

Event Classification and Deadlines

To ensure consistency, fairness, and effective coordination of campus spaces, Cal Poly Humboldt distinguishes between Reservations and Events based on the level of service, risk, and coordination required.

These definitions clarify when a simple room request qualifies as a Reservation (Room-Only or Table Use) and when additional review, approval, and planning are required under an Event Request.

1. Reservation (Room-Only or Table Use)

Minimum submission: Two (2) *business days in advance*

- Reservations submitted in 25Live for Room Only with less notice are not guaranteed and may be denied if space or scheduling resources are unavailable. Alternative times or locations may be offered if available.
- Tabling requests must be submitted via the [Promotional Materials and Tabling Request Form](#) no more than two (2) weeks in advance. Requests from external users must be submitted at least two (2) business days in advance. Same-day requests may be accommodated for campus departments or recognized student organizations, based on space availability.

A **Reservation** is a basic space use that does not require additional services, external participants, or special approvals. These are routine, low-risk activities using the space in its standard configuration with no extra campus support beyond baseline access.

Criteria

- Limited to current faculty, staff, and students. No public or external guests permitted.
- No external promotion or public attendance
- No catering or alcohol service. Light, self-provided snacks are allowed for groups under 50 people. All food waste must be removed, and the space must be left clean.
- No sales, fundraising, or revenue-generating activities
- No special setups (uses room's default layout)
- No additional services/resources (custodial, AV, facilities, security, Risk Management, etc.)
- No permits or special approvals required
- No amplified sound, musical instruments, or noisemakers are permitted during tabling. This includes, but is not limited to, microphones, Bluetooth speakers, and portable PAs.

Examples

Meetings, examinations, maintenance holds, informal practices or rehearsals, study sessions, tutoring sessions or tabling on quads.

Affirmation

When submitting a Reservation (Room-Only Use or Tabling through 25Live or the Promotional Materials Form, users are required to attest that the request is for basic room or tabling use only and does not include food service, amplified sound (tabling only), or any campus support

services (including, but not limited to, Facilities Management, Catering, Financial Services, or Parking Services). Room-only reservations must also not include external guests.

Reservations that require any of these elements, such as food service, equipment, or special room setups, must be submitted as an Event Request in 25Live.

2. Event Requests (Activities Requiring Services, Approvals, or Public Access)

An **Event** involves any activity that goes beyond simple room use and may require coordination, additional services, or approvals. Events often involve larger groups, external participants, special setups, food service or other elements that require campus department involvement.

Event Triggers

An activity is classified as an Event if it includes any of the following:

- Open to the broader campus community **or** public (guests, community, or external organizations invited)
- Use of a public space for an event (University Quad or Balabanis Art Quad)
 - *If the request is related to free speech within a designated public space, and there are no other space requests in conflict, the Designated University Official (DUO), in collaboration with members of the Free Speech Support & Resource Team (FSSRT), may authorize an exemption to the timeline if there is a demonstrated need, such as emerging response to current events, and all other requirements are met. Exceptions are contingent upon sufficient time to address safety, space availability and staffing considerations, in consultation with the requestor.*
 - A reservation request is considered related to free speech when the primary purpose of the event is the expression of ideas, opinions, beliefs, or viewpoints protected under the First Amendment. This includes, but is not limited to:
 - Demonstrations, protests, or rallies in designated public spaces.
 - Speeches, teach-ins, or public forums intended for open expression.
 - Distribution of literature, petitions, or advocacy materials in outdoor public areas.
 - Symbolic expression (e.g., signs, displays, performances) in support of a cause, idea, or viewpoint.

Requests not primarily focused on expressive activity (e.g., social events, entertainment, or campus department programming unrelated to expression of viewpoints) are not considered related to free speech for the purposes of this exemption.

- Involves music or amplified sound in a public space (including but not limited to amplified music, acoustic musical instruments or noisemakers, microphones, Bluetooth or PA speakers), regardless of audience size
- Includes food, beverage, or alcohol service
- Involves sales, donations, drawings, or fundraising
- Requires special room setups (stage, tents, extra furniture, special layouts, large seating)

- Requests campus services (catering, AV, custodial, facilities, UPD, Risk Management, parking, etc.)
- Anticipates attendance of 100+ in open areas
- Involves animals, youth/minors, fire/smoke, or other elevated risk elements
- Utilizes an external service provider or contractor
- Requires permits (State Fire Marshal, Youth Protection, animals on campus, etc.) or insurance/authorized third-party agreements.

Exclusive Use of University and Balabanis Art Quads

To maintain safety, sound management, and equitable access to major outdoor gathering areas, only one event may be scheduled in a Quad (University Quad or Balabanis Art Quad) at a time. For the purposes of these guidelines, the University Upper and Lower Quad are considered a single space and are therefore not available for simultaneous event reservations.

Exceptions may be granted for institutional priority events (e.g., Orientation and Week of Welcome, Campus-wide Recruitment & Preview Events, Lumberjack Weekend (Homecoming), or President's Office Initiatives) with approval from the Designated University Official (DUO) in consultation with Conference & Event Services (CES) and relevant departments.

If a Quad has already been reserved for an event, CES will work with subsequent event and tabling requestors to identify relocation options, typically to the other Quad if available and appropriate.

If a quad is reserved for tabling, CES will assess whether event support resources are available to accommodate an additional event concurrently. If adequate resources are available, CES may approve both activities to occur simultaneously in consultation with the DUO. If not, CES will work with the event requestor to identify an alternate location. If no feasible solution can be identified, the event request may be denied.

