



The Space Reservations guidelines are as follows:

- 1) To get started every student organization must be registered for the current academic year through the Office of Student Engagement. All student organizations not registered with the Office of Student Engagement, will not be allowed to reserve space on campus. University Departments will be considered for space reservation as well.
- 2) All student organizations, departments, faculty and staff may begin event scheduling in PVPaw Link by visiting pvpawlink.pvamu.edu and signing in with their PV Credentials. Once logged in you will navigate to your organization or department page, select “Event” from the Hamburger Icon menu, (☰) then select “Create Event”.
- 3) All requests for space should take place by the outlined time lines below. All space reservations requests may be made after a student organization has completed the following requirements:
 - a) Registration Renewal or New Registration has been completed;
 - b) Representative from the organization has attended the annual Risk Management Workshop offered in the Fall & Spring semesters;
 - c) Date for Reservation requests have been released from the Office of Student Engagement;
 - d) **Departments only:** A Department page has been set up in PVPaw Link.
- 4) Space Reservation requests must be completed and submitted via PVPaw Link no less than **FOURTEEN (14) BUSINESS DAYS** prior to the requested date in order to ensure timely processing, confirmation of availability, and any costs associated with the production of the event. Major Event Requests – No less than **THIRTY (30) BUSINESS DAYS** prior to the requested date.
- 5) Advisors **MUST** approve all student organization space requests prior to requests being reviewed. Any request that has **NOT** been approved by an Organization's Advisor by the 7th business day, will be automatically denied and sent back to the requester for resubmission.
- 6) Space requests will then be classified by the following criteria:

Space Classification based on REQUESTED SPACE & TYPE OF EVENT

Simple Event Request

Space requests that do NOT require support outside of the items/services automatically associated with the reserved space.

Minor Event Request

Space requests located outdoors or indoors, held in venues where 200 people or less are expected. Events located in the Memorial Student Center, Recreation Center and/or other Academic classrooms/auditoriums requiring but not limited to the following needs:

- o Cash Handling/Sales at the Door (*requires at least (2) UPD officers & advisor present at event*)
- o Table/chair requests in spaces outside Memorial Student Center, Recreation Center, etc.
- o Rentals (i.e. Staging, Tables, Chairs, Games, Inflatables, Novelties and/or tents)
- o Sound & Lighting equipment
- o Furniture Displacement
- o Amplified Sound (i.e. DJ, PA, etc.)
- o Campus Security Coverage

Major Event Request

Space requests located outdoors or indoors, held in venues holding 200 people or more, and/or requiring, but not limited to, the following logistical needs:

- o Cash Handling/Sales at the Door (*requires at least (2) UPD officers & advisor present at event*)
- o Table/chair requests in spaces outside Memorial Student Center, Recreation Center, etc.
- o Rentals (i.e. Staging, Tables, Chairs, Games, Inflatables, Novelties and/or tents)
- o Sound & Lighting equipment
- o Furniture Displacement
- o Amplified Sound (i.e. DJ, PA, etc.)
- o Campus Security Coverage

Required Approvals:

Simple

Request Form: Space Coordinator & Student Engagement

Add'l Documents: Depends on the scope of the event

Minor & Major

Request Form: Space Coordinator, Sodexo, SSC, Risk Management Services, University Police Department & Student Engagement

Add'l Documents: Liability Waiver (if applicable)
 Travel Passenger List (if applicable)
 Student Participation Agreement Form (if applicable)

- 8) Freedom of Expression is encouraged on campus. The time, place and manner of eligible activities may be regulated to prevent unreasonable interference or conflict with the educational, research, outreach, or other legitimate functions of the University.
- 9) Events that collect at-the-door sales or pre-sale ticketing must have the following on the day of the event:
 - a) Two (2) or more University Police Officers present at the event
 - b) Advisor must be present at the event and stay for the duration of the event (*if applicable*)
 Cash handling training is required for all organization advisors and/or faculty and staff who qualify for the following:
 - c) Have an on - campus organization account
 - d) Hosting an event that requires cash to be handled
- 10) Compliance with all University building policies and procedures are required at all times for all events. Inappropriate conduct or any misuse of a facility may result in the suspension and/or termination of the right to request or reserve space.

