Protocol for Reserving Stevenson Event Center (E.C.)

Regardless of Affiliation to UCSC, CAD, Cowell or Stevenson Colleges reduction of fees are not part of the our protocol of reserving the E.C.

The following guidelines are proposed in order to effectively:

● Prioritize the events of Cowell College, Cultural Arts and Diversity (C.A.D.) and Stevenson College (the Committee), in the E.C.
● Communicate a clear process to other campus units, student organizations, and community groups.
● Ensure good and clear communication between the staff and students of the Committee.

1. **Priority for reserving the E.C. goes to the Committee**

2. **Guidelines for the Committee:**
   a. Will propose dates for facility use at a meeting during the sixth week of the quarter for events proposed for the following quarter.
   b. These dates may include “gray dates” to allow for facility upgrades, production set up, rehearsals, staff downtime, etc.
   c. At a meeting in January 2013, the Committee submitted and agreed on annual events. These events were agreed upon for permanent placement on future calendars until changed by the Committee.
   d. Every July the Committee will meet to set the dates for each of those annual events (College Nights, Commencement, Family Day, Housing Selection, O.L./P.A./R.A. Training, Welcome Week Events) for the following Academic year.
   e. **Legacy Groups:** Acquire Fest, History Department, Filipino Student Association, International Playhouse, Linguistics Department, Los Mejicas, Osher Lifelong Learning Institute, Philosophy Department, Smith Renaissance Society, Stevenson Rainbow Course, The Indian Student Association, and UCSC African American Theater Arts Troupe. Receive priority after the Committee, and before other campus units. They do not receive any financial benefits from forming part of the Legacy Groups. No further groups will be added to the Legacy Groups.
      i. History, Linguistics, and Philosophy Departments receive priority scheduling after the Legacy Groups listed above.

3. **Guidelines for other campus units, student organizations, community groups, and others requesting dates for facility use include the following:**
   a. Requests should be submitted by the end of the fifth week of the quarter for consideration for the following quarter.
   b. Requests will be considered starting the sixth week of the quarter for events proposed for the following quarter.
   c. The order in which requests are received will be taken into consideration.
   d. Reservations may depend on technical/staffing needs of the event.
   e. Priority will be given to Registered Student Organizations and campus units.
   f. If access to Cultural Arts and Diversity/Measure 49 equipment or resources are required or requested, the C.A.D. Director will be notified and reservations will depend on C.A.D. approval.
4. **Exceptional Requests: those that fall outside of the timelines or descriptions above.**
   a. Exceptional requests will be directed to the Event Center Manager or designate.
   b. All requests received after the fifth week, but before the end of the quarter shall be treated as an exceptional request.
   c. The Event Center Manager or designate will notify the C.A.D. Director, Cowell and Stevenson College Administrative Officer, Cowell College Program Coordinator, Stevenson Assistant College Programs Coordinator, Stevenson College Programs Coordinator, Stevenson College Academic Programs Coordinator, and Stevenson Provost.
   d. If approved, or if there is no response from parties within three working days, the request may proceed.
   e. Annual Exceptional Requests: Academic Senate, Blood Drive, Fall Job & Internship Fair, History Department, Linguistics Department, MLK Jr. Convocation, Multicultural Career Conference, and Philosophy Department. These requests will be addressed as they are made.

5. **Reservation/Calendar Management for the Stevenson Events Center:**
   a. The calendar of reservations for the Stevenson Events Center will be kept by the Event Center Manager, or the Stevenson Assistant College Program Coordinator in the Event Center Manager's absence.
   b. The calendar will be kept online as a Google calendar but remain private. Access will be granted for viewing for the Committee.
   c. Process for new reservations:
      i. Contact the Event Center Manager.
      ii. Requests for open dates during the current quarter may be considered and processed immediately.
      iii. Requests for following quarters will be held for consideration until the sixth week when the Committee meets.
   d. Cancelled events:
      i. The Event Center Manager will notify the Committee when cancellations in reservations occur.
      ii. The Committee will respond to confirm or deny interest in released dates.
      iii. Once it is confirmed that none of the Committee members would like to reserve the released date, reservation requests may then be considered