
Policy on Possession and Consumption of Alcohol
[Supersedes PM 83-14]

I. General Provisions

A. Purpose

This policy is designed to regulate the possession and consumption of alcohol on campus by members of the University Community and by recognized university organizations and departments. The privilege of consuming beer or wine is extended with the expectation that these activities are to be held under conditions which complement the orderly operation of the University. Off-campus groups and organizations contracting with the University for use of facilities are also subject to these regulations.

B. Prohibited Possession or Use of Alcoholic Beverages

The possession, sale, serving or use of distilled spirits on campus is prohibited at all times except within the privacy of individual living units in University Housing. The possession, sale, serving or use of beer or wine on campus is also prohibited at all times, except as allowed under the alcoholic beverage license managed by the CSUDH Foundation Campus Dining Services or within the privacy of individual living units in University Housing.

C. Restriction Based Upon Age

California state law imposes criminal penalties for the possession or use of alcoholic beverages by persons under 21 years of age and for persons who furnish, give, sell or cause to be sold, furnished or given away, any alcoholic beverage to a person under the age of 21. (State Alcoholic Beverage Control Act, Sections 25658-25665.)

D. Definitions

- "Serve" means to give away or provide at no cost.
- "Sell" means to give or exchange for money, tickets, tokens or anything else of value, directly or indirectly.
- "Appropriate university official" shall include a University Police officer or the administrator assigned to be present at the event or his/her designee. Or if the occasion should require it, any administrator senior to the designee.
- "Closed Catered Events" means events catered by the Campus Dining Services that are by invitation only.

E. Authority

This policy is promulgated under the authority of the California Education and Administrative Codes, subsequent resolutions and standing orders of the Board of Trustees and Chancellor of the California State University, and responsibility of the President of the University for the general welfare of the campus.

II. Conditional Use of Beer or Wine

A. Officially recognized campus organizations (student, staff, faculty, and administrative) may sponsor an event on campus at which beer and/or wine is served. In sponsoring such event, the organization and its officers accept the following responsibilities and conditions:

1. To observe all applicable state laws and university policies, including compliance with the application procedure;
2. To maintain decorum appropriate to the University setting (The sponsoring organization shall cease serving beer or wine at the request of an appropriate university official.);
3. To limit participation to the membership of the sponsoring organization and its invited guests only and for a specific time frame only;
4. To refrain from advertising to the public on or off campus the availability of alcoholic beverages;
5. To provide for the distribution of non-alcoholic beverages other than water at any event where alcohol beverages are served;
6. To assure that no minor or intoxicated person is served alcoholic beverages; and
7. To assure that consumption and service of the beer or wine is at or in the facility designated for the event.

B. Beer or wine may only be sold or served by the Campus Dining Services.

1. Selling beer or wine includes an exchange for money, tickets, tokens or anything else of value.
2. If admission charges are made for the function, alcoholic beverages cannot

- be served as a part of the admission price.
3. Generally sales of beer or wine will be in conjunction with food service.
- C. Restrictions to the University's Alcohol Beverage License. Beer and wine can only be served or sold in the following locations:
- a. The Bistro Food Service area in the University Student Union.
 - b. The Olympic Velodrome
 - c. At closed events catered by the Campus Dining Services.

III. Administrative Responsibility for Policy Implementation and Enforcement

- A. Policy Implementation
1. Student Organizations may request permission to sponsor an event at which beer and/or wine are to be served by following the Event Planning process with the Student Union and Activities Office at least six [6] weeks before the proposed event. Depending upon the nature of the event and the facility requested, more time may be required. The source of funds to pay for any beer or wine served shall be included on the request. Money allocated from Associated Students, Inc., the Loker University Student Union, State funds or funds paid as a part of student's mandatory fees cannot be used to purchase beer or wine. The request shall also affirm that the payment of an admission charge to the event is not a precondition to being served beer or wine. In addition to this procedure for requesting permission to serve beer or wine, established procedures for reserving university or Student Union facilities and all other event planning procedures set forth by the Student Union and Activities Office shall be followed. If the Student Union and Activities Office denies an application, the sponsoring group may appeal to the Vice President for Student Affairs, whose decision will be final.

2. Faculty or Staff Groups may request permission to hold a group sponsored event at which beer and/or wine are to be served by submitting an application to the Director of Campus Dining Services or designee at least ten (10) working days before the proposed event. If the application is denied, the group may appeal to the Executive Director of the Foundation.

3. University Related Groups (for example, the Alumni Association) may request permission to hold a group-sponsored event at which beer and/or wine are to be served by submitting an application, approved by the university liaison for that group, to the Director of Campus Dining Services or designee at least 10 working days prior to the proposed event. If the application is denied, the group may appeal to the Executive Director of the Foundation.

4. Off-campus Groups (not university related) shall be limited by the terms of their written contract with the Campus Dining Services.

B. Policy Application—Off-Campus Events
University groups or organizations holding university events in a restaurant, club, hotel, etc., where alcoholic beverages are normally served may make special arrangements for the serving of those beverages at off-campus functions. They are subject to state law for purchasing (no state, Loker University Student Union or Associated Students, Inc., funds may be used) and/or supplying alcohol beverages to any minor. The university exercises no supervision and assumes no responsibility to control the serving or consumption of alcoholic beverages off the university premises.

