

**FACILITY USE AND EVENT POLICY**Created September 2023  
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## **1. POLICY STATEMENT**

Chapman University is committed to providing a high level of service to event organizers and ensuring a consistent and enjoyable experience for all event attendees. By adhering to a shared set of guidelines, rules, and procedures, we endeavor to deliver the highest quality experience for everyone involved. The responsibility for implementing and regularly updating this policy rests with the Department of Event Operations, which serves as the central event services office for Chapman University for both internal and external constituents.

To facilitate compliance with this Policy, please direct any questions regarding the provisions below and/or your event to Event Operations, [eventoperations@chapman.edu](mailto:eventoperations@chapman.edu).

## **2. REASON FOR THE POLICY**

This policy sets forth principles for the optimal and fair utilization of space within Chapman University. Its purpose is to guarantee that space allocation and management align with the University's mission and policies, optimize available resources, and foster a favorable atmosphere for learning, research, and other institutional endeavors, all while protecting the University's interests, prioritizing the safety of participants, and establishing a standardized protocol and experience for event organizers and attendees.

## **3. EVENT DEFINITION**

For the purposes of this policy, an event is defined as any planned, organized, sponsored, or promoted gathering that involves members of the University community or external participants and utilizes University facilities, property, resources, services, or spaces. Events may include, but are not limited to, lectures, workshops, performances, rehearsals, practices, auditions, receptions, competitions, meetings, trainings, conferences, tabling activities, recruitment events, student organization activities, speech activities, department-sponsored programs, film shoots, displays or exhibits, transportation staging, and other organized use of University space.

An activity may be considered an event regardless of whether it requires University resources or other support services. Events conducted within departmental or academic spaces, including those organized by department-affiliated student groups, academic programs, or faculty members, are considered events under this policy when they require specific or additional resources or services.

Activities that are generally not considered events under this policy include:

- Informal student study sessions or group project meetings;
- Routine departmental or administrative meetings held within departmental spaces that do not require specific or additional resources or services;
- Individual advising appointments, office hours, or tutoring sessions held within departmental spaces that do not require specific or additional resources or services;
- Classroom usage for regularly scheduled academic courses assigned and scheduled through the Registrar's Office. *(This exclusion does not apply to non-regularly scheduled uses of classroom space, including but not limited to review sessions, makeup classes, guest speakers, special presentations, workshops, or other activities occurring outside the established course schedule);*
- Informal gatherings that neither require resources nor services nor involve advertising or promotion. (Informal gatherings do not include pre-planned gatherings – whether formal or informal.)

The University reserves the right to determine whether a particular activity constitutes an event and is therefore subject to this policy.

#### **4. FACILITY USE**

The property and facilities on the Chapman University campus (including but not limited to academic buildings, libraries, residence halls, dining spaces, athletic facilities, administrative offices, performing arts spaces, student centers, labs, studios, health centers, religious centers, research facilities, outdoor spaces, and parking lots and structures) which are owned and controlled by Chapman, are not places of unrestricted access. They are devoted to and maintained to meet the institution's collective mission. Subject to the University's use and dedicated purposes, specific campus spaces and facilities may be available to be scheduled for events for both University-related groups and non-University-related groups.

University-related groups are defined as academic and administrative departments and units, and recognized student groups. Non-University-related or external groups are those not affiliated with Chapman University.

##### **A) SPACE USAGE & PRIORITIES**

No department or unit has guaranteed control of their space, although specific approvals may be built into request processes for some spaces to allow priority for primary users or to comply with external standards or accreditation requirements. General-use spaces, including outdoor campus spaces, must be scheduled in order to prevent unreasonable interference with or disruption of Chapman's educational, research, outreach, and business functions, and normal or scheduled uses of University facilities and property.

Chapman receives frequent requests for facilities and resources. While much scheduling is handled on a first-come-first-served basis, when scheduling conflicts persist, the priority of requests will be honored in the following manner:

1. Chapman Key Events\* as determined by the University President and/or Board of Trustees
2. Chapman Key Events\* as determined by the Events Advisory Group\*\*
3. Requests by Chapman academic departments, schools, and institutes, and athletic contests
4. Requests for Student Priority Events\*\*\* events put on by Recognized Chapman Student Organizations registered with the Department of Student Engagement
5. Requests by Chapman administrative departments operating on behalf of the University
6. Requests for all other events by Recognized Chapman Student Organizations
7. Chapman co-sponsored external events (as defined in section 4E)
8. Non-University (external) events with a clear benefit to the University's strategic priorities or mission fit to the University
9. Non-University (external) events without a clear benefit or mission fit to the University

*\*Chapman Key Events include but are not limited to Commencement, Convocation, State of the University, Trustee Meetings, Presidential Events, Campaign Events, Homecoming, Parent Spring Summit, Preview Days, and Orientation.*

*\*\*On a recurring basis, a senior management Events Advisory Group meeting will take place to determine which events should be considered Key Events, discuss conflicts, and agree upon restricted dates.*

*\*\*\*Student Priority Events will be determined by the Events Advisory Group and typically involve large events open to the entire student body.*

This prioritization ranking will guide all scheduling procedures on campus. Event Operations has the authority to modify the master schedule to maintain this prioritization, with particular emphasis on Key Events. In cases where conflicting events require adjustments to their location, date, timing, or other aspects, Event Operations will make reasonable efforts to identify suitable alternative accommodations.

##### **B) GENERAL CONDITIONS OF USE:**

The following restrictions apply to all activities on the Chapman University campus:

- Activities may not be conducted in a manner that violates any federal, state, or local laws.
- Activities may not be conducted in a manner that violates the rules or policies of Chapman University.

- Activities may not be conducted in a manner or at a time or place that is either incompatible or unreasonably interferes with the University's educational, research, service, or other legitimate functions.
- Activities may not be conducted in a manner that violates applicable fire or safety regulations.
- Activities may not be conducted that interfere with, block, or impede the normal access, ingress, or egress to or from any building or portion of one.
- Activities may not endanger personal safety, damage personal or University property, or violate an individual's privacy.
- Activities may not employ unauthorized sound amplification or create unreasonable noise disruption of University activities and functions.
- Activities may not cause illegal harassment, discrimination, defamation, terrorist threats, and/or promote or incite actual or imminent violence, bodily injury, or harm to property.

### **C) FACILITY USE BY CHAPMAN EMPLOYEES & STUDENTS**

No employee may use University facilities, supplies, services, or equipment for any reason which is not directly related to their own official University responsibilities. Access to or control of space does not permit an employee, faculty member, student, department, or college to use the facilities for non-University purposes. Any usage of space by individual University faculty, staff, and students where the proposed use is not directly related to the academic mission and strategic goals of the University department or unit or where revenue is being earned that benefits any individual or entity other than Chapman University will be considered a "non-University event" and must follow the requirements outlined in section 4F for such external events.