3. Event Submission Timelines

To ensure adequate coordination, review, and support, event requests must be submitted according to the minimum lead times listed below. These timelines allow for scheduling, staffing, and compliance review by the appropriate departments, including but not limited to Conference & Event Services (CES), Risk Management (RM), University Police Department (UPD), Cashier's Office, Parking, Advancement and Facilities Management (FM).

A. Low-Impact Events

Low-impact events are modest activities that require limited coordination and minimal or no additional campus services, such as room use with catering service.

Submission deadline: Requests must be submitted at least 10 business days (2 weeks) in advance.

Events submitted after this deadline will not be approved unless an exception is granted by the University President or designee, in consultation with the appropriate departments.

Free Speech Exception: If related to free speech in a designated public space with no space conflicts, the Designated University Official (DUO), in collaboration with Free Speech Support & Resource Team (FSSRT), may approve a timeline exemption when there is a demonstrated need (e.g., spontaneous response to current events) and time allows for review of safety, space and staffing considerations.

Criteria:

Low-impact events generally meet all of the following:

- Use of baseline services
- Requires only standard space access (keycard or unlock request)
- Fewer than 150 participants
- Internal events open to the public that are part of normal University operations (e.g., lectures, readings, open houses)
- No physical activity or elevated risk elements
- No minors (unchaperoned non-matriculated participants)
- No alcohol service by non-campus caterers
- No change in intended use of the space
- No elements requiring a State Fire Marshal (OSFM) Special Event Permit per the California OSFM Special Events Safety Requirements (e.g., tents greater than 700 sq. ft, enclosed canopies, open flames, ceremonial or cultural smoke/fire or temporary structures)
- Up to seven, 10'x10' open-sided tents (less than 700 sq. ft. total) do not require a permit; unclustered placement is preferred.

Baseline services:

Custodial, recycling, and basic room setup from a standard configuration list, along with building access during regular business hours. Requests for additional support may require additional review or reclassification as a High-Impact Event.

B. High-Impact Events

High-impact events require extended notice due to increased complexity, attendance, or risk. These events often need multi-departmental coordination and may require permits or specialized staff support.

Examples include concerts, campus lecture open to the public, job or clubs fair on the Quad, any event with food truck, student club fundraiser, performance or other large gathering event in a gym or on a field (excluding athletic related games, practices, etc), banquet, reception, or festival with vendors.

Submission deadline: Requests must be submitted at least *20 business days (4 weeks) in advance*.

Events submitted after this deadline will not be approved unless an exception is granted by the University President or designee, in consultation with the appropriate departments. Requests involving permits, insurance, or external agreements generally cannot be approved as exceptions.

Criteria:

High-impact events generally meet any of the following:

- More than 150 attendees
- High-risk food or beverage service, including use of food trucks or alcohol provided by non-campus caterer
- External participants (vendors, contractors, performers)
- Involves minors (non-matriculated or unchaperoned), animals, or elevated-risk activities (e.g., inflatables, open flames, athletic components)
- Any element requiring a State Fire Marshal (OSFM) Special Event Permit per the California OSFM Special Events Safety Requirements (e.g., tents greater than 700 sq. ft, enclosed canopies, open flames, ceremonial or cultural smoke/fire or temporary structures)
 - Use of space for purposes other than its intended use/occupancy (*i.e. using a gym for a reception or fair*)
 - Adding temporary structures
 - Use of stages, et greater than 400 sq ft. and use of stage canopies.
 - Use of tents, seven or more 10'x10' tents (or 700 sq. ft. total of tent canopy); in which bonding may be needed. Tents shall have a permanently affixed label bearing the identification of size and fabric or material type per Title 19, Division 1.
 - Ceremonial or theatrical smoke/fire elements
 - Events with 200 or more chairs creating rows or aisles, shall be bonded which requires staff to assemble and disassemble.
 - Where crowd managers are required based on number of attendees.
 - Indoors:
 - 500 occupants = 2 crowd managers
 - Every additional 250 occupants after the first 500 occupants = +1 crowd manager
 - Outdoors:
 - 1000 occupants = 4 crowd managers
 - Every additional 250 occupants after the first 1000 occupants = +1 crowd manager
- Requires technical or operational staff such as hosts, A/V technicians, ushers, lifeguards, theatre directors, or event operations personnel for spaces including, but not limited to, theatres, Redwood Bowl, Lumberjack Arena, and the pool
- Internal events advertised to or encouraging attendance by the general public (unless exempt as regular University operations) that require a University Hosting Agreement.

4. Timeline Enforcement and Late Submissions

Submission deadlines are established to ensure fairness, safety and operational feasibility. Events submitted after the established deadlines will not be approved without a Presidential exception granted in consultation with relevant departments.

Presidential Exceptions:

The President (or designee) may authorize limited exceptions to submission timelines in cases of unforeseen or time-sensitive circumstances, such as emergency-related University needs or short-notice events of significant institutional importance (e.g., playoff or championship games).

In such cases, the sponsoring department must assume primary responsibility for event logistics and coordination, with only minimal campus support available due to limited lead time, and approval of such exceptions should not be construed as precedent for future events.

For Time, Place, and Manner-related events (e.g., free speech tabling with sound), the DUO and FSSRT may authorize a reduced lead time if safety and coordination requirements can still be met.