However if a university group appears to encourage or tolerate the misuse or

abuse of alcohol at off-campus events, appropriate disciplinary action may be taken after an investigation.

C. Policy Enforcement

1. The Vice President for Student Affairs is responsible for the general enforcement of this policy and the approval of application in coordination with the Student Union and Activities Office when a student group is involved.
2. The Executive Director of the Foundation is responsible for the general enforcement of this policy and approval of application (in coordination with the Director of Campus Dining Services) for all non-student groups.
3. The University Police will assist with enforcement of this policy for protection of security and to enforce applicable laws.
4. Campus Dining Services staff will assist with enforcement of this policy for protection of the Alcoholic Beverage License and to ensure that applicable laws are enforced.
5. Violations of this policy by individuals may cause disciplinary action to be taken.
6. Violation by any university or student club or organization or related group could, after notice and hearing, be cause for the withdrawal of certain campus privileges or loss of recognition of the organization or denial of the use of campus facilities.

**CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS
APPLICATION FOR PERMISSION TO SERVE BEER OR
WINE**

Serving Date _____

Serving Location _____

Serving Hours _____ Estimated Attendance _____

Beverage to be Served _____

Name of Requesting Group

Type of Function

In applying for permission to serve beer or wine at the above-described function, we assure the campus administration that

1. Only members of this group and their invited guests shall attend this event.
2. We shall provide adequate controls to ensure that all persons served beer or wine are at least 21 years of age and that there is at least one responsible group member for every 50 individuals in attendance.
3. We shall abide by California laws regarding the use and sale of alcohol beverages, including specifically the provisions listed below:
 - a. It is a misdemeanor to sell alcohol beverages on campus without a valid license from the Department of Alcoholic Beverage Control. The Campus Dining Services holds that license and therefore is the only entity that may sell or serve alcoholic beverages.
 - b. Prohibited sales include forms of indirect sales such as selling tickets or chits, which may be exchanged for drinks.
 - c. It is a misdemeanor to sell, furnish, or give away any alcoholic beverage to any person under the age of 21 years. (Business and Professions Code 25858)
 - d. It is a misdemeanor to sell, furnish or give away any alcoholic beverage to any obviously intoxicated person. (Business and Professions Code 25602)
4. Groups that are serving beer or wine must provide for non-alcoholic beverages, other than water, for persons under 21 years of age in attendance or those who prefer non-alcoholic beverages.

Type of beverage other than beer or wine to be served

Source of funds used to purchase beer or wine

Admission charge _____ No _____ Yes (explain)

I have read the "University Policy on the Possession and Consumption of Alcohol" and hereby agree to abide by the provisions stated therein.

Name & Title

Phone Number _____

Date _____

Signature of Representative

_____ Date _____

Organization's Advisor/Liaison _____ Phone
Number _____

Date _____ Approval Granted _____

Denied _____ Date

Director, Campus Dining Services

Vice President, Student Affairs/Designee

_____ (stu
dent groups only)

**[For student groups, a copy of the approved Event
Planning Form must accompany this form.]**

**AN APPROVED COPY MUST BE ON FILE WITH THE
UNIVERSITY POLICE IN ADVANCE OF EVENT.**

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5/17/99

President Herbert L. Carter

Campus Policy on Alcohol and Substance Abuse

I. Policy Goal

California State University, Dominguez Hills has a responsibility to maintain an educational environment conducive to academic achievement. The prohibition of illicit drugs helps to assure students, faculty and staff that the University is exercising this responsibility.

II. Policy Statement

The unlawful manufacture, distribution (by either sale or gift), dispensing, possession or use of alcohol or a controlled substance is prohibited anywhere on the campus of California State University, Dominguez Hills. Actions that will be taken against those who violate this prohibition are delineated elsewhere in this policy.

For the purpose of this policy the term controlled substance has the meaning given such term in section 102 of the Controlled Substances Act (21 U.S.C. 802) and includes, but is not limited to, marijuana, cocaine, cocaine derivatives, heroin, "crack," amphetamines, barbiturates, LSD, PCP, and substances typically known as "designer drugs" such as "ecstasy" or "eve." Possession of paraphernalia associated with the illegal use, possession, or manufacture of a controlled substance is also prohibited. The illicit use of alcohol is also included in this policy.

III. Authority

The President has designated the Vice President for Student Affairs to act in all matters pertaining to the enforcement of this policy with regard to students; the Vice President, Academic Affairs to act in all matters pertaining to the enforcement of this policy with regard to faculty; and the Vice President for Administration to act in all matters pertaining to the enforcement of this policy for all other employees. In all cases of alleged violations of this policy the Chief, State University Police will be contacted.

IV. Disciplinary Actions and Penalties

Disciplinary action imposed by the University will not be in lieu of penalty, fines or imprisonment imposed through the legal system.

Disciplinary action for students, which may include penalties up to and including expulsion, will comply with procedures established in Executive Order 628 and outlined in the Students' Handbook of Rights and Responsibilities.