### **D) FACILITY USE FOR CHAPMAN-SPONSORED EVENTS**

When an event is entirely coordinated by a department, recognized student groups, or academic unit, and no external groups, vendors, or entities are involved in the sponsoring or hosting details, no Facility Use Agreement or insurance is needed. Contracts and agreements may still be required for external entities participating in any other way. The focus and content of all Chapman-sponsored events must be directly related to the academic mission and/or strategic goals of the University department or unit, and any collected proceeds must be to the sole benefit of Chapman. (Exceptions for fundraising events are outlined in section 17.)

When these conditions are met, there are no associated facility rental fees. Some incidentals such as catering charges, outsourced staffing costs, overtime, and excess cleaning, among others, may be charged to the organizing department/unit/organization at the conclusion of the event, when applicable.

### **E) FACILITY USE FOR CHAPMAN CO-SPONSORED / CO-HOSTED EVENTS**

A co-sponsored event is a formal partnership in which a Chapman University department, unit, or recognized student group shares responsibility for planning and execution with an external organization, and the event prominently represents Chapman as a co-host and/or presenter and not just the event venue. Approved co-sponsored events may receive a discount on facility charges.

Requests for co-sponsorships should be submitted through 25Live at least 45 days in advance and will be reviewed for approval by Event Operations.

The following criteria will be used to determine the qualification of an event as being co-sponsored:

- The event will prominently feature Chapman's name in all presenting and title credits.
- The Dean/Department Head and their Executive Vice President approve the co-sponsorship.
- The event demonstrates a significant benefit to Chapman by advancing academic or institutional priorities.
- The proposal, preparation, and planning for the event meet the standards of diligence and professionalism expected of an event associated with Chapman University. The Dean/Department Head or their Executive Vice President may postpone or cancel the event if these standards are not met.
- Department/Unit staff assume full responsibility for:

- Advance event planning and coordination, including space and resource requests in 25Live, client communication, and coordination of room setup and services such as ticketing, media, catering, custodial, and parking;
- Development and coordination of the programmatic details and event promotion.
- Day-of event coordination, including on-site supervision for the full duration of the event;
- Event proceeds are to the benefit of Chapman University, except when funds are used solely to offset reasonable and documented event expenses.

A certificate of insurance and a Facility Use Agreement are required for all co-sponsored events. While facility charges may be discounted, other fees, such as labor, catering, cleaning, parking, and other incidentals, will be charged to the co-sponsoring department at their normal rates. Upon request and as outlined in the Facility Use Agreement, these incidental charges can be billed to the external organization instead. Event Operations will not provide event staffing for these events, except under special circumstances and by arrangements made in advance.

## **F) FACILITY USE FOR NON-UNIVERSITY (EXTERNAL) EVENTS - FACILITY RENTALS**

Use of Chapman University facilities by external organizations is permitted only when it does not interfere with the University's primary academic and operational activities. Facilities not scheduled for classes or other University activities may be made available to external groups, as determined by the Vice President of Event Operations or members of the University's Executive Leadership, provided such use is consistent with University goals, policies, and applicable state and federal laws. Agreements with for-profit entities must also be reviewed by the Vice President for Finance and Controller to assess any potential tax implications related to the use of facilities financed with tax-exempt funding, and escalated to the Executive Vice President and Chief Finance Officer, as appropriate.

Space usage requests from external groups must be made to the Event Operations department. Use of facilities by external groups will be granted only when a Facility Use Agreement or Vendor Agreement has been properly executed. A certificate of insurance naming Chapman University as additionally insured is required for all facility rental events, and the external group assumes full liability. External groups are responsible for providing sufficient staff to operate and supervise their event and participants at all times. When minors are participating in events with any amount of risk, waivers reviewed and approved by Chapman University and signed by parents are mandatory. (See "Events Involving Minors" section 15 for additional requirements for minors on campus.)

Non-University events may not use the Chapman University name in any advertisement material, brochure, mailer, website, or any similar item in any manner that implies University sponsorship or endorsement. The University's name may only be used for reference to event location unless written approval has been granted by the Executive Vice President and Chief Advancement Officer or designated authority.

### **Approval for the use of University facilities or equipment by external groups may be granted only when:**

- The event and facility use have been approved by the Vice President of Event Operations.
- No conflict of interest exists, either for the University or for the employee, or an approved conflict management plan is followed.
- The external organization assumes full responsibility and liability for the event, and the University is appropriately indemnified.
- The calendaring of the event does not negatively impact other space utilization needs on campus or fall on a restricted date.
- All rules for external events are in adherence, including but not limited to a signed facility use agreement, proof of insurance, and a completed minor registry for participants under the age of 18.

### **Rental Use of Musco Center for the Arts**

Permitted uses of Musco Center must be directly connected with, essential to, and in furtherance of the primary, educational uses of the facility, and necessary for the accomplishment of the educational and cultural purposes for which the University operates the Center, as determined by the Dean of the College of Performing Arts and Musco Center, and subject to policy review by the Provost.

Musco Center prioritizes scheduling for, first, Chapman University's College of Performing Arts and, then, Musco Center Presents and University Executive Use. Other University departments as well as Non-University (external) uses are open for application/reservation that are consistent with, or enhance the mission of, the University and are in the interest of the community once the priority period has ended (subject to change on an annual basis). The appropriateness of a request will be determined by the Dean of the College of Performing Arts and Musco Center, and subject to policy review by the Provost. Costs and fees associated with using Musco Center are the sole responsibility of the external group. All ticketed events at Musco Center must use Chapman Ticketing as the sole source of ticket sales. Permissible events include but are not limited to non-profit educational and cultural events.

Musco Center does not rent or license its facilities to or for:

- Commercial, for-profit organizations.
- Non-University religious or political events.
- Any weddings or wedding receptions.
- High, middle, or elementary school graduations, ceremonies, and performances. (The Dean of the College of Performing Arts and Musco Center may permit productions by regional schools with whom Chapman has ongoing relationships and/or are part of Chapman's recruitment efforts.)
- Filmmaking purposes not related to a live onstage event.
- Competing colleges or University programs.

## **G) FACILITY RENTAL FEES**

Facility rental fees apply to all use of space by external entities and individuals, unless a waiver is approved (see section 4H). Event Operations will establish facility rates and, if applicable, associated incidental fees, and provide quotations upon request. All revenue from facility rentals and other event-related income, excluding prearranged ticket proceeds, will be managed and retained in a centralized University revenue account under the control of Event Operations. The only exception to this arrangement is the Musco Center, where rental rates and income will be determined and managed by designated Musco Center leadership.

### **Non-University Groups**

For facility rentals involving external groups, whether co-sponsored or not, a space-holding fee is due upon reservation which may be separate from the facility rental fee. This fee is non-refundable.

