

PROTOCOL FOR EVENTS IN THE DUMKE COMMONS FACULTY LOUNGE IN THE ARTHUR G. COONS ADMINISTRATION CENTER

Reserving the Dumke Commons Faculty Lounge:

The priority is for the Commons to be regularly open for faculty interaction, coffee/tea drinking, lunch or snacking, reading, relaxation, and community building, from 7am – 8pm weekdays during the academic session. Card-key access is available to all faculty, and space is not reservable for regular meetings that would necessitate closing off the space to other faculty during this timeframe.

There are two exceptions to this policy:

1. Small meetings: Faculty are welcome to use the Faculty Lounge for meetings or other group activities, but with the understanding that the space will not be “quiet” during such activities – other faculty will always be free to come and go and have their own discussions. There is no need to reserve such casual meetings.
 2. *Celebrations/social events/open meetings*: For events such as book parties, happy hours, or any other type of special event open to all faculty the entire room may be reserved.
- Reserving the space for *celebrations/social events/open meetings* (hereafter referred to as *events*): These must be reserved through the Master Calendar Office, which must receive Faculty Council President approval before confirming any such reservation.
 - Once space is confirmed by the Master Calendar, an [Oxy Events Services Request](#) must be submitted, to alert the various campus service providers of the event’s needs. (furniture, equipment, catering, cleaning, etc.)
 - The interior space/furniture configuration is the default set-up. Interior furniture may not be removed. Requests for additional furniture or rearrangement of existing furniture must be approved ten business days in advance by the Faculty Council President. Set-up fees and rental charges will apply.
 - If an event occurs on a weekend or after 5pm Monday-Friday, a Campus Safety officer must be posted in AGC for the entire duration of the event. Campus Safety requires at least ten business days notice to adjust staffing schedules. Use of the space after-hours is contingent upon the presence of an officer, and Campus Safety will notify the requester and Master Calendar if they are unable to staff a particular event so an alternate location can be found.

- For after-hours/weekend events, there may be a venue-specific 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 the requesting group if a charge will apply, so the group can budget accordingly or find an alternate location.
- The sponsoring group is financially responsible for the actions of attendees, including damage, repairs, or maintenance costs directly related to the event.

College policies, including those related to the service of food and alcohol, must be followed. Alcohol service at events in this space necessitates a one-day permit, for which the local ABC office typically requires 30 calendar days notice.