For employees, appropriate personnel action will be taken within 30 days, and may include penalties up to and including termination. Disciplinary action for employees will be conducted in accordance with current collective bargaining agreements and HEERA procedures.

V. Dissemination

Under this policy, there will be an annual distribution of the following information to each student and employee:

- A. A statement of standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of drugs and alcohol by students and employees on CSUDH property;
- B. A description of the applicable legal sanctions under local, State, and Federal law for unlawful possession, use, or distribution of illicit drugs and alcohol;
- C. A description of the health risks associated with the use of illicit drugs and alcohol;
- D. A description of drug and alcohol counseling, treatment and rehabilitation programs available to students and employees;
- E. A clear statement that this institution will impose sanctions on students and employees and a description of these sanctions, up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct.

All new employees will be notified of this policy at the time of employment as well as annually.

VI. Evaluation

A biennial review of this policy and related programs will be conducted to

- A. determine its effectiveness and implement changes to programs if they are needed; and
 - B. ensure that the policy and its disciplinary processes and sanctions required by paragraph IV are consistently enforced.
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5/17/99
President Herbert L Carter**

Amplified Sound

Amplified sound is defined as any sound that is broadcast through electronically amplified equipment or sound that is electronically enhanced.

- A. Regulations as stated in the *Student Rights and Responsibilities Handbook* (Section III, chapters C and D) and the *Handbook on Student Participation* are applicable.

- B. With the assistance of the Student Union and Activities Office staff, the sponsoring organization is responsible for notifying the campus at least one (1) week in advance as to the dates, times and types of activities to be presented. The notification should be in the form of a memorandum to appropriate departments, schools and administrative offices as well as e-mail messages and prominently placed flyers and posters.

- C. The Student Union and Activities Office scheduling will provide the campus amplification policy to sponsoring organizations presenting an event.

Sound Level Control

- A. At a distance of 45 feet in front of the stage, the sound pressure level will be no more than 80 decibels utilizing the "B" scale for outdoor performances. The Student Union and Activities Office staff will work with the individual(s) sponsoring the event to periodically monitor the sound pressure level.

B. All requests for amplified sound must be approved by the Student Union and Activities Office.

C. Student Union and Activities Office staff and/or the appropriate university departments retain the right to monitor and/or limit the sound levels generated by amplification systems. Enforcement will be the responsibility of the Student Union and Activities Office staff. Compliance with the city of Carson Noise Regulations may also require performers to adjust the amplification levels of their equipment.

1. The performing groups and a sound amplification provider acknowledge their awareness of the sound policy by signing a copy of the performance/service agreement..
2. If the sound level exceeds 80 decibels when measured at 45 feet, a warning will be given to the group to lower the volume.
3. No more than one (1) minute will be allowed to correct the volume to an acceptable level.
4. If a second warning must be issued, an additional one (1) minute will be allowed to correct the volume to an acceptable level.
5. There will not be a third warning. If the volume is exceeded a third time, the electrical power supply will be shut off and not turned back on. Groups should be advised that this process may damage their equipment and that the Student Union and Activities Office and/or the University assumes no responsibility for repairs caused by this action.

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5/17/99

President Herbert L. Carter

Anti-Hazing Policy

As stated in the State of California Education Code, Part 19, Chapter 1, Article 5, Section 32050-32051:

As used in this article, "hazing" includes any method of initiation or pre-initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term "hazing" does not include customary athletic events or other similar contests or competitions.

No students or other person in attendance in any public, private, parochial or military school, college or other educational institution, shall conspire to engage in hazing, participate in hazing, or commit any act that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any fellow student or person attending the institution.

The violation of this Section is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), not more than five thousand dollars (\$5,000), or imprisonment in the county jail for not more than one year, or both.

All student organizations, as part of their registration process on California State University, Dominguez Hills campus, shall be required to submit an attested acknowledgment stating all members of the organizations have been informed of the law and they understand its implications and further, agree not to engage in hazing activities. Organizations or individuals found guilty of violation of this section of the Education Code shall be subject to appropriate disciplinary action by the University.

**PM 99-04, Section
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5/17/99
President Herbert L. Carter**

Campus Event Policy

I. Campus Event Policy

Student events or activities sponsored by student organizations, Associated Students, Inc. and/or campus departments are designed for the benefit and enjoyment of the California State University, Dominguez Hills (CSUDH) campus community. Producing a campus event requires preparation and planning to ensure a well-run event. *Requests for exceptions to the following Campus Events Policy should be presented in writing to the Associate Vice President for Student Life for consideration.*

A. Definitions

Campus Event – Any student event held on the California State University, Dominguez Hills campus that is sponsored by a CSUDH recognized student organization, Associated Students, Inc., and/or campus department. Regular organization meetings are not considered campus events.

Event Planner Form – A planning form used to collect information about a planned campus event. The form must be returned to confirm the event reservation. The form is not complete until reviewed by the Student Union and Activities Office.

B. Guidelines

1. The purpose of this policy is to assist organizations with the planning of an event and to outline the applicable University policies.