### **University Groups**

University-related groups are not charged facility fees for Chapman-sponsored events (as detailed above), except for residence hall usage. For summer residence hall accommodations, Chapman departments, units, and organizations may be required to pay a space-holding deposit. This non-refundable deposit is applied to the final event balance and will be forfeited if the event is canceled fewer than 90 days prior to the scheduled date. Incidental costs, including catering, shall be borne by University groups.

## **H) FACILITY FEE DISCOUNTS AND WAIVERS**

Occasionally, discounts and fee waivers may be extended for non-University events that are deemed to be of crucial importance to Chapman, even when the event does not qualify as co-sponsored. While facility fees may be discounted or waived, all other incidental costs will be charged at standard rates.

Requests for a discount or waiver of the facility fee must be submitted in writing by a University Dean/Department Head at least 45 days in advance and be approved by the Vice President of Event Operations and the relevant EVP. Approval criteria may include, but not be limited to the following:

- The event will provide a significant and demonstrable benefit to Chapman in line with the University's overall mission and strategic goals.
- The event does not conflict with other previously scheduled University events or operations.
- Resources are available to support the event.
- Department/Unit staff will assume full responsibility for:

- Advance event planning and coordination, including space and resource requests in 25Live, client communication, and coordination of room setup and services such as ticketing, media, catering, custodial, and parking;
- Development and coordination of the programmatic content and event promotion.
- Day-of event coordination, including on-site supervision for the full duration of the event;

Event Operations will determine and approve the discount level up to 50% or \$5k, whichever is lower. Any request exceeding this amount and any full fee waivers (of any amount) will be routed to the relevant EVP and the CFO for approval. If the requesting department reports to the CFO, the EVP/Chief of Staff must also approve.

## **I) OVERNIGHT ACCOMMODATIONS**

External groups requesting residence hall accommodations (June – July), meal service in Randall Dining Commons, and use of University facilities must execute an Overnight Facilities Use Agreement initiated by Event Operations.

For University-sponsored summer programs that require overnight accommodations and meal service, coordination with Event Operations is required with as much notice as possible. Room and board charges apply to all overnight accommodations. All overnight accommodations are subject to availability and institutional approval. Assignment of space is determined by Event Operations based on operational capacity, strategic priorities, and financial considerations. University-sponsored programs are not guaranteed overnight accommodations and may not receive priority over external programs. A holding deposit will be due at the time of reservation, which will be applied to the total balance due at the conclusion of the event.

## **J) EVENT CANCELLATIONS**

All Chapman-sponsored events and facility rentals must request cancellation at least three (3) business days prior to the scheduled event date, but ideally with as much notice as possible. Failure to request a cancellation in a timely manner may result in charges for resources already committed and/or restrictions on future scheduling privileges. All event cancellation requests must be made in writing. All deposits and space-holding fees are non-refundable.

For overnight residence hall agreements, a written cancellation request must be submitted to Chapman Event Operations Office no later than 90 days prior to the start of the Event to avoid the assessment of a cancellation fee. If such cancellation occurs within 90 days of the start of the Event, a service charge of ten percent of the Estimated Total Event Charges shall be assessed; if within 60 days of the start of the Event, a service charge of twenty-five percent of the Estimated Total Event Charges shall be assessed; and if within 30 days of the start of the Event, a service charge of fifty percent of the Estimated Total Event Charges shall be assessed.

## **5. EVENT SCHEDULING / SPACE RESERVATIONS**

**All on-campus events must be reserved through the main campus scheduling system managed by Event Operations to allow for a complete repository of on-campus happenings.** No other systems (i.e., Outlook Calendar) may be used for event scheduling purposes. Event Operations must be consulted when scheduling is being configured for new spaces and will be the final decision maker on scheduling procedures for all campus spaces. Event Operations reserves the right to move spaces from other scheduling systems to the main campus scheduling system or vice versa based on the typical usage of those spaces. Event Operations can batch load schedules for departments/units that wish to schedule this way.

When spaces are not reserved for other purposes, Chapman students, staff, or faculty members are welcome to utilize them for casual gatherings, group work, and study areas, provided that their activities do not disrupt any ongoing University operations. Because event set-up often happens in advance, room arrangements cannot be altered, and the space must be left in its original condition and configuration. Confirmed space reservations always take priority.

### **Classroom Spaces**

Classrooms and other academic spaces will be available first for academic scheduling. Academic scheduling is handled by the Office of the Registrar and is separate from this policy. When classroom spaces are not being used for academic classes, they may be available for scheduled event requests, but not until after the add/drop deadline when the classroom

schedules are finalized and confirmed. This typically results in a “blackout” of these spaces for the first one to two weeks of each term (including interterm and summer term.)

### **Space Reservation Accuracy**

Event organizers are responsible for ensuring that their reservation details are on file with Event Operations through the main campus scheduling system and that they are accurate, including location, expected attendance, involvement of outside entities, programmatic details, including planned vendors and rental equipment, accurate layout diagrams (if applicable), and intended audience. Event organizers are required to notify Event Operations of any significant changes to their event in a timely manner. All changes to event details must be finalized at least three (3) business days prior to the event date. Due to high demand for event spaces, a “no-show” space reservation or significantly inaccurate or incomplete reservation details may result in the event being canceled or event scheduling rights being revoked for a period of time for an individual, group, or department.

### **Space Reservation Confirmation or Denial**

All events on campus must have a valid space reservation or else they will be considered to be an unauthorized use of space. Event organizers are required to have a copy of their event confirmation with them at all times during their event and be prepared to show it to University personnel upon request.

Event Operations maintains the right to deny any request for reasons such as restricted dates, conflicts with other events, lack of resources, campus over-programming, insufficient parking, safety concerns, policy compliance concerns, and space maintenance, among other reasons. Event reservations are non-transferable.

### **Restricted Dates**

To optimize the University's resources, facilities, and event support services, certain dates and periods throughout the year may be designated as restricted dates. Generally, events will not be approved during these time periods.

In limited circumstances, an exception may be granted for events that are coordinated with and contribute value to the primary event and do not create additional operational, logistical, or scheduling conflicts. Requests for exceptions must be made to Event Operations for review. Because approval decisions may depend on the scope and operational needs of the primary event, a determination may not be possible until closer to the restricted date.

The restricted dates include:

- Dates of Chapman Key Events (see section 4A)
- University holidays
- Winter closure period
- Any other dates determined by Event Operations and/or the Events Advisory Group.

### **Space Requests by Non-University (External) Groups/Individuals**

Requests initiated by groups or persons not affiliated with Chapman University (see section 4F above) are to be handled by Event Operations. Chapman-affiliated individuals or units are not permitted to reserve space on behalf of other organizations or individuals, transfer a space reservation, or sublet any University facilities.

