

OXY ARTS / YORK BLVD RESERVATION AND SPACE USAGE GUIDELINES

Oxy Arts is based at 4757 York Boulevard, bringing together the campus community, the Northeast Los Angeles community, and local and regional artists in socially conscious dialogue and engagement. Oxy Arts programs across mediums—film, visual art, performance, writing and music. It also serves as a gateway to Oxy’s five academic arts majors and minors: Art & Art History, Interdisciplinary Writing, Media Arts & Culture, Music, and Theater.

These guidelines serve to inform internal and external parties who wish to schedule events at Oxy Arts. Oxy Arts consists of the Black Box space as well as the Gallery space; however, the Gallery space is not a reservable location. Within the following guidelines, the Black Box space is open to reservations:

EVENT GUIDELINES:

- Event capacity is limited to 50 attendees for seated events with performance set-ups or 100 attendees for standing-room only events. The most common set-up would be 75 theater style for speaker events. Capacities are subject to state and local guidelines in place at the time of the event.
- Events are limited to Arts or Culture related meetings or programming, open for reservations during the weekdays between the hours of 11:00 am to 10pm. 11:00 am is the earliest set-up time available, where breakdown/clean-up must be complete by 10:00 pm. Date availability is also dependent on other events scheduled that day.
- Non-Arts department events are also limited to a duration of 1.5 hours. Extended event durations are allowed for Theater and Music performances, as well as MAC departmental screenings.
- All space requests must be submitted at least two weeks in advance, through the Office of Master Calendar using 25Live. Events cannot be scheduled more than 45 days in advance. After event confirmation, communication should occur directly between the event organizer and Oxy Arts.
- Events may need to be reviewed by CEAC to ensure the event is compliant with College policies, depending on the event’s scale, nature, etc.

SET-UP GUIDELINES:

- Room set-up and seating configuration is the responsibility of the department reserving the space, using existing furniture in the Oxy Arts storage space. The on-site furniture should be used for set-ups. Additional furniture from Facilities Management may be added, depending on the event needs and approval from Oxy Arts. The furniture

inventory consists of 8 six foot tables and 75 chairs. Exceptions to the set-up guidelines may be made for VIP events by the President's Office and Institutional Advancement.

- A request for Event Services should be submitted two weeks prior to the event to initiate timely communication among campus resource departments and individuals who will be affected by, or required to support the event. An IDC account number must be provided for any fiscal responsibility and/or unpaid fees related to the event.
- A general PDF floor plan as well as pre-approved set-ups, are available on the [Site Plans](#) page. An editable version is also available, where the organizer would need to download a special program such as Google SketchUp. That program is free and Vectorworks is compatible as well, which is free with an education license. Organizers are encouraged to directly edit the file for the event set-up to minimize back-and-forth communication with Oxy Arts, while also providing an opportunity to learn new software.
- No wall hangings or installations are allowed in Black Box space. Use of the grid space is allowed with prior approval from Oxy Arts.
- Sound will travel between spaces. Amplified sounds will be allowed contingent on events occurring in the Gallery, on a case-by-case basis.
- The Black Box space is media capable, with specifics listed in 25Live. Please coordinate directly with Oxy Arts for all AV/Media/Sound needs.

STUDENT EVENT GUIDELINES:

- Students may submit requests for this location for club or department related events. For student club events, space requests must be submitted through a Program Coordinator at SLICE. For department related events, space requests must be submitted through the department coordinator.
- Student events must have an Oxy staff or faculty sponsor that oversees the event planning.
- Additional professional staff may be required to be present at the event, depending on review of the event type, crowd size, and other factors.

CATERING GUIDELINES:

- Events hosted by Oxy Arts and the 5 Arts majors and minors may have catering by Campus Dining or an external vendor, provided the external vendor meets the College's [Outside Food Guidelines](#).
- For non-Arts Oxy departments and external groups, no Campus Dining or external food is allowed in the space.
- Exceptions to the catering guidelines may be made for VIP events by the President's Office and Institutional Advancement.

WALK-THROUGHS:

- For Campus Services and Maintenance, please contact Oxy Arts directly.
- External/community groups should contact Oxy Arts directly for space reservations, either by phone: (323) 259-1317 or email: oxyarts@oxy.edu. The Community Programs Coordinator of Oxy Arts will be the initial contact, who will be responsible for inputting the event into 25Live.