2. The role of the Student Union and Activities Office is to assist
 - a. in the event-planning process;
 - b. with facility reservations for the event; and
 - c. as needed in event production.
3. The sponsoring organization is responsible for complying with the Campus Event Policy in addition to applicable policies set forth by the Loker University Student Union, California State University, Dominguez Hills, city of Carson and/or the state of California.

II. Event Planning

A. Make facility reservation and confirm space availability. Make sure you have enough lead time to fulfill all other event requirements. Complete all sections of the Event Planner Form, including Advisor's signature, and return to the Facilities Scheduler in the Student Union and Activities Office to confirm the reservation.

B. An Event Planning Meeting is required if any of the following apply. The proposed event

- is a dance.
- is a concert.
- involves the serving of alcohol.
- will have cash collected at the door (i.e., tickets sold at the door).
- has an expected attendance of over 100.
- will be a casino night event or involve gambling, raffles or prize drawings.
- is in a facility or at a location that requires an Event
- Planning Meeting. (The Facilities Scheduler in the Student Union and Activities Office has a listing of these facilities.)

The Event Planning Meeting must be held at least four weeks prior to the event

date. If the event is a series of events of the same nature, one Event Planning Meeting must be held four weeks prior to the first event of the series and covers all the events in the series. The Event Planning Meeting will have the following representation: a minimum of three organization members who will work at the event (at least one member must be an officer of the organization), the organization's advisor (if applicable), a representative from University Police, a representative of the facility, other University representative(s) as applicable, and a Student Union and Activities Office representative. In the case of events sponsored by Associated Students, Inc., representation at the Event Planning Meeting will be determined based on the nature of the event in consultation with the President of ASI.

The Event Planning Meeting is required to review the details and planning of the event. Failure to hold the Event Planning Meeting may cause the event to be canceled or rescheduled.

C. Contracts for performers and/or service providers must be returned with adequate time to draft payment. In addition the contracted performer and/or service provider must provide proof of liability insurance as applicable with the event. Consult the Student Union and Activities Office for assistance.

D. The sponsoring organization must provide verification of funding to the Student Union and Activities Office to demonstrate the ability to pay all event expenses, including facility use, Plant Services, and/or University Police.

E. Based on the nature of the event, admission may be limited to CSUDH students, staff and faculty with a valid CSUDH I.D. Two (2) escorted guests per CSUDH I. D. may also attend. Guests must be 18 years old or older. The sponsoring organization will be held responsible for the conduct of event

participants. Event participants will not have "in/out" privileges during the event.

F. Event Set-up

1. All event set-ups must be reviewed in advance by the Student Union and Activities Office to ensure that the safety of the participants is considered.
2. The event area must be accessible to participants with disabilities.
3. The sponsoring organization is responsible for the clean up of the facility, tables, chairs, and/or any equipment that may have been used.
4. The sponsoring organization is responsible for creating their own publicity and directional signs for events. On campus publicity and promotion must be posted in adherence to the University Posting Policy. Off campus publicity and promotion must be reviewed by the Student Union and Activities Office prior to distribution. Publicity should not be distributed on or off campus until Event Planner Form is completed and reviewed by the Student Union and Activities Office.

G. Security

1. University Police are responsible for determining the event security needs based on the type and size of the event. The sponsoring organization will incur the cost of providing security.
2. Only the University's Police Officers are allowed to provide security for an event on the CSUDH campus. At the discretion of University Police additional security or an outside agency may be contracted for the event. Student security may be provided for the event with the approval of University Police.

H. Parking

Event parking is limited to designated lots and access will be controlled through arrangements made by the University Police. Any expense for parking personnel and related signs will be billed to sponsoring organization.

I. Smoking and Alcohol

A safe and healthy environment for the event is the responsibility of all involved.

Campus smoking regulations and alcohol policy must be adhered to during the

events. There are no exceptions to the University smoking and alcohol policies.

J. Adherence to University Policy

Ensuring the adherence to University Policies is the responsibility of the sponsoring

organization. If event information outlined on the Event Planning Form changes

prior to the event, it is the responsibility of the sponsoring organization to inform

the Student Union and Activities Office.

Event Planner Form

Loker University Student Union/Student Life Office

California State University, Dominguez Hills

NAME OF PROGRAM: _____

ORGANIZATION: _____

Contact Person: _____ Phone/e-mail: _____

Advisor: _____ Phone/e-mail: _____

Date and Time: _____ Location: _____

Set-up Time: _____ Tear-down Time: _____

Estimated Attendance: _____ Ticket Price(s): _____

Description of Program _____

Will food be served? ____ *If so, who is providing?* _____

The Proposed Event: *(Please check all that apply)*

- q Is a dance.
- q Is a concert.
- q Involves the serving of alcohol.

q Will have cash collected at the door (i.e., tickets sold at the door).

q Is in a facility or at a location that requires an Event Planning Meeting (The Facilities Scheduler in the Student Union/Student Life Office has a listing of these facilities.)

q Is a concert.

q Has an expected attendance of over 100.

q Will be a casino night event or involve gambling, raffles or prize drawings.

I certify that the information provided on the Event Planner Form is an accurate description of the proposed campus event. I have reviewed the Campus Event Policy and I fully understand my responsibilities as the sponsoring organization.

