



THE FORUM FACILITY POLICY

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The Forum

The Forum is an event and meeting space located within building 19A on the Cal Poly Campus.

The Forum is operated by Associated Students, Inc. The policy recommending body for the Forum shall be the University Union Advisory Board (UUAB).

Within these guidelines, policies recommended by ASI staff and approved by the UUAB shall be the official policies of the Forum, subject to approval by the University President. The Forum's Facility Policy shall be in accordance with Federal and State law, CSU Board of Trustee Policies and Cal Poly's Campus Administrative Policy (CAP). The ASI Executive Director designates the ASI Director of Facilities Management, or designee, to make decisions as noted in this policy.

The President's directive regarding use of university buildings and grounds is applicable to the Forum and its adjoining grounds. (CAP 144)

The Forum's Facility Policy may be amended, repealed, or adopted by two-thirds (2/3) vote of the membership of the UUAB and is subject to final approval by the University President or designee.

General Facility Policy

Access and Usage

- General facility policies are those policies, which apply to all individuals and/or groups who use the Forum.
- All University policies apply to the Forum.
- The Forum operating hours will be determined by the ASI Director of Facilities Management or designee, in consultation with the UUAB.
- Only authorized ASI personnel will be allowed in the building outside normal business hours or with written approval from the ASI Director of Facilities Management or designee.
- Use of the Forum space for commercial activity unrelated to the ASI mission (e.g., recruitment or solicitation) is prohibited unless the Director of Facilities Management or designee grants prior written approval. All fundraising activities must be 100% philanthropic in nature rather than commercial.
- Exceptions to the Forum Facility Policy may be granted by the ASI Director of Facilities Management or designee, in accordance with campus policy and in consultation with the UUAB.
- ASI staff is responsible for unlocking and locking the Forum. The Forum will be accessible during scheduled reservation times only. Doors will remain locked between reservations and after hours.
- Use of the Forum for showings of copyrighted film or video must secure a public performance license.
- ASI is not responsible for damage to or loss of personal items, signage, sandwich boards etc.
- The ASI Director of Facilities Management or designee has the right to adjust facility and equipment fees in individual situations in order to address improving customer service.

Health and Safety

- The ASI Facility Supervisor is responsible for overseeing building security and safety and will serve as the primary customer contact for facility concerns.

- At ASI's discretion, additional ASI staff may be required based on the nature of the event.
- In accordance with Campus Administrative Policy (CAP 172), organizations approved by the University President, or a designee, are authorized to serve alcoholic beverages.
- Room occupancy levels are set in accordance with state fire regulations and must be enforced. The Forum's seating includes 90 seats, with 10 additional ADA compliant seats. The ADA compliant seats must remain accessible.
- In accordance with Campus Administrative Policy (CAP 171), all California State University campuses shall be 100% Smoke Free and Tobacco Free. Smoking, vaping and the use or sale of tobacco products are prohibited on the Cal Poly campus.
- Food and drink must be served and stored outside of the facility in accordance with all health and safety codes.
- No open flames are allowed in the Forum.
- Restrooms are not available within the Forum. The nearest restrooms are located in Building 19 Dining Complex and the University Union.
- Pets are not permitted in any campus building except for service animals, assistance animals or animals involved in authorized research or instruction programs. Dogs must have a valid license that also serves as evidence of a current rabies vaccination. Pets may not be left unattended on campus. (CAP 353).
- No person, while on university property, shall possess, carry or have control of any firearm, whether loaded or not, unless it is with the written permission of the Office of the University President or designee. (CAP 351)
- All use of electricity in the Forum must conform to an applicable edition of the National Electrical Code.
- Gambling is not permitted within the Forum.
- Workout, dance, and fitness activities are not permitted in the Forum.
- Bare feet are not allowed in the Forum.
- The Forum's doors must remain closed during adverse weather conditions.

Equipment and Furniture

- The Forum may be reserved for use as a self-serve event or meeting space. The rental space includes standard lighting, one microphone, and three display monitors. Additional audio-visual support can be requested at an additional cost, outlined on the applicable [rate sheet](#).
- Amplified decibel rates may not exceed 90.
- Storing items in the Forum is prohibited. The ASI Director of Facilities Management or designee will determine the property to be stored in the Forum.
- Setup and removal of ASI furniture, podium, and equipment must be performed by ASI staff or approved ASI volunteers. ASI staff is not responsible for the set-up or removal of non-ASI equipment.
- An item that may condensate or leak must be placed on a table with a liquid guard to prevent damage to surfaces.

- Groups are prohibited from bringing small appliances including refrigerators, hot plates, microwaves, etc., into the Forum.

Conduct and Responsibility

- All individuals are required to follow campus and Forum policies and procedures pertaining to their activity or program.
- Groups are responsible for the conduct of their members and guests.
- Groups will be held financially liable for any damage caused to the facility, property, grounds or equipment by their members or guests.
- Each group is responsible for leaving the facility in a reasonably clean and orderly condition. A damage/security deposit may be required from groups, based on the nature of the event.
- Any group or individual failing to comply with policies may be denied further use of campus facilities and loss of scheduling privileges will be subject to disciplinary action through Office of Student Rights and Responsibilities and/or campus police.

Authorized Users

Authorized Users are defined as users that are permitted to reserve space within the Forum.