## **6. PROTESTS / DEMONSTRATIONS**

University students, faculty, and staff have the right to engage in peaceful protests and demonstrations on campus. However, protests and demonstrations that are unsafe, disruptive of the educational or research environment, or that substantially interfere with University operations, the ability of others to engage in expressive activity, or the rights or safety of others are prohibited. Such conduct is inconsistent with the University's commitment to free expression and open inquiry. Protests or demonstrations that infringe upon the rights of others to access University facilities, attend University programs or events, block ingress or egress, prevent scheduled activities from proceeding, or otherwise materially interfere with the ability of others to engage in expressive activity, attend classes, participate in University programs, or use University facilities for their intended purposes are prohibited. Consistent with the University's Statement on Free Speech, members of the University community may not obstruct, intimidate, or otherwise substantially interfere with the ability of others to express views with which they disagree.

Planned protests and demonstrations that seek the use of reservable University space, amplified sound, stages, tables, equipment, or other University resources must be coordinated in advance through Event Operations in accordance with this and other applicable University policies. For purposes of this policy, a planned protest or demonstration is an organized expressive activity that has been coordinated in advance, including being publicly promoted, organized, or otherwise communicated in advance, including through flyers, social media, email, group messaging, or other coordination efforts, and is reasonably likely to require the use of reservable space, University resources, logistical support, crowd management measures, or other event-related accommodations.

Scheduling requirements do not apply to spontaneous protests or demonstrations, defined as unplanned expressive activity that arises in direct response to current events or circumstances and has not been previously organized, advertised, promoted, or coordinated in advance. Spontaneous protests or demonstrations are typically characterized by their immediate nature and lack of prior notice or promotion. To the extent practicable, individuals organizing a spontaneous protest or demonstration should provide notice to Event Operations as soon as reasonably possible. The University may impose reasonable time, place, and manner restrictions on both planned and spontaneous protests and demonstrations as necessary to:

- minimize disruption to other scheduled University activities and operations;
- protect and maintain University resources, facilities, and property;
- promote public health, safety, and welfare in accordance with this policy; and
- Accommodate competing uses of University space.

As with any unplanned gathering, priority will be given to events with confirmed space reservations.

It is a violation of this Policy to knowingly misrepresent a planned event, demonstration, or protest as spontaneous. In determining whether an event, demonstration, or protest is spontaneous or planned, the University may consider all relevant facts and circumstances, including evidence of advance organization, promotion, coordination, media outreach, social media activity, distribution of promotional materials, or other communications demonstrating prior planning.

External individuals and groups not affiliated with Chapman may not use Chapman property for any protest or demonstration purposes.

The following behaviors are prohibited by any individual, including Chapman students, staff, faculty, and campus visitors:

- Failing to show appropriate identification to a University official upon request.
- Falsely identifying oneself or others.
- Possession, production, or distribution of false Chapman identification cards. Any false Chapman identification cards may be confiscated and destroyed and may result in a citation from law enforcement.

Consistent with these prohibitions, all individuals accessing Chapman property may be required to temporarily remove or lower face coverings for identification purposes when requested by Public Safety, Student Affairs, or Event Operations. A refusal to comply with such an identification request may result in removal from University property and/or referral for appropriate disciplinary or administrative action.

For more information about protests and demonstrations on campus, please refer to the following resources:

- Student Conduct Code: <https://www.chapman.edu/students/policies-forms/student-conduct/conduct-code.aspx>
- Academic Freedom & Freedom of Speech: <https://www.chapman.edu/academics/academic-freedom/index.aspx>
- Free Expression: <https://www.chapman.edu/students/dean-of-students/free-expression.aspx>
- Student Advocacy: <https://www.chapman.edu/students/dean-of-students/student-advocacy.aspx>
- Unauthorized Use of University Property and Facilities: [https://www.chapman.edu/campus-services/legal-affairs/policy/\\_files/unauthorized-use-of-university-property-and-facilities-final-for-publication-2024.pdf](https://www.chapman.edu/campus-services/legal-affairs/policy/_files/unauthorized-use-of-university-property-and-facilities-final-for-publication-2024.pdf)

## **7. EVENT SAFETY PROTOCOL**

The University reserves the right to institute its Event Safety Protocol when concerns about personal safety, disruption, and/or commitment to preserving the rights of academic freedom or freedom of expression require administrative support. In these instances, factors relating to the time, place and manner of an event may be determined by the University Administration which may include representatives from the Office of Event Operations, Vice President and Dean of Students, Office of Enterprise Risk and Safety, Department of Public Safety, and the Office of Strategic Marketing and Communication, and when appropriate, additional Members of Senior Staff or their designees. The group weighs considerations regarding safety of members of the community, invited guests and visitors to campus, and availability of resources when making decisions.

Event safety protocols may include requiring an event to be ticketed; limiting the number of tickets an individual may reserve; requiring ticket holders to present identification; relocating the event to a different venue; requiring additional security personnel, limiting or restricting food and beverages(including alcohol), restricting attendance to members of the University community; or imposing other reasonable time, place, and manner restrictions designed to promote safety and minimize disruption to the University mission while remaining consistent with the University's commitment to free speech and expression.

## **8. EVENT SET-UP & EVENT STAFFING**

Only University-approved trained staff may configure a room or move furniture. All workplace safety rules must be adhered to. When events occur after regular working hours, planning must be done in advance to ensure configuration is completed by properly trained staff. When an outside company is contracted for event setup, Event Operations must be notified, and the load-in must be scheduled consistent with other space usage requirements. All event load-ins must be supervised by a Chapman employee or recognized student group leader, as coordinated by the organizing department/unit.

All events must be staffed by a Chapman employee or recognized student group leader at all times. Under certain circumstances, with proper training and advanced approval from Event Operations, a Chapman student or external contact may be granted permission to oversee an event without other Chapman personnel present.

## **9. OUTDOOR AMPLIFIED SOUND**

Chapman University is not only an academic institution but a residential community within the boundaries of Orange and Irvine. Supporting the mission of the University and respecting those who are studying, researching, or otherwise carrying out academic-related activities is a Chapman priority. It is the responsibility of all faculty, students, and staff to moderate noise and prevent disruption to normal University activities, especially during an organized event or general activity held on campus. Disturbing noise or disruptions in outdoor areas, near a residence or other campus buildings that infringe on the rights of those residents or members of the University or neighboring communities is considered a violation of this policy.

The following items must be adhered to when amplified sound is being used:

- Amplified sound must be approved in advance by Event Operations.
- Amplified sound is not permitted during times that could disturb classes, University operations, other scheduled events, or nearby residents of Orange.
- Noon-hour, weekend, and evening events using amplified sound may be permissible with limitations, but approval must be sought as part of the event planning process.
- All event-related sound must be significantly curtailed before the hours of 7am and after 10pm per Orange & Irvine city ordinances.
- Amplified content may not violate any Chapman conduct, discrimination, or harassment policies.