Organization President Signature: _____ Date: _____

Organization Advisor Signature: _____ Date: _____

For Office Use Only:

q Reviewed

q Budget Required

q Event Planning Meeting Required

by _____

Student Union/Student Life Office Signature: _____ Date: _____

Required Notifications/Authorizations: Submit by: _____ Campus (copy attached)

q Parking (copy attached)

q A.S.I. Funding Approved

q Notify University Police

q Notification to Plant Operations

Notes: _____

Campus Smoking Policy [Supersedes PM 91-01]

California State University, Dominguez Hills has a responsibility to its students and employees to provide a safe and healthful learning and working environment. The University recognizes the harmful effects of involuntary contact with smoke. It also recognizes the need to preserve the reasonable individual rights of smokers as long as doing so does not interfere with the right of the non-smoker to a smoke-free environment.

The following policy shall be effective immediately:

1. Smoking is prohibited in all campus buildings, including offices, work areas, classrooms, lecture halls, laboratories, libraries, theaters, practice rooms, listening rooms, gymnasiums, kitchens, hallways, stairwells, elevators, eating areas and restrooms. Certain areas external to buildings which do not have adequate ventilation (e.g., patios, stairways and walkways) may also be designated as non-smoking areas by the Director of Environmental Health and Safety.
2. Smoking is prohibited in all State automobiles, vans and trucks.
3. Exceptions include designated smoking areas, Student Housing (which shall be governed by its own policy) and the Velodrome (which shall be governed by the Velodrome Governing Board).
4. When artistically required, smoking is permitted as part of a university-sponsored theatre or dance performance/rehearsal.

Effective implementation of this policy depends upon all members of the University community acting with common courtesy and sensitivity to others. Members of the campus community who willfully violate the University smoking policy will be subject to disciplinary action through recognized administrative channels and/or in accord with the applicable collective bargaining agreement. Alleged violations of this policy should be reported through the appropriate complaint procedure. There shall be no reprisals against anyone seeking assistance in enforcing this policy. For information regarding the appropriate procedures, please contact the following: for faculty, the Associate Vice President for Faculty Affairs; for students, the Vice President for Student Affairs; and for staff, the Director of Human Resources Management.

New employees will be notified of the policy by the Human Resources Management Office upon employment. This policy shall be included in the *University Catalog, Schedule of Classes* and other informational publications.

Appropriate signs designating no smoking and smoking areas shall be posted. At least one copy of this policy shall be posted in each campus building.

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5/17/99

President Herbert L. Carter

Casino Night Policy

Campus organizations may request, through the Office of Student Union and Activities, to sponsor a free Las Vegas or casino night on the campus. An organization member must meet with a representative of the Office of Student Union and Activities well in advance (several months) of the event to review the legal and procedural restrictions on such events. Representatives from the following areas will be in attendance during this initial event-planning meeting: sponsoring groups; Office of Student Union and Activities; University Police; and Food Services, if applicable. During the initial event-planning meeting, decisions will be made regarding the logistics for the event. No publicity may be prepared for or contracts entered into without prior event authorization from the Office of Student Union and Activities. Sponsoring organizations should plan to hold 3-4 event-planning meetings with a representative of the Office of Student Union and Activities. An individual organization may sponsor only one "free casino night" per academic year.

The sponsoring organization must comply with all provisions of campus policies and state and federal laws concerning casino parties; in particular, information detailed in Sections 330 through 337(s) of the California Penal Code which pertains to Gaming. No person under the age of 18 is permitted. The event must be open to all members of the campus community, except those under the age of 18. There can be no entrance or advance registration fee. Scrip or chips must be used for play; no money can be used. Scrip must be distributed free with no connection to any voluntary donation.

All volunteers must wear identification chest-high throughout the event.

Prior to advertising for a Casino Night, a member from the sponsoring organization must have already met with a representative of the Office of Student Union and Activities to discuss the procedures for handling such an activity. Organizations must scrupulously abide by these and the state's regulations. Failure to comply will result in event termination, possible campus sanctions and/or criminal prosecution.

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5/17/99
President Herbert L. Carter**

Dance Policies and Procedures

In addition to the Event Planning procedures outlined in the Campus Event Policy, organizations sponsoring a dance must adhere to the following guidelines.

1. Sponsoring organization must be
 - a. a currently recognized student organization, or
 - b. an Associated Students, Inc., commission or committee.

2. The sponsoring organization may make dance reservation up to six months in advance. A dance reservation will not be accepted if the reservation request is made less than four (4) weeks prior to the event.

3. The pre-event meeting for dances must be held at least four (4) weeks prior to the event.

4. Dances may extend to 11:00 p.m. Sunday through Thursday and to 1:00 a.m. on Friday and Saturday.

5. The L.A. County Fire Marshall determines the maximum capacity for a facility. The sponsoring organization will be responsible for ensuring that attendance complies with the maximum capacity figures.

6. Admission will be granted to currently enrolled California State University, Dominguez Hills students and guests. CSUDH

students must provide a valid ID or proof of enrollment with a photo ID. CSUDH students are allowed two (2) guests who must enter the event at the same time. The CSUDH student is responsible for the behavior of his/her guests. Guests must be 18 years of age or older and show proper identification.

