PROTOCOL FOR EVENTS IN THE AGC ADMINISTRATION BUILDING

The Arthur G. Coons Administration building (AGC) houses several offices, some of which must store records containing personal and highly confidential information, in particular the President’s Office, Dean of the College, Dean of Students, Human Resources, Finance, Business Office, Financial Aid, Institutional Advancement, General Counsel and the Registrar. In order to do our utmost to protect this confidential information, the following protocols have been established for use of AGC meeting spaces. Meeting space usage will be limited, and requests given special consideration. Depending upon a number of variables, the space may not be available.

GENERAL:
- All requests for Cushman Board Room (CBR) and the 2nd floor Rotunda are made through Master Calendar, subject to approval by the President's Office. Requests from student groups require approval from both OSL and Pres Office.
- A Facilities event request form must be filled out to alert Housekeeping of the event/meeting, as well as to request any reconfiguration (and subsequent replacement) of furniture in CBR.
- Any materials brought into CBR or the Rotunda (e.g. easels, papers, equipment, etc.) should be removed at the end of the meeting/event. Leftover food should be disposed of properly.
- AV equipment rental, set-up and removal will be arranged by the requesting group.
- Any repair or maintenance costs related to a specific event will be borne by the organization sponsoring the event.

AFTER BUSINESS HOURS/WEEKENDS (regular business hours are M-F, 9am-5pm)
- At least one exterior 2nd floor door must remain unlocked for emergency egress during events/meetings in the Rotunda and/or CBR.
- All after-hour/weekend requests will require BOTH a professional Oxy staff person in attendance and a Campus Safety officer posted in AGC for the entire duration of the event/meeting. Campus Safety needs at least two week’s notice to adjust staffing schedules. Use of AGC after-hours is contingent upon the presence of an officer, and Campus Safety will notify the requester, Master Calendar, and President’s office if they are unable to staff a particular meeting/event so an alternate location can be found.
- As-needed for after-hour/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 requesting groups if a charge will apply, so groups can budget accordingly or find an alternate location.