

LUCILLE GILMAN FOUNTAIN RESERVATIONS AND USAGE GUIDELINES

Occidental's iconic Gilman Fountain is located at the main entrance to Campus. The fountain is named in memory of Lucille Gilman, wife of Richard C. Gilman, Occidental's 10th president. The original kinetic sculpture was created by Art Professor George Baker '58 and installed in 1979. The fountain and its surrounding plaza were redesigned and restored in 2020.

RIGHTS TO THE IMAGE OF THE GEORGE BAKER SCULPTURE:

The copyright to the sculpture Water Forms II [water forms two] is held by the Estate of George Baker.

- Occidental College may use images in campus promotion. Photos, videos or references are to include credit/attribution in captions or credits as follows: Kinetic sculpture Water Forms II by George Baker Lucille Y. Gilman Memorial Fountain.
- Excluding images for private use (such as by students or visitors) Images of the sculpture cannot be used, reproduced or distributed without the express permission of Occidental College and the estate of George Baker. Any approved usage must include attribution in a caption or credits as follows: Kinetic sculpture Water Forms II by George Baker Lucille Y. Gilman Memorial Fountain, Occidental College, Los Angeles, California.

SPACE RESERVATIONS:

- Space reservation requests must be made through the Master Calendar space reservation system (25Live) no later than 10 business days before the first event date requested.
- Student events must first be registered through the SLICE Office. SLICE will request the space in 25Live.
- Master Calendar will forward all requests for the space to the Office of the President (Director of Events) for approval before confirming any such reservation.

EVENT GUIDELINES:

- Food and beverage may be served in the space in accordance with prevailing College policy.
- Alcohol may be served in the space in accordance with the College's type 47 liquor license and prevailing College policy. All alcohol must be provided and served by Campus Dining.
- A [request for events services](#) must be submitted in a timely manner. To avoid late fees, Facilities Management requires the request to be submitted at least 10 business days in advance.
- The event planner may choose from a variety of default set-up diagrams for the usage of the plaza area.
- Event diagrams must comply with fire and life safety regulations.
- The maximum initial duration for an event is five consecutive weekdays (Monday at 7am through Friday at 5pm). If no subsequent reservations are made after the initial duration commences, the group may request an extension of up to one week (7 calendar days) at mastercalendar@oxy.edu.
- Most events will require attendees to have access to the Sidetrack restrooms. After hours use and maintenance of the restrooms should be requested through the Request for Events Services and will incur a \$250 fee.
- 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.

ENVIRONMENTAL GUIDELINES:

- Ambient lighting is LED
- Decorative lighting is available, with 5 or 6 different pre-programmed color related scenarios with 10 day advance notice on the request for events services.
- The running water feature for the sculpture is normally kept off to avoid calcium build-up. It can be turned on during normal business hours (no charge) and with 10 business-day advance notice on the request for events services. There is a charge (\$250.00) to have a technician come in during off-hours to turn the water feature off and on. The fountain will not remain running for more than 72 hours continuously.

GENERAL GUIDELINES: Users of the fountain and the surrounding plaza must agree to the following:

- No substance(s) or living things may be put into the fountain (no bubbles, rocks, art pieces, fish, plants, etc.)
- A clear path must be maintained and available to provide ADA passage between the main entrance and the Academic Quad during the event.
- Ticketing of seating spaces on the steps is not permitted.
- Furniture may not be set up on the steps or landings.
- Sloped lawn areas may not be used for equipment placement.
- Benches may not be used for any activity outside of their intended usage (no skateboarding, gymnastics, etc.) unless approved by the Office of Risk Management.
- Overall campus guidelines and policies regarding accepted and prohibited activities and behaviors must be followed.

Requests for exceptions to any reservation or usage guidelines should be directed to the Director of Events for the Office of the President.