- 11) Cancellation/Change of any space request must be received by the Office of Student Engagement via PVPaw Link through written completion of the *Event Cancellation/Change* no later than **72 BUSINESS HOURS** prior to the event. Failure to properly cancel a space reservation will result in the full charge of all preparation costs for such reservation. Repeated no show or cancellation of a space reservation could result in the organization or department's loss of space reservation privileges for the remainder of the year/semester.
- 12) **12th Class Day:** All student organizations space reservations are to take place after the 12th class day of each semester. The 12th class day will be identified by the University calendar. Classroom space within the first 10 days from the 12th class day will be limited due to the finalization of the academic schedule. Student organizations are encouraged to utilize alternative spaces outside of academic buildings during this time.
- 13) Publicity concerning on-campus events/activities should not begin before the organization/requester has received written confirmation of approval from the Office of Student Engagement via PVPaw Link. **THE REQUEST FORM IS NOT A CONFIRMATION OF YOUR REQUEST.** Any written/online materials to be used for the marketing of on-campus events must first receive *stamped* approval from the Office of Student Engagement. Failure to procure such approval may result in the cancellation of the space reservation and may result in the suspension and/or termination of the right to request or reserve space.
- 14) All major events, with at least 500 or more expected audience, must have at least (2) EMT's on site for the duration of the event. The organization, department and/or person responsible for the event will be required to pay for these services.
- 15) The Office of Student Engagement may, at any time, reassign or cancel a space reservation/confirmation if, due to unforeseen or uncontrollable circumstances, the space reserved must be used for other purposes in the best interest of the institution or such reservation is deemed outside of the overall University mission and goal.
- 16) The Office of Student Engagement and/or University Police Department reserves the right to assign Police coverage to any event deemed as a safety risk. The sponsoring organization will be responsible for paying all costs associated with the event. Please note that all events requesting door sales require University Police Department coverage. Contact the University Police Department at (936) 261-1387 for security related price estimates.
- 17) Non – Tailgating Space Requests: Open flames are not permitted inside campus facilities. All outdoor activities utilizing open flames, particularly “Cookouts”, require the approval from RMS. For questions concerning Risk Management, please contact the RMS Office at 936-261-1746/1745 or RMS@pvamu.edu.
- 18) Rental Equipment (tables, chairs, tents, etc.) ordered and secured by the sponsoring organization is the sole responsibility of the organization and/or department. **All organizations and/or departments setting up tents must use water barrels only, staking will not be allowed.** Organization representatives must be present to setup and breakdown resources and must secure equipment pick-up within 12 hours of event conclusion, unless otherwise directed by the Office of Student Engagement. The Office of Student Engagement and/or the Building Coordinator are not responsible for rental equipment.
- 19) Afterhours Climate Control & Locked doors - In the event that your reserved space is locked or the climate is not your desired temperature, you may contact SSC, 936-261-9703 to unlock the doors. Also you may

contact the Utilities department at 936-261-3880 to assist with the climate control. These numbers only need to be used if your space reservation occurs on the weekends or outside of normal building hours.

20) Rules and Reminders:

- a) At no time, should food or beverage be consumed in any on campus Auditorium.
- b) Do not hang on, propel, or jump from anything in the any venue. (i.e. balcony, curtains, etc.);
- c) Please refrain from congregating in the stage pit and sound booth during the program;
- d) The doors will open when scheduled, and the event is expected to begin on time;
- e) Space reservations that go over the scheduled end time will be billed for the additional building support on a per hour basis;
- f) Do not throw anything from the stage during the program (candy, fliers, CD's, etc.).