Additional policies regarding amplified sound and other disruptive activities can be found in the Unauthorized Use of University Property and Facilities policy.

## **10. TICKETED EVENTS**

All Chapman-sponsored and co-sponsored events that require funds to be collected or that utilize assigned seating must be coordinated with Ticketing Services within Event Operations. Exceptions must be requested in writing and approved by Event Operations. Event organizers are not permitted to sell tickets or admissions through any other unauthorized external system (including PayPal, Venmo, Square, etc.) without approval from Event Operations and Financial Services.

### **External Organization Ticketing**

With Event Operations approval, external organizations may be permitted to handle ticket sales or registrations through their own system when the funds are not to the benefit of Chapman University, and all sales activity takes place outside of Chapman networks. The external organization must provide Event Operations with a complete list of registered attendees prior to the event. All event attendees, regardless of ticketing method, must adhere to all Chapman event terms and conditions, University policies, and facility use requirements.

### **Non-Discrimination in Ticket Sales**

Event organizers may not impermissibly restrict, screen, or selectively determine who is permitted to purchase tickets for an event. While events themselves may be limited to defined subsets of the Chapman community (e.g., student organization members, students, staff, or faculty), ticket sales must be conducted in a non-discriminatory manner and in accordance with University policies and applicable law.

### **Data Privacy**

Chapman University is committed to protecting its patrons' personal information and being transparent about the information we collect and hold. All patron information, including addresses, phone numbers, email addresses, transaction history, donation history, and notes, will be treated as confidential.

### **Pricing and Fees**

The event organizer determines the pricing of events. Pricing may not change after the on-sale of the event without documentation for external audit purposes. The price charged for tickets must not exceed the face value of the ticket. All included gifts, fees, surcharges, and ticket value amounts must be transparent to the ticket purchaser at the time of purchase. Event Operations sets all ticket service fees for Chapman-sponsored events and external events using Chapman Ticketing Services. Fee revenues will be managed by Event Operations according to University policy.

Additional Ticketing Policies can be found here: <https://www.chapman.edu/campus-services/event-operations/index.aspx>.

## **11. POLITICAL EVENTS**

Chapman University's status as a tax-exempt organization under Section 501(c)(3) of the Internal Revenue Code prohibits it from participating or intervening in any political campaign on behalf of (or in opposition to) any candidate for public office. Accordingly, the University may not endorse a candidate, provide or solicit financial or other support for candidates or political organizations, or establish political action committees. Participating in political campaigns by or in the name of the University could jeopardize the University's tax-exempt status. Event Operations will endeavor to respond to any questions an event organizer may have regarding events that could potentially implicate this prohibition. Event Operations must approve in advance any events falling within this section.

**Except as otherwise outlined in this policy, members of the Chapman community are not allowed to use University resources to engage in Prohibited Political Activities as follows:**

- Using University facilities, monies, accounts, credit, vehicles, postage, telecommunications, computer hardware and software, web pages, personnel, equipment, materials, buildings, or any other thing of value, except as outlined below in the remainder of this Political Events section.
- Using Chapman's name and seal, on-campus addresses, and nonresidential telephones, resources, services, equipment, supplies, meeting rooms, email lists, or personnel (including research assistants).
- Using a Chapman school, department, or institute's name.
- Recruiting volunteers for campaign activities during events.
- On-campus solicitation of campaign contributions.
- Payment of fees to candidates.
- Discounting or waiving fees for political events.

Prohibited Political Activities include campaign activities, lobbying, support or endorsement of or opposition to candidates for public office, pending or proposed ballot measures or legislation, and giving gifts to public officials. These regulations also apply to virtual events. While the applicable regulations permit the University itself to engage in some lobbying and ballot measure activities, members of the Chapman community, including outside individuals, entities, and employees who are not acting in their official capacities or who are acting without the authorization of Event Operations, are not permitted to use the University's resources to support political activities.

### **Student Voter Events**

Departments/units/recognized student groups may coordinate voter education activities (including public forums, the publication of voter education guides, and voter registration drives) if they are carried out in a non-partisan manner. Voter education or registration activities conducted in a biased manner that favors (or opposes) one or more candidates or ballot measures is prohibited. All such events must be coordinated in advance with Event Operations and have an approved space reservation.

### **Hosting Candidates in Their Capacity as Political Candidates**

When inviting a candidate to speak in their capacity as a political candidate, event organizers must:

- provide an equal opportunity to participate to all political candidates seeking the same office (this applies to both the nature of the event to which each candidate is invited, as well as the manner of their presentation/promotion);
- refrain from supporting or opposing a candidate prior to, during, and after their visit;
- prohibit political fundraising from occurring for any/all candidates.

### **Hosting Candidates When Appearing/Speaking as Non-Candidates**

When inviting a public figure to speak because they: currently hold (or formerly held) public office; are considered an expert in a non-political field; or have led a distinguished military, legal, or public service career, event organizers must:

- be explicit in their communication with the candidate that they are being invited to speak and should speak in a non-candidate capacity;
- refrain from mentioning the individual's potential future candidacy for public office (before, during, and after their visit);
- maintain a non-partisan atmosphere while the candidate is present.

### **Issue Advocacy Vs. Political Campaign Intervention**

University-hosted political debates and public forums are permitted consistent with the University's legitimate, purely educational purpose if they do not endorse, support, or oppose a political candidate or party and follow all applicable federal, state, and local laws, including the Federal Election Commission rules on sponsoring debates or forums.

With respect to University-sponsored public forums, the following guidelines must be met:

- All legally qualified candidates for a particular public office or party are invited;
- All participating candidates are given equal treatment, i.e., access and opportunity to speak;
- The format and content of the forum are presented neutrally; it is not structured to promote or advance one candidate over another; and
- No political fundraising occurs in conjunction with the forum.

Under the Internal Revenue Code (IRC), all Section 501(c)(3) organizations, which includes the University, are prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. Contributions to political campaign funds or public statements of position (verbal or written) made on behalf of the organization in favor of or in opposition to any candidate for public office violate the prohibition against political campaign activity.

The IRC is subject to change. To the extent that any authorization in this Policy is determined by Event Operations and the University to conflict with the University's obligations under the IRC, the University's assessment of its obligations under the IRC will prevail.

## **12. TABLING / VENDING / CONTRACTED SERVICES / SALES ACTIVITY**

### **Chapman-Sponsored Tabling**

Tabling involves reserving a space on campus to staff a table for promotion or recruitment. Tabling requests must be initiated by Chapman departments, academic units, or recognized student groups. The requestor is responsible for adherence to all tabling/event policies. The product, service, or membership opportunity being promoted must align with Chapman's academic mission and/or strategic goals of the University department or unit. Tabling may only occur in designated spots and must always be ADA-accessible. Tabling by students, staff, and faculty must be requested via the central campus scheduling system with advanced notice. Groups are responsible for cleaning up after themselves, or they risk revocation of their tabling scheduling rights for a period of time.

