Room Reservations, Event Planning and Risk Mitigation

with

Conference & Event Services

CES manages over 200 of our reservable campus spaces including all of our major event spaces, Quads, performance venues, athletic facilities, parking lots, and all general-use lecture rooms and computer labs. We also help to advise folks when they are planning events and can approve activities in the low-risk categories. We work with Risk Management on a weekly basis to review any upcoming events or proposed events to help mitigate the higher risk factors along the way. CES is responsible for creating a "one-stop-shop" approach to Events for our campus and has been tasked with the creation of an event management system, which is how the new event form in 25Live came about.

Basics of Room Reservations

Our campus uses 25Live to manage space reservations. Whenever someone needs to use a space, they should be placing a reservation in 25Live, no less than 24 hrs in advance. This system is available to all Campus students, staff, and faculty, so if you haven't started using it, please reach out for a brief tutorial, and to make sure your user permissions are where they need to be, for your role. This system now incorporates all of your event needs and resources in one form.

Event planning

All official Cal Poly Humboldt events are required to go through a review and approval process in 25Live, regardless of _where_ they may be taking place. Please plan to enter all of your event information in the 25live event form no less than 2 weeks in advance, especially if you require any support services or additional equipment. Check out our [Event timeline](#) for more information about extended advance notice requirements for High-risk event elements.

Off-Campus events

If an event is taking place off-campus it still needs to be scheduled in 25Live, and gain approval through the events process. There are many off-campus locations available in

the 25Live system, and if you can't find the one you need, you can use the generic "OC - Off Campus" location instead. Just be sure to indicate in the description of the event, where the event is actually taking place. Off-campus events must go through Risk Management for approval and are tracked by the TitleIX/ Cleary office.

Virtual events should also be placed in 25Live using the "ONL- Online" location, and include a link to the presentation in the description. Please be sure to indicate any of the event elements that apply.

When I'm starting to plan an event, what are some of the first things I should think about or do?

- *[Timeline]* - How much advance notice do I need to submit my request?
  - Depending on what resources may be needed for the event, you should anticipate no less than 2 weeks advance notice.
  - If you have any high-risk factors, please allow up to 4 weeks advanced notice.

- *Location, Location, Location!*
  - Figure out the location, and request to reserve it in 25Live.
  - Even for off-campus events, you should be placing a 25Live reservation. There are many off-campus locations available in the system to choose from, and if it's not there, we can either create it for you, or you can use "Off Campus" or "OC" as the location.
  - Yes, you must have a location to complete your 25Live request, or even to save as a draft.
  - If you are still in the planning phase but wish to reserve a location early, please submit your request under the status of "Tentative". Tentative requests will still be approved for the location, but will not go through the full event review process until updated to "Confirmed". Please be sure to complete your revisions and change the status to confirmed, no less than 2 weeks in advance, for the review process to start.

- ***What resources do you need?***
  - Will you have food at the event? Where is it coming from? How is it being served?
  - Will you need the furniture in the room re-arranged/ different?
  - Will you need any technology? Does the room you've requested already include this technology or do you need to request additional equipment/support?
  - Extra waste or clean-up needed? If you are having food, this is always a yes!
  - Access needed? Is the space you plan to use unlocked, or do you need to request a key?
  - Is there any financial aspect to your event including ticketing, fundraising, or sales of any kind? Do you need cash handling training, a cashbox, or cashier services?
  - Do you need to request parking permits, Bus parking, or notify Parking of non-campus folks attending in large numbers?
  - Is there a Physical Activity at the event? A Release of Liability form may be required.
  - Are you planning to use a space in a way it is not originally intended(gym for dance), have a gathering of 100+, using a pop-up tent/ canopy? A State Fire Marshal form/permit may be required.

- ***What risk factors are there to consider?***

These Higher Risk factors (if selected) will ping Risk Management & UPD for approval or notification.
  - Will you have alcohol at the event? A permit may be required.
  - Will you have Minors at the event? This requires additional action from Risk Management
  - Will you have Ceremonial Smoke or Fire at the event? This requires a State Fire Marshal permit.
  - Will there be cooking/raw food handling as part of the event? Raw food handling is considered high-risk and will require a permit and training before approval. If using open flame as a cooking source, it will also require a permit through the State Fire Marshall, turn around time may take more than 2

weeks. (This does not apply when using Humboldt Catering, for on-campus events)

- If your event is taking place off-campus, it needs to go through Risk Management for assessment and approval for various reasons, some outlined below;
    - Does the place you are holding the event require a lease/ rental agreement?
    - Does it require a permit? (For example, anytime you want to have an event at Redwood Park, or any Arcata city park, a Permit is required)
    - Does the location, lease, or activity require additional insurance?
    - Is the activity safe/ does it require a Release Of Liability form for attendees?
    - Does the event include Student attendees? Title IX/ Cleary office tracks these.

All of these factors listed above are taken into account when filing out the 25Live Event form. Ideally, you should have answers to all of these questions prior to completing the form. If something changes after you've submitted your event form, you can edit your form and re-submit it. Please keep in mind that this means your request is being re-submitted to the system, and the approval chain must start over for the items you've edited. Edits still need to be made in a timely manner -or they may not be approved in time.

By submitting your event in 25Live you no longer need to submit a Facilities Event Request Form, work order, or to reach out directly to cashiering, parking, risk management, etc. All of the appropriate service providers will be notified directly through the 25Live form responses if applicable. This means that you must fill in the form completely, do not skip a section and write it into the description box, or it will not create the appropriate triggers, and your request may not be received or approved by the correct campus partners.

CES offers drop-in Zoom sessions for general assistance and advice on room reservations and event planning. Dates, times, and a link to the drop-in sessions can be found at the top of our [website](#). Please feel free to attend our drop-in sessions or reach out to us at ces@humboldt.edu at any time.

We're looking forward to helping you plan fantastic events for our Campus Community!