Prairie View A&M University - Office of Student Engagement Major Event Protocol

1. All events taking place outdoors, held in venues holding 200 people or more, and/or requiring cash handling are considered **MAJOR EVENTS** and must be scheduled and confirmed no less than 30 business days prior to actual date of the event. Rehearsals should be scheduled along with the event.
2. All major events must be submitted via PVPawlink.pvamu.edu. Your advisor must approve the request before it begins to route through the approval process.
3. Once your event has been received, it will be sent to the Logistics committee for review. Once all questions, and concerns have been discussed, the event will be either confirmed or denied via PVPaw Link confirmation from the Office of Student Engagement.
4. Ticket sales or pre-sales for the event can **NOT** begin prior to event confirmation. Number of tickets to be sold will be determined based on the capacity of the reserved venue. **Everyone** in the building (i.e. participants, stagehands, special guests, and the general public) must be accounted for. Example: In a venue with seating for 900, 50 Participants + 5 Stage Hands + 5 Hosts + 1 DJ = 839 tickets available for sale. Events that collect at the door sales and/or pre-sale tickets must have at least two (2) University Police officers working the event and an Advisor **MUST** be present for the duration of the event.
5. No promotion of the event is allowed prior to receiving a confirmation that the event has been approved. Flyers, handbills and/or posters should **NOT** be posted or distributed prior to event confirmation of the event sent by the Office of Student Engagement. All flyers/handbills/posters must be approved/stamped by the Office of Student Engagement and adhere to the current posting policy.
6. All major events, with at least 500 or more expected audience, must have at least (2) EMT's on site for the duration of the event. The organization, department and/or person responsible for the event will be required to pay for these services.
7. Art projects, set construction and clothing design are to take place prior to the day of the event. Spray paint, glitter, and/or any other type of decorating materials are **NOT** permitted for use inside University facilities or Panther Stadium. **No imitation smoke, fog, or smoke bombs will be allowed indoors.**
8. All catering must be facilitated through Sodexo. Any other catering needs must be pre-approved by the Office of Student Engagement in conjunction with Sodexo.
9. Onsite vending/sales are not permitted at any event, unless previously arranged with the Office of Student Engagement and the Office of Auxiliary Services.
10. Approximately one-week prior to the event, the event coordinators and organization advisor must

schedule to meet with the assigned Space Coordinator, please be prepared with the following:

- Program format / Timeline (the audience must be entertained during breaks in the program)
- Audio/Visual requirements
- Participant/Production list complete with names of DJ's, hosts, and stage hands

11. The event coordinators for the organization will hold a mandatory meeting three (3) hours prior to the event with all event participants, University Police Department, Building Representatives and advisors. At this time participant credentials will be distributed, these credentials must be worn in order to be admitted into the facility. If any member of the group is unable to attend this meeting, please inform the organization's advisor at the beginning of the meeting. The advisor needs to make sure that the University Police Department and all other staff are on the same page for the event.
12. A mandatory sound check and brief run through of the program should begin 2-3 hours prior to the event. All music must be provided on **one** (1) flash drive unless the event's DJ will be responsible for music. Please be prepared with an additional back up Flash drive. All flash drives, as well as DJ music, should be edited for content.
13. Only authorized personnel are permitted to operate the sound and lighting systems. If sound or lighting assistance is needed during rehearsals, please submit a request to the Office of Student Engagement.
14. All organizations must have their own staff to assist with setup. The Building Coordinator staff will provide audio/visual support if requested and available. Lighting assistance will be provided, although the sponsoring organization must secure any additional lighting equipment outside of what is already provided within the reserved venue. Lighting sequences should be tested during the sound check and run through. For questions concerning the type of lighting equipment to order, please contact the building staff.
15. All organizations will be given **two** (2) hours following the event to breakdown stage props and restore venue to its original condition. All persons not participating in event clean up must immediately exit the venue following the event. It is the responsibility of the sponsoring organization to participate in event breakdown and major trash disposal/clean-up (this includes all handbills left behind by attendees). Student organizations, which fail to comply with this policy, may be subject to disciplinary action by Organizations Review Board and/or the Office of Student Engagement. Any items left behind by the organization will be disposed. Custodial services can be provided at a cost to the event coordinator/ organization.
16. Afterhours Climate Control & Locked doors - In the event that your event space is locked or the climate is not your desired temperature, you may contact SSC, 936-261-9703 to unlock the doors. Also you may contact the Utilities department at 936-261-3880 to assist with the climate control. These numbers only need to be used if your event or meeting occurs on the weekends or outside of normal building hours.
17. Reminders:
 - At no time, should food or beverage be consumed in any on campus Auditorium.
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