

PROTOCOL FOR EVENTS IN THE HAMEETMAN SCIENCE CENTER

Instruction and research activities in the Hameetman Science Center occur throughout the calendar year. The giant pendulum in the lobby is not protected from visitors, is easily damaged, and could cause bodily harm. The laboratories in the building contain expensive teaching equipment as well as research collections of significant importance. In order to do our utmost to protect these special features, the following protocol has been established for use of Hameetman Science Center for meeting and events. Depending upon a number of variables, the space may not be available.

- 1) All requests for Hameetman Science Center (HSC) space* not associated with a regularly scheduled academic course will be made through Master Calendar, subject to approval by the chairs of Geology or Physics, through the Senior Administrative Assistant for Physics and Geology.
- 2) Requestors should allow ten business days for the approval process. Master Calendar will relay the request to the Administrative Assistant for Physics and Geology. If the request is denied, a reasonable rationale needs to be communicated to Master Calendar within ten days; if no reply to the request is made by the Departments the request may be granted. Master Calendar will relay this process to requestors at the time of the request and offer alternative location(s) should the requestor be unwilling or unable to wait.
- 3) To prevent double-bookings, and in order to notify Campus Safety and other campus service providers regarding events in HSC, occupants of the building (Physics and Geology) must also request HSC spaces for meetings and events through the Master Calendar reservation process.
- 4) For events outside of routine meetings, requestors must submit an Event Plan to alert the various campus service providers of their needs.
- 5) Any repair, maintenance, or clean-up costs related to a specific event will be borne by the organization sponsoring the event.
- 6) We will make every effort not to schedule any events involving participants younger than typical college age (18). However, if such an event is scheduled, it will require either:
 - a) a Campus Safety officer posted in the HSC lobby for the entire duration of the event/meeting, or:
 - b) two trained monitors (Oxy staff or student staff) stationed in HSC for the entire duration of the event/meeting, at least one of whom remaining in the lobby for the entire duration of the event/meeting. Monitors will satisfy training requirements established by the Physics and Geology chairs.

Note: Campus Safety needs at least two weeks' notice to adjust staffing schedules. Campus Safety will notify the requestor and Master Calendar if they are unable to staff a particular meeting/event so an alternate location or monitors can be obtained. There may be an IDC labor charge from Campus Safety, depending on staffing schedules, other events on campus at the time of request, etc. Campus Safety will provide advance notice to requesting groups if a charge will apply, so groups can budget accordingly or find an alternate location.

* The following HSC spaces may be reserved for on-going events, such as classes or regularly scheduled meetings after approval by Geology or Physics:

HSC-225: Geology Seminar Room

* The following HSC spaces may be reserved for single events such as the Science Olympiad *etc.* after approval by Geology or Physics:

HSC-102: Introductory Geology Lab.

HSC-107: Introductory Physics Lab.

HSC-108: Introductory Physics Lab.

HSC-109: Introductory Physics Lab.

HSC-122: Physics Kitchen.

HSC-124: Physics Common Room.

HSC-202: Geology Lab.

HSC-224: Geology Kitchen.

HSC-225: Geology Seminar Room.

First floor lobby.

Second floor lobby.

East balcony.

West balcony.

HSC rooms not listed include faculty/staff offices, research labs, and advanced teaching labs with equipment/collections that cannot be secured.