstage area only at the discretion of the Theater Director or with prior approval from Office of Events Management.

ii. Stage Design

- a. Hanging items on walls or backdrops on stage are not permitted without prior approval from Office of Events Management or Theater Director. At no time should tape, glue, staples, or putty be used to attach decorations. Decorations should be free standing or affixed to pipe and drape. Gaffers Tape is the only approved tape to be used on all surfaces.
- b. Painting, to include finger paints, spray paints, tie dye, use of chalk or any other activity that could leave any markings within the space is not permitted. If this activity is required, consult Office of Event Management or Theater Director so an appropriate location is identified.
- c. Altering the lighting, to include covering light fixtures, changing light bulb types, moving permanent fixtures is not permitted. Any adjustments that are required will need to be communicated prior to event date through the Office of Event Management or Theater Director.

iii. Occupancy

- a. At no time should the attendance exceed the posted occupancy of the Theater. Any alternate setups or addition furniture added needs prior approval through the Office of Event Management or Theater Director. Aisles need to remain clear for egress.

- b. The University reserves the right to end an event if the Occupancy codes are not adhered to. The University Fire Marshall along with Public Safety will make this decision with the Event Organizer.

iv. Other

- a. The reservation requestor will be responsible for seeing that all trash left on stage or in the wing areas (bottles, caps, boxes, napkins, decorations, etc.) will be properly disposed of at conclusion of the reservation and will also be responsible for the auditorium and lobbies at the end of any reservation.
- b. Any violations of this policy can result in forfeiture of future rental and usage privileges of Hofstra University facilities, and possible additional cleaning and custodial fees for any permanent damages to walls, carpets or fixtures.
- c. At no time should an Event be disruptive to the Educational Program or course of a normal business day.

m. University Function

On University property, it is contrary to rules and unlawful to engage in any action that will impede the normal instructional and/or administrative process of the University or disrupt any normal University function. Therefore, outdoor activities may be scheduled only in areas and at hours that will neither interfere with, nor disturb classes or affect the normal operations of any University offices. Any violation of this general principle will be looked upon as a grave breach of University regulations.

n. University Publicity Policy

To insure that the University's facilities and services are accurately represented, written approval of all publicity (including, but not limited to, advertising) and brochures referring to this license and/or the Event must be obtained from the University prior to publication.

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