

EVENT SCHEDULING GUIDELINES FOR STUDENT ORGANIZATIONS

Cal State Fullerton School of Music

The intended purposes of these guidelines are (1) to provide information about parameters regarding what CSUF registered student clubs and organizations are and are not permitted to do within the Claves Performing Arts Center buildings; (2) to provide for allowing registered student groups to have pleasant and problem-free events for members while avoiding inconveniences to other students, staff, and faculty; and (3) to address a series of recurring conflicts and clarify procedures that have occurred for many years. For the purposes of this document, the words, “group, club and “organization,” are used to describe nationally or locally chartered student groups that exist autonomously as organizations registered with the Associated Students Inc., and the Dean of Students office at CSUF. Some groups, clubs and organizations are affiliated with academic departments due to the nature of their charter or by-laws.

General Information

- Scheduling of all student group events held within the Claves Performing Arts Center buildings will take place through consultation with the School of Music Production Coordinator (contact information below).
- When scheduling an event, the type of event must be specified. The event should fall into one of the following categories (please specify when making a request):
 - General Student Organization Meeting
 - Student Organization District/Province Meeting/Academic Conference
 - Ceremony (see “ceremonies and events” section below)
 - Recital (see “recitals” section below)
 - Student Organization Sponsored Performance
 - Student Organization Sponsored Workshop/Master Class
 - Special Event for the Students of the School of Music (mock juries, study room, etc)
 - Student Organization Sponsored Event affiliated with the purposes of said organization
- When using facilities in the Claves Performing Arts Center buildings, care shall be taken not to damage any furnishings or equipment. At no time shall furniture or equipment be used in a manner for which it was not designed.
 - Nothing is to be placed on top of ANY keyboard instrument (grand piano, harpsichord, etc). The exception is placing a proper and safe piano light on the said keyboard instrument for purposes of aiding in the reading of music while practicing and/or performing.
 - Avoid using “musician chairs” (blue, brown, and black) for activities other than sitting.

- For safety and security reasons classroom, practice room, or studio windows may not be covered except for the following reasons:
 - When such facility is being used as a dressing room for performance preparations, and in that case a clearly worded sign shall be posted on ALL doors of the room being used for dressing purposes.
 - When such facility is being used for a ceremony, or meeting in which sensitive materials or rituals will be in use. In this case, ONE of the window coverings will not cover the entire window (open a sliver at the top) so that staff may verify that School of Music and university policies and being maintained. The slightly open window prevents staff from needing to enter a room and disturb the event in progress

- All furniture, equipment, and furnishings should be returned to their original states and positions at the conclusion of an event, and the room should be left as neat and clean, or neater and cleaner, than it was found prior to the event. At no time shall furniture or equipment in a room be positioned in such a manner as to cause a hazardous condition.
 - Avoid blocking fire exits.
 - Avoid exceeding occupancy limits of facilities, including the addition of chairs that are not authorized by the Technical Services Coordinator, or Production Coordinator. At the time of the contracting rooms or facilities by the student organizations, the Technical Services Coordinator or Production Coordinator will provide the proper information regarding the respective occupancy limits of facilities, respectively.

Timelines

- All student group events should be scheduled with the School of Music Production Coordinator no later than 72 hours before the projected event. Once the event is scheduled, the facility in use is secured to the student group for the specified date and time.

- Student groups should realize that the further in advance they submit their scheduling request, the more likely they will end up with a time and space that allows them to do what they want and need to do at a minimum of inconvenience or disruption to other students, staff, and faculty.

Ceremonies & Events

The main purpose of the School of Music is the education of students in the art of music, which includes mastering and performing that art. This purpose is first and foremost, and has priority above all other events. That is, curricular recitals that pertain to students fulfilling obligations for their course and graduation requirements may receive priority scheduling over student group events.

- If a student club/organization wishes to hold a ceremony or event with limited interruptions, it is best to schedule it to begin after 11:00 p.m., pending prior approval from the School of Music as per documented contractual guidelines.

- For safety and fire code reasons, at no time shall real open flame (i.e., lit candles, lighters. etc) be used in any rooms in the Clayes Performing Arts Center buildings. Battery operated equipment is acceptable.

- At no time shall food, perishable items or liquids be allowed in rooms during an event. Exceptions include bottled water (which should be kept off of and away from ALL instruments at all times) and any necessary medications. Food as part of a pre-planned reception will only be allowed in certain rooms depending on the nature of the facilities request and is only allowable at the discretion of School of Music Technical Services Coordinator or Production Coordinator. Details regarding this should be submitted with a facilities request.
- At no time shall a staff or faculty member be refused complete entry to or barred from a room. Staff and Faculty have no intent on revealing any ceremony details. They are charged with maintaining School of Music and university policies and general safety practices. Therefore, the staff and faculty will always act in a professional manner, and will only interrupt and event is absolutely necessary.
- At no time shall student percussionists be denied access to the instruments stored inside rooms that contain them, including storage rooms and storage closets (for example: the closets in PA-119 and the storage room off the PA-119 vestibule). Student percussionists, with the spirit of courtesy and cooperation, will be asked to wait a few minutes if and only if a “ceremony” is in progress, but no longer than 5 minutes. This allows groups to adhere to their chartered National guidelines by taking the time to cover sensitive items before the staff and/or faculty(s) enters the room. Students are expected to exercise civility at all times, in the spirit of professional conduct and appropriate behavior as per University Policy Statements regarding personal conduct. Exceptions include designated campus-wide emergencies and medical emergencies.
- The contracted group retrieving the items for the student percussionists or staff is not an acceptable option. As previously stated, scheduling events after 11:00 pm will greatly reduce the likelihood of this occurring.
- Both Faculty/Staff and student groups are expected to exercise civility at all times, in the spirit of professional conduct and appropriate behavior as per University Policy Statements regarding personal conduct. Exceptions include designated campus-wide emergencies and medical emergencies.

Recitals

- Student Organization recitals and/or Chapter recitals are treated as Special Recitals and therefore must follow all the policies set forth in the recital packet for Special Recitals.
- Informal recitals may be held in PA-127 or PA-119 outside of the date limitations of Special Recitals. Informal recitals must be fully self-supported by the contracted student group (no technical staff provided).

Should questions or concerns regarding these guidelines occur, they may be addressed to the Director of the School of Music, School of Music Technical Services Coordinator and Production Coordinator.

Technical Services Coordinator
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