### **Rules Pertaining to Both Chapman-Sponsored and Outside Vendor Tabling**

Reserving a table grants Chapman organizations and groups exclusive use of a 10'x10' space for the duration of their reservation. An additional 10' in front of the table must remain clear to accommodate foot traffic and guests visiting the table. Each reservation includes one table and two chairs. Amplified sound is not allowed, except for quiet background music that does not exceed 60 dBA when measured from 3 feet away. The sound must not disrupt other activities and business operations in the area. The area must be left clean at the end of the reservation period. All food and beverage service at tables must be organized through Chapman's food service provider.

Groups and vendors must stay at their tables and not harass, intimidate, or physically block or otherwise disrupt Chapman students/staff/faculty members. Groups and vendors are not allowed to promote the use of alcohol, drugs, tobacco, obscene material, or anything else that would violate University policy.

### **Vendors and other Contracted Services at Events**

When an event involves vendors or other outside individuals or organizations providing goods or services, the event sponsor is responsible for coordinating with the Offices of General Counsel, Risk Management, and Financial Services, as applicable, to ensure that all required contracts, insurance documentation, and payment arrangements are completed before the event. The involvement of all such parties must be disclosed to Event Operations. Executed agreements and related documentation must be provided to Event Operations upon request before or during the event.

A written agreement is required for any outside individual or organization that speaks, performs, facilitates, teaches, advertises or sells a product, provides a service, or otherwise contributes to a University department, unit, or organization for on- or off-campus activities, regardless of whether compensation is provided. These agreements address compensation, liability, risk management, and other legal considerations. Whenever possible, the University will contract directly with the outside individual or organization rather than through an event planning company or other third-party facilitator.

Outside individuals and organizations may not provide goods or services or otherwise participate in a University event until all required approvals, agreements, insurance requirements, and payment arrangements have been completed.

### **Merchandise Sales Related to Events**

Requests by outside vendors will be handled by Event Operations and will only be considered when specifically invited and co-sponsored by an internal group or serve as a benefit to the Chapman community. If an internal group chooses to sponsor a vendor, and Event Operations approves the vendor, a representative from the Chapman sponsoring group must always be present. Vendors who do not clean up after themselves will be billed for the associated cleaning fees and/or not permitted to return to campus.

Chapman University's bookstore provider maintains the first right of refusal for all retail sales traditionally offered in college and university bookstores, including books, school supplies, desk and dorm accessories, and Chapman-branded clothing, gifts, and souvenirs. Event organizers must contact the bookstore provider in advance of any planned sales activity that includes the above items and obtain written approval if sales will be handled through another vendor.

Event organizers are responsible for understanding and complying with all applicable tax regulations related to sales activity in University facilities. Many University facilities were constructed using tax-exempt financing, and commercial sales activity in these spaces may have tax implications for the University. Event organizers must consult with Event

Operations and the Vice President for Finance and Controller regarding any planned sales activity to ensure compliance with tax-exemption rules and to determine if sales are permissible in the intended location.

### **13. EVENT PUBLICITY / PROMOTION**

Event promotion or publicity may not begin until Event Operations has approved the requested event date, time, and location. Additional event details may be finalized after this approval, but all applicable University requirements must be met before the event takes place.

#### **Name Use at Events Policy**

Non-Chapman entities may not use the Chapman University name or marks in any advertisement material, brochure, photograph, mailer, or any similar item in a manner that implies that the University is a sponsor/co-sponsor or source of the event. The University's name may only be used for reference of the event location.

#### **Media And Press at Events**

Non-Chapman entities are prohibited from inviting media to the Chapman University campus for any events unless pre-approved by Event Operations and Strategic Marketing, and Communications. Chapman departments, units, and student organizations interested in press/media participation must work with Strategic Marketing and Communications and adhere to University press/media policies.

#### **Event Promotion / Flyer Posting**

All on-campus promotions must be directly related to approved events or activities at Chapman University or hosted by University departments/units/organizations and comply with the University Posting Policy. No postings or signage may be hung or displayed in a way that damages or defaces Chapman property or creates a safety issue. Chapman officials may remove any postings or signage determined not to align with the statements above or deemed inappropriate for any other reason.

### **14. FOOD AND ALCOHOL AT EVENTS**

Event organizers are required to work with Chapman's food service provider to order all food and beverages served on the Chapman campus. Exceptions to this policy must be approved by Chapman's food service provider and will be granted only in limited situations. Approved exceptions may require the outside provider to furnish commercial general liability insurance, including liquor liability coverage, naming the University as an additional insured.

#### **Alcohol at Events**

Event organizers should consider the appropriateness of including alcohol as part of their event. If the event is primarily for Chapman students or will include individuals under the age of 21, careful consideration must be given before deciding to include alcohol. All non-University (external) events are subject to a limit of two alcoholic beverages per guest. Chapman-sponsored events are strongly encouraged to follow the same limit. Event organizers are responsible for implementing and enforcing procedures to ensure compliance with this limit. The University reserves the right to deny or restrict alcohol service based on the nature of the event, anticipated attendance, event history, safety and legal considerations, or other risk factors.

#### **Alcohol Service Requirements**

Alcohol service must comply with all applicable University policies and all federal, state, and local laws, ordinances, and regulations.

Consumption of alcohol is not permitted in any public space or facility on campus, including residence hall lounges, unless approved by Event Operations and served by the University's catering service or other approved and licensed supplier.

When alcohol is served:

- Alcohol must be provided on a complimentary basis.
- No separate charge may be imposed on guests for admission, meals, entertainment, or any other aspect of the event if alcohol is being served without a liquor license.
- Events involving the sale of alcohol, or otherwise requiring a liquor license, must utilize a properly licensed bartending service.
- Food and non-alcoholic beverages must be available throughout the event.
- The event organizer is responsible for ensuring proper ID checking and compliance with California liquor laws and regulations at the event and any related costs. ID checking may not be performed by anyone under the age of 21 nor by Chapman students, regardless of age.
- Certain events may require a Special Event Permit from the City or additional security personnel. Event organizers must notify Event Operations whenever alcohol will be served so that permitting requirements can be evaluated.
- Student organizations must follow the protocols outlined in the Student Group Policy.
- Public Safety has the authority to deny entry to intoxicated individuals, remove intoxicated guests from an event, or terminate an event early when safety concerns exist.

## **15. EVENTS INVOLVING MINORS**

The University is committed to promoting the safety and well-being of minors who visit our campus. To accomplish this objective, the University has developed policies and procedures to describe requirements placed on organizations and others working with minors—to promote their protection, to fulfill our obligations as mandated by law, and to provide the best possible experience for any minor visiting our campuses or attending an event.