7. Ticket sales

a. Organizations wishing to sell tickets in advance are advised to discuss the arrangements with the Student Union and Activities Office.

b. Tickets/admission fee sold/collected at the door will require a cash box, hand stamp, and/or ticket.

8. Representatives of the sponsoring organization will coordinate event management. The sponsoring organization must designate in advance an event manager.

9. There is no reentry after exiting the dance. Individuals requesting to leave and reenter the dance for emergency purposes will be treated on an exception basis by the sponsoring organization.

10. It is the responsibility of the sponsoring organization to limit publicity and promotion of the dance to on campus. Off-campus publicity and promotion of any kind is not allowed. Publicity and promotion must include sponsoring organization name(s), event location name, start time, information contact telephone number and must specify that admission is for currently-enrolled CSUDH students with ID.

11. The advisor and the sponsoring organization's event manager must make contact with the facility representative and University Police officer at the event site thirty minutes prior to the beginning of the scheduled event. Failure of the advisor and the sponsoring organization's event manager to make personal contact may result in cancellation of the scheduled event. It is additionally understood that the advisor will remain present throughout the duration of the event.

12. University Police determine and will be responsible for hiring the appropriate number of University Police officers at the expense of the sponsoring organization.

13. The sponsoring organization may be responsible for hiring a custodial crew for after-hours events as coordinated through the Student Union and Activities Office.

14. Funds for the entire cost of the event must be on deposit with the Associated Students, Inc., or in a Foundation Office account (for Greek letter or Honor/ Service Societies) before the event is approved.

15. The sponsoring organization will be financially responsible for any damages to the facilities.

16. Two (2) weeks prior to the event, the event manager provides copies of contracts and all publicity for review by the Student Union and Activities Office, prior to release of any publicity.

17. For student organizations receiving funding from Associated Students, Inc., all funds must be on deposit in an Associated Students, Inc., account. Greek letter organizations must deposit funds with the Student Union and Activities Office one week prior to the event.

18. Organizations funded through Associated Students, Inc., submit a complete accounting of funds to the Assistant to the General Manager of Associated Students, Inc., within 72 hours after the event. This statement must include source of funding, number in attendance, total gate, total expenditures, and purpose for which funds have been used. All receipts and disbursements must be made through the Assistant to the General Manager of Associated Students, Inc., He/she will make appropriate entries into the accounts and forward these forms to the Foundation Office for deposit or disbursement from the Associated Students, Inc., accounts.

I acknowledge receipt of the dance policies and procedures and have reviewed them with the Student Union and Activities Office. I fully understand my responsibilities as the sponsoring organization representative.

_____	_____
Sponsoring Organization	Event
Name and Date	
_____	_____
Organization President Signature	Date

Advisor Signature

Date

University Police Signature

Date

Student Union & Activities Office

Date

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5/17/99

President Herbert L. Carter

Free Drawing Policy

In the state of California, raffles and lotteries are illegal if a person is required to purchase a ticket or make a donation in order to be eligible to win the contest. Use of the term "raffle" is acceptable when tickets are randomly distributed and there is no financial donation connected with the allocation of tickets. For events such as a Casino Night, the term "drawing" must be used instead of the term "raffle."

Prizes must be awarded through a drawing of tickets given to game winners. Prizes may be goods or services. Prizes consisting of alcoholic beverages are not permitted. Prizes may be donated to or purchased by the sponsoring organization. The name of the merchant or brand name of any prize may be mentioned in drawing publicity on campus. The drawing cannot be referred to as a raffle or chance as that would be considered gambling. All prizes must be awarded even if donations are insufficient to cover costs.

All advertising must indicate that no purchase or donation is required to participate and that the drawing is open to the campus community.

Tickets for the drawing must indicate the following:

1. date, time and location of the drawing
2. name of sponsors and benefactors of the fund-raiser

3. amount of the suggested donation, including the word "donation"
4. "donation or purchase of tickets not required to be eligible to win"
5. major prizes offered
6. "winner need not be present at drawing" (not required, but advised)

Free tickets, a minimum of one per person, must be available. Each solicitor must know that free tickets can be obtained. The word "drawing" or "free drawing" is required; do not use the word "raffle" on the ticket or in advertisements.

Prior to advertising for a free drawing, a member from the sponsoring organization must schedule an appointment with a representative of the Office of Student Union and Activities to discuss the procedures for handling such an activity. Organizations must scrupulously abide by these and the state's regulations. Failure to comply will result in termination of the drawing, possible campus sanctions and/or criminal prosecution.