1. Associated Students, Inc.
 - All programs.
2. Cal Poly Recognized Student Organizations (RSO's).
 - Student clubs and Club Sports that have been officially recognized and chartered by the University.
 - Independent Student Organizations that have been officially recognized and rostered by the University.
3. CPSU departments, administrative units and support groups. The following groups are included in this category:
 - Cal Poly Offices and Administrative Units
 - Cal Poly Departments
 - Cal Poly Colleges
 - Recognized faculty and staff committees and boards
 - CSU Chancellor and Trustees
 - Alumni groups
4. Cal Poly Conference and Event Planning
 - Private use by Cal Poly students and faculty/staff.
 - Students and faculty/staff scheduling facilities for private, non-professional, non-campus programs and activities.
 - Off campus organizations and individuals.

- Community organizations and individuals not associated with campus.

Reservation Policy

Table 1 Reservation Policy

Requestor	Scheduling Entity
ASI	ASI Facility Scheduling
Recognized Student Organizations (Clubs, Clubs Sports, ISOs)	RSO Reservation Process
Campus Departments	University Scheduling
Private use by Cal Poly students, faculty, and staff	Conference and Event Planning (CEP)
Off-campus organizations	Conference and Event Planning (CEP)

1. All requests must be submitted to the appropriate scheduling entity.
2. No group may reserve space on behalf of another organization. Organizations may release space by contacting their appropriate scheduling entity. A sponsoring organization may schedule an event that incorporates multiple participating entities within one reservation. Organizations may not sell, sublease, or transfer reservations to another individual or organization.
3. Reservations and event details must be completed by the deadline dates below.
 - Events that require staffing, set-up, audiovisual or approval from the Director of Facilities Management.
 - Reservation: Twenty-one (21) calendar days prior to the event date.
 - Event Details: Fourteen (14) calendar days prior to the event (i.e. room diagrams, audio visual needs, itinerary). All reservations are subject to cancellation if the details are not submitted by the event details due date.
 - Revisions: Seven (7) calendar days prior to the event (i.e. minor changes to room diagram, audio visual needs, itinerary). Changes made after the due dates referenced above will incur a cost as outlined on the applicable [rate sheet](#).
 - Cancellation: Seven (7) calendar days prior to the event date.
4. ASI Event Management and the appropriate scheduling entity must be informed in advance of any change regarding an event.
5. Major cleaning and routine maintenance will take priority during academic breaks and holidays.
6. Reassignment of space may be necessary and shall be done at the discretion of the ASI Director of Facilities Management or designee. Whenever possible, ASI will notify groups of any facility change in advance. ASI reserves the right to cancel an event or modify the extent of services provided in the event of construction, utility interruptions, campus emergencies, natural disasters, or catastrophic events.
7. Failure to comply with policy may result in the immediate loss of all scheduling privileges at the discretion of the ASI Director of Facilities Management or designee.

Cancellation and No-Show Policy

- Cancellations of reservations must be made by the requestor or other authorized individuals seven (7) business days prior to the scheduled event.
- If a group fails to notify their scheduling entity of a cancellation seven (7) business days in advance, the group will be considered a “no show.”
- If a group fails to arrive within one hour of the scheduled reservation, the group will be considered a “no show.”
- “No shows” will incur a fee as outlined on the applicable [rate sheet \(opens in new window at Associated Students Incorporated Facility Reservations\)](#). Charges will be assessed for all canceled or “no show” events when staff support is required or when costs have been incurred by ASI. A group will not be allowed to book further reservations, nor will their current reservations be honored until all “no show” fees are paid.
- Failure for a group to cancel an event more than three (3) times in an academic year will result in the cancellation of all remaining reservations for the year.

Reservation Priority

ASI reserves the right to give preference to University events sponsored or endorsed by the University President. Additionally, campus emerging events as identified by the University President will be given priority.

The following schedule identifies the first date that groups may request reservations in the Forum for the following academic year.

PRIOR TO START OF THE NEXT ACADEMIC YEAR

April 10 – Priority Users

The following are the Priority Users, in order of priority.

1. University Events sponsored by the University President
2. ASI Student Government
3. ASI Events
4. ASI Programs

All reservation requests must be submitted by April 17 to maintain priority status. Requests submitted after this date will be processed on a first come, first served basis.

May 1

Reservations are processed on a first come, first served basis.

- Cal Poly Recognized Student Organizations

June 15

- Reservations are processed on a first come, first served basis.
 - Alumni groups

- Campus Departments
- Conference and Event Planning
- CSU Chancellor and Trustees
- Recognized faculty and staff committees and boards
- Other groups conducting University business and support functions

Posting, Displays and Marketing

- For leafleting and distribution of non-commercial written and printed materials refer to CAP 145.6.
- Sandwich boards may be positioned in the outside area of the Forum. Groups are responsible for providing their own sandwich boards.
- All materials and decorations must be attached to vertical surfaces only. Blue painter's tape must be used.
- Hanging items from the Forum's ceiling is not permitted.

Key Policy

- All keys are issued by the ASI Director of Facilities Management or designee. A key authorization card must be completed and signed by the ASI Director of Facilities Management or designee.
- Keys cannot be loaned or transferred. Unauthorized use of keys will result in the revocation of key privileges.
- Key authorization for staff authorization is valid for the duration of employment.
- All keys must be returned as appropriate. Lost keys must be reported immediately to the ASI Director of Facilities Management or designee. The signatory agrees to pay a replacement fee for each lost key. Individuals who fail to return keys or pay the replacement fee will have a hold placed on their academic record. If a master key or exterior door key is lost, the signatory may be held liable for the cost of re-pinning all areas accessible by the lost key.