### **Definition of an Event Involving Minors**

For purposes of this policy, a Minor is any individual under the age of eighteen (18) who is not an enrolled Chapman student. An event involving minors is any event in which Minors are present on campus without the immediate supervision of a parent or legal guardian, or are participating in the programmatic activities of the event, regardless of whether parents/guardians are present. Minors attending solely as spectators under the direct supervision of a parent or legal guardian are not considered participants in an event involving minors. However, school groups or other organized groups of Minors attending as spectators without individual parent/guardian supervision are considered events involving minors.

### **Registry of Programs Involving Minors**

All events involving Minors must be entered in the Chapman University Registry of Programs Involving Minors. Event Operations will complete the registration on behalf of external organizations using University facilities. Departments/units are responsible for completing registration, in consultation with Risk Management, when the event is department/unit/organization sponsored or co-sponsored.

### **Supervision of Minors**

Event organizers are responsible for providing and ensuring adequate supervision of Minors at all times. Chapman abides by the minor-to-chaperone ratios set by the American Camp Association, outlined below. Chaperones must be 21 years or older. Chapman students—regardless of age—may not supervise or chaperone other Chapman students who are under the age of 18. Chaperones may include Chapman employees specifically assigned to this responsibility, accompanying teachers and aides, parent chaperones, and other adult individuals, assuming they meet the other conditions listed in this section.

| Participant Age     | Number Chaperone | Minor Participant |
|---------------------|------------------|-------------------|
| 5 years and younger | 1                | 6                 |
| 6–8 years           | 1                | 8                 |
| 9–14 years          | 1                | 10                |
| 15–18 years         | 1                | 12                |

To the extent practicable, interactions between Minors and adults participating in an event should occur in observable and interruptible settings. One-on-one interactions between an adult and a Minor should be limited to those necessary to accomplish legitimate program objectives.

### **Background Checks**

If an event's activities involve the delivery of services, instruction, coaching, mentoring, counseling, supervision, or similar activities to Minors, the department/unit/organization must coordinate with Risk Management. Background checks will be required for all adults who have direct and ongoing interaction with minors. At a minimum, the screening shall include a state and county criminal history investigation where the individual resides, LiveScan fingerprinting, and a search of the national and California state sex offender registries. For non-Chapman-sponsored events, these costs shall be borne by the event host.

When a program includes one-on-one interactions, the background check process is mandatory for anyone involved in those interactions, including any Chapman faculty, staff, student, or volunteer. For programs conducted solely in group settings, a background check is required for any individual directly interfacing with the group that includes Minors and, in addition, at least one person in a leadership capacity facilitating the event. If parents or guardians accompany and supervise the Minors at all times, there is no background check requirement for event facilitators.

The University shall determine whether the results of a background check disqualify an individual from participating in an event involving Minors.

### **Notice to Parents and Training**

Where an event's activities involve participation by Minors, the event organizer must agree to provide notice to each Minor's legal guardians regarding the protocol for reporting suspicious or improper activity, including but not limited to suspected child abuse or sexual abuse, to the organization and local law enforcement, as well as how program participants and facilitators will be made aware of this protocol. The event organizer also must agree, at its own expense, to educate and train all employees, agents, independent contractors, volunteers, or other individuals who are performing services for the organization regarding how to recognize and report suspicious or improper activity, including but not limited to suspected child abuse or sexual abuse, to the organization and local law enforcement.

Nothing in this policy alters any reporting obligation imposed by applicable law. Individuals who are mandated reporters under California law remain responsible for complying with all mandated reporting requirements.

A parental waiver/release form, medical background information including allergies, consent to treat the Minor, and an emergency contact form may also be required.

## **16. OFF-CAMPUS EVENTS**

Chapman-sponsored off-campus events must coordinate with Risk Management prior to engaging in the event. If transportation is provided via a transportation company, an agreement, and insurance by the contracted company will be required. Busing pick-up/drop-off locations must be reserved through the main campus scheduling system, and schedules must be coordinated with Public Safety.

Student organizations must follow the protocols outlined in the Student Group Policy.

When an event is being coordinated off-campus and involves rentals or contracts, the event organizer must work with Risk Management on all details. Risk Management will involve the Office of General Counsel, as needed.

## **17. FUNDRAISING EVENTS**

### **Fundraising Activities at Events**

All fundraising events that benefit Chapman must be coordinated with University Advancement. All fundraising activities, including live and silent auctions that benefit Chapman, require coordination with and approval from University Advancement if expected to raise \$ 5,000 or more.

### **Raffles and Games of Chance**

Raffles and other games of chance that require participants to pay or make a purchase to enter are not permitted at University-sponsored events unless coordinated and approved in advance by University Advancement and Financial Services. Approval will only be granted when the net proceeds directly benefit Chapman University.

Promotional or opportunity drawings that do not require payment or purchase must be coordinated and approved in advance by Event Operations and Financial Services to advise on any tax implications.

### **Fundraising For Non-Profit, Charity, or Other Non-Chapman Entity**

All fundraising activities, regardless of the expected fundraising amount, conducted on behalf of or benefiting entities other than Chapman, require prior approval from University Advancement. Student organizations must follow the protocols outlined in the Student Organization Policy. Donations collected for an external charity or off-campus organization are not considered donations to Chapman. Only net proceeds and money specifically raised for a designated charity may be donated to that cause. All event organizers must make the purpose of their fundraising clear by using the following "Proceeds Language" on tickets, marketing materials, and other correspondence: *Proceeds from this [donation/ticket/etc.] will first be applied to the cost of the event. Net proceeds will benefit [specified group]. This is not a tax-deductible donation to Chapman University.*

University funds may not be donated to another charitable organization, except in rare cases approved in advance by University Advancement. Donations cannot be made to political parties or candidates under any circumstances.

## **18. FILMING / PHOTOGRAPHY**

### **Film/Photo Shoots**

Filming and photography shoots for commercial or non-academic purposes may be permitted provided such activity does not interfere with the educational, research, and normal functions or previously scheduled events of the University and does not pose a security or safety risk. All requests must go through Event Operations for review. Filming and photography on campus by an organization/producer requires an approved Filming Agreement.

### **Filming/Photography at Events**

When filming or photography is taking place during an event, California law requires written consent from all participants, or, in the case of a minor, the prior consent of the parent or legal guardian when the intended use of the photos is for advertising, selling, or soliciting purposes and the person being photographed is "readily identifiable." Contracted photographers require advanced coordination and approval as further described in section 12.

## **19. FILM AND MUSIC RIGHTS**

All event organizers must follow all applicable copyright laws regarding musical works and sound and film recordings. Please refer to Chapman's Copyright Guidelines for Exhibiting Movies and Other Audiovisual Works.