PM 99-04, Section 10
President Herbert L. Carter

5/17/99

Update: 10/11
Dr. Mildred García

Free Speech Area

1. *Location*
Sculpture Garden – Lawn area on west side of the Loker University Student Union and between LaCorte Hall and the University Theater.
2. *Scheduling*
 - a. Spontaneous use of the space is allowed for non-amplified activity. **The activity must not interfere with events scheduled for the area and no amplified sound equipment shall be used. A scheduled event has the priority use of the space.**
 - b. The space is available for use with un-amplified sound at all times.
 - c. The Free Speech Area may be reserved by CSUDH student organizations, Associated Students, Inc., departments and administrative offices. Scheduling of the space is through the Student Union and Activities Office by student organizations. Associated Students, Inc., University departments and administrative offices may schedule use through the University Scheduling Office. Equipment

- (tables, chairs, public address system) can be arranged for at the time the reservation is made and no later than 48 hours prior to the event.
- d. Special permission for outdoor amplification must be obtained from the Student Union and Activities Office. A reservation is required if amplified sound will be used for the event.
 - e. Reservations for the Free Speech Area are not available during the final exam period or when there are concurrent or conflicting events on campus.
 - f. Hours of free speech are 8:00 a.m. – 9:45 pm, Monday through Friday. No overnight stays are permitted anywhere on campus without advance written approval from the University Scheduling Office.

**PM 99-04, Section
11
5/17/99
President Herbert L. Carter**

Gambling Policy

On state property, the California Penal Code forbids the dealing, playing, conducting, betting on, and providing facilities for games involving cards, dice and other devices for money, checks, credit or other representation of value. Similarly, the Code forbids lotteries, raffles, drawings, and gift enterprises which are schemes to dispose of or distribute property by chance among persons who have paid valuable consideration. It is a misdemeanor not only to sell lottery tickets but also to print, advertise, publish, manage, draw, or provide offices for lotteries.

Gambling of any kind is prohibited on the campus of California State University, Dominguez Hills. The sale of California and other lottery tickets is strictly prohibited. Hosting a Casino Night on campus is permissible under guidelines outlined in the Casino Night policy. Off-campus groups and organizations contracting with the University for use of facilities are also subject to these regulations.

**PM 99-04, Section
12
5/17/99
President Herbert L. Carter**

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Outdoor Programming Space Designation

1. Location

Sculpture Garden – Lawn area on west side of the Loker University Student Union and between LaCorte Hall and the University Theater.

2. Scheduling

a. Spontaneous use of the space is allowed for non-amplified activity. **The**

activity must not interfere with events scheduled for the area and no amplified sound equipment shall be used. A scheduled event has the priority use of the space.

b. The space is available for use with un-amplified sound at all times.

c. The Outdoor Programming Space may be reserved by CSUDH student organizations, Associated Students, Inc., departments and administrative offices. Scheduling of the space is through the Student Union and Activities Office by student organizations. Associated Students, Inc., University departments and administrative offices may schedule use through the University Scheduling Office. Equipment (tables, chairs, public address system) can be arranged for at the time the reservation is made and no later than 48 hours prior to the event.

d. Special permission for outdoor amplification must be obtained from the Student Union and Activities Office. A reservation is required if amplified sound will be used for the event.

e. Reservations for the Outdoor Programming Space are not available during the final exam period or when there are concurrent or conflicting events on campus.

f. An event-planning meeting must be held four weeks prior to any scheduled event held in this space according to the guidelines identified in the Campus Events Policy.

g. All university policies and procedures must be followed.

Administrative Responsibility for University Buildings (as referred to in the Posting Policy) – would have authority to approve posting within building, including classroom bulletin boards, railings and free-standing structures.

<u>Building Administrator</u>	<u>Managing</u>
Small College Complex	Vice President for
Student Affairs	
School of Education	Dean, School of
Education	
Social and Behavioral Sciences	Dean, School of
Management	
Natural Science and Mathematics & Sciences	Dean, College of Arts
South Academic Complex	Vice President for
Academic Affairs	
Educational Resource Center	Dean, University
Library	
Gymnasium & Field House	Director, Athletics
LaCorte Hall	Dean, College of Arts
& Sciences	
	Dean, School of
Health	
Loker University Student Union	Director, Student
Union	
University Theater	Dean, College of
Arts & Sciences	
Counseling Services	Director, Health &
Psychological	
Child Development Center	Associated
Students, Inc.	
Extended Education Building	Dean, Extended
Education	
Velodrome	Executive Director,
CSUDH Foundation	

**PM 99-04, Section
13**

5/17/99

President Herbert L. Carter

Posting Policy

The primary objective of these regulations is to ensure that CSU Dominguez Hills maintains an orderly appearance appropriate to a university campus while providing members of the greater university community with a maximum publicity outlet. Cooperation is essential to creating an attractive and pleasant environment for students, staff, and visitors.

1. Regulations

Organizations currently recognized by or registered with the University, campus committees and commissions, students, faculty and staff are allowed to publicize on campus, providing they comply with the regulations established by the University. Publicity for off-campus entities and personal notices shall be restricted to Activities Bulletin Boards outside the Student Union as designated by this policy.

A. *Designated Posting Areas*

1. Activities Bulletin Boards

A listing of Activities Bulletin Boards and a map of locations is available in the Student Union and Activities Office. **Activities Bulletin Boards inside the Student Union are reserved for Student Groups and Campus Departments only.**

Items posted on designated bulletin boards must be at least 4x6 inches but not exceed 8 1/2x14 inches. Only one item for the same event per bulletin board, regardless of the style of flyer. Thumb tacks or staples may be used to affix materials to bulletin boards. Adhesive (tape, glue, stickers, etc.) should not be used on any bulletin board.

2. Railings

All metal walkway railings are available for posting except for railings on the Vendor Walkway and the Special Event Railing. A listing and map of locations is available in the Student Union and Activities Office.

Items posted on designated railings must be at least 11x17 inches but not exceed 3x6 feet and appear neat and professional. All items displayed on railings must use a proper mounting kit (provided free of charge by the Student Union for student organizations). Adhesive (tape, glue, stickers, etc.) should not be used on any railings. Items not properly mounted or posted in areas not designated for posting will be removed and may result in loss of posting privileges.

B. Standards

1. Time Limits

All posted material may be posted for a period of fourteen (14) calendar days. The "POSTING VALID THRU_____" stamp, available through the Student Union and Activities Office, must be clearly visible on the face of the posting. Materials posted must be removed no later than five (5) days after the conclusion of the event. The sponsoring group or organization is responsible for the removal of posted material.

2. Sponsorship

Materials to be distributed or posted must list all the sponsoring organizations.

3. Identification of Publicity

All advertisements, announcements and signs must be identified with the name and phone number of the person or organization responsible.

4. Language

Publicity written in any language other than Standard American English must contain an English translation.

5. California Penal Code

Materials to be distributed or posted must not be in violation of section 311-312.7 of the California Penal Code. A copy of the California Penal Code is available in the Student Union and Activities Office.

6. Off-Campus Entities

Any off-campus entity wishing to post materials on Activities Bulletin Boards must have approval from the Student Union and Activities Office, and must abide by these posting regulations. Publicity for off-campus entities and personal notices shall be restricted to Activities Bulletin Boards outside the Student Union as designated by this policy.

C. Other

1. Approvable Non-designated Areas

Approval to post in areas not listed in Section A (above) must be obtained from the dean/administrator having primary responsibility for management of the building. Approvable non-designated areas include interior railings of buildings, classroom bulletin boards, non-Activities Bulletin Boards, banners in trees, and free standing structures.

2. Permanent Banners and Display Cases
Approval for placement of permanently mounted banners and display cases must be obtained from the dean/administrator having primary responsibility for management of the building.
3. Sandwich Boards
Sandwich boards may not be stationed in areas that obstruct normal pedestrian traffic flow or violate University fire code.
4. Staking
All advertising requiring staking must have location approved by Physical Plant. The Student Union and Activities Office will assist student organizations in the approval process.
5. Handbills and Circulars
Distribution of handbills, circulars and flyers not in violation of campus regulations and the California Penal Code is permitted on campus. The campus chooses to exercise its right to regulate the time, manner and place of this distribution in accordance with state law through the issuance of a daily permit. Student organizations, university departments and administrative offices wishing to distribute any material must obtain a permit from the Student Union and Activities Office. Individuals or off-campus entities wishing to distribute material must obtain a permit from the Administration Office, ERC D524. Distribution is not allowed in buildings or parking lots. Interference with the normal flow of auto or pedestrian traffic is not permitted.
6. CSUDH Electronic Bulletin Board
The CSUDH Electronic Board is maintained by the Center for Mediated Instruction and Distance Learning. Request Forms to display general campus announcements may be picked up from and submitted to the Student Union and Activities Office. Policy governing the electronic bulletin board is established by the Center for Mediated Instruction and Distance Learning

D. Violations

Materials are not to be posted in areas other than designated posting areas. Posting is not allowed on elevators, telephone booths, bathroom stalls, sculptures, posts, trees, traffic control/utility poles, signs, vehicles, or planted garden

areas. Nothing shall be posted as to obscure previously posted, properly placed materials.

Violations of these regulations will result in the immediate removal of posted materials, possible loss of posting privileges for the following semester and/or other restrictions as may be determined by the Student Union and Activities Office and the University. Student organizations and/or individuals will be charged for the cost incurred in the removal or repair of improper posting.

**PM 99-04, section
14
5/17/99
President Herbert L. Carter**

Unsupervised Minors Policy

While it is recognized that a number of students at California State University, Dominguez Hills, are working parents and that currently there is no provision for drop-in day care or babysitting services on campus, especially in the evening hours; and it is further recognized that while it is the nature of the campus to be a safe environment for all who enter here; it is also recognized that the University cannot know the intentions of everyone who enters the campus to be honorable. It is therefore acknowledged that the presence of unsupervised minors presents a potential liability for the University. To best protect the University and children who may be brought to the campus, the following policy is proposed:

Unless a minor under the age of 18 is in the immediate presence of adult supervision, or can produce identification showing their association with the CSUDH campus or the California Academy of Math and Science (CAMS) upon request, that minor shall be immediately turned over to the protective custody of University Police until such time as their parent or guardian can be located. This policy applies to all areas of the California State University, Dominguez Hills campus, including but not limited to outdoor sports fields, the gymnasium, classrooms, the library, and other public areas. This also includes the unauthorized use of University equipment. California State University, Dominguez Hills encourages and supports the presence of children under the age of 18 in the company of a supervising adult at any time, except as it interferes with the educational process.