## **20. PUBLIC SAFETY AT EVENTS**

For the safety of all involved, some events will require safety officer presence. When events include alcohol, anticipated protests or controversy, large attendance numbers, or various other considerations, event organizers must coordinate with Chapman Public Safety. At certain times, subcontracted security staff may be required. Subcontracted security costs for external or co-sponsored events will be the responsibility of the sponsoring organization or department/unit. Public Safety will have the authority to turn away disruptive guests from any event or to shut down an event due to safety concerns.

## **21. WEAPONS / FIREARMS AT EVENTS**

Possession of weapons on University property or at University-sponsored events is prohibited. Any exceptions, including for stage props or ceremonial proceedings, must be cleared with Public Safety, Risk Management, and the Office of General Counsel in advance and communicated to Event Operations in writing prior to the event.

## **22. FAILURE TO FOLLOW POLICY**

Event Operations is committed to working collaboratively with all event organizers to ensure successful events and compliance with University policies. Failure to comply with this policy may result in corrective action, including suspension of event privileges.

In determining an appropriate response, Event Operations may consider the nature, severity, frequency, and impact of the violation, as well as the organizer's history of compliance.

Corrective actions may include, but are not limited to:

- Written warning documenting the policy violation(s) and expectations for future compliance,
- Temporary or extended suspension of space reservation and event scheduling privileges,
- Requirement for additional review, oversight, or pre-approval of future events,
- Financial charges for damages, excess cleaning, staffing costs, wasted resources, or other expenses incurred by the University,
- Restriction of access to specific facilities, services, or resources,
- Other corrective actions deemed appropriate by Event Operations.

Violations that pose significant safety risks, cause substantial property damage, involve intentional misrepresentation, or demonstrate flagrant disregard for University policies may result in immediate suspension of scheduling privileges and/or financial penalties without prior warning.

When a violation involves a student and/or student group, Event Operations will coordinate with Student Engagement on the response, corrective administrative actions, and, when appropriate, a referral to Student Conduct.

All compliance actions will be documented and communicated in writing to the responsible party and, when applicable, to their supervising Dean, Department Head, Department of Student Engagement, and/or Office of Student Conduct. Individuals may also be subject to additional disciplinary action per the policies applicable to their status as a member of the Faculty, Staff, or Student body.

Individuals may also be subject to additional disciplinary action pursuant to applicable University policies governing faculty, staff, students, or student groups.

## **23. POLICY REVIEW**

This policy shall be periodically reviewed for its continued relevance and effectiveness. Any necessary updates or revisions will be made in consultation with the relevant stakeholders and approved by the appropriate University leadership.

**OFFICE RESPONSIBLE FOR POLICY**

Name of Office: Event Operations – Tessa Jones, Vice President of Event Operations

Contact information for questions about this policy: 714-516-4740, [tejones@chapman.edu](mailto:tejones@chapman.edu)

**WEBSITE ADDRESS FOR THIS POLICY**

<https://www.chapman.edu/campus-services/event-operations/>

**WHO APPROVED THIS POLICY**

Senior Staff member submitting the policy: Jessica Berger, Executive Vice President and Chief Advancement Officer

Date Approved:

President

**RELATED MATERIALS**

Resources:

- 25Live: [chapman.edu/25live](https://www.chapman.edu/25live)
- Ticketing Online Portal for online purchases: <https://tickets.chapman.edu>
- Student Org Event Request Form: <https://www.chapman.edu/campus-services/event-operations/event-scheduling-services/student-event-reservation-form/index.aspx>
- Chapman's Vendor-Exhibitor Form: <https://www.chapman.edu/campus-services/legal-affairs/forms/vendor-exhibitor-form-rev-11.2021.docx>

Additional related policies/guidelines:

- Chapman Student Conduct policies: <https://www.chapman.edu/students/policies-forms/student-conduct/conduct-code.aspx>
- Chapman's policies regarding protecting minors: [https://www.chapman.edu/campus-services/institutional-compliance-and-internal-audit/institutional-compliance/policies/\\_files/protecting-minors.pdf](https://www.chapman.edu/campus-services/institutional-compliance-and-internal-audit/institutional-compliance/policies/_files/protecting-minors.pdf)
- Chapman's Minors Checklist: <https://www.chapman.edu/faculty-staff/risk-management/minors.aspx>
- Chapman's Mandated Reporting policies: [https://www.chapman.edu/campus-services/institutional-compliance-and-internal-audit/institutional-compliance/policies/\\_files/mandated-reporter-policy.pdf](https://www.chapman.edu/campus-services/institutional-compliance-and-internal-audit/institutional-compliance/policies/_files/mandated-reporter-policy.pdf)
- Chapman Policy on Academic Freedom: <https://www.chapman.edu/academics/academic-freedom/index.aspx>
- Chapman Free Expression: <https://www.chapman.edu/students/dean-of-students/free-expression.aspx>
- Chapman Student Advocacy: <https://www.chapman.edu/students/dean-of-students/student-advocacy.aspx>
- Chapman Student Group Policies: <https://www.chapman.edu/students/life/clubs-organizations/student-clubs-organizations-groups-policies.aspx>
- Chapman Privacy Policy: <https://www.chapman.edu/campus-services/information-systems/policies-and-procedures/privacy-policy.aspx>
- Chapman's Copyright Guidelines for Exhibiting Movies and Other Audiovisual Works: [https://www.chapman.edu/campus-services/legal-affairs/\\_files/documents/copyright-guidelines-movies.doc](https://www.chapman.edu/campus-services/legal-affairs/_files/documents/copyright-guidelines-movies.doc)
- Chapman Ticketing Policies: <https://www.chapman.edu/campus-services/event-operations/index.aspx>
- Chapman Campus Posting Policy: <https://www.chapman.edu/campus-services/marketing-communication/guidelines-and-resources/posting-policy/index.aspx>
- Unauthorized Use of University Property and Facilities: [https://www.chapman.edu/campus-services/legal-affairs/policy/\\_files/unauthorized-use-of-university-property-and-facilities-final-for-publication-2024.pdf](https://www.chapman.edu/campus-services/legal-affairs/policy/_files/unauthorized-use-of-university-property-and-facilities-final-for-publication-2024.pdf)

External resources:

- American Camp Association Camper to Chaperone Ratios: [https://www.acacamps.org/sites/default/files/resource\\_library/09-CSA-Camper-to-staff-ratios.doc](https://www.acacamps.org/sites/default/files/resource_library/09-CSA-Camper-to-staff-ratios.doc)
- IRS regulations related to political activities: <https://www.irs.gov/charities-non-profits/charitable-organizations/the-restriction-of-political-campaign-intervention-by-section-501-c-3-tax-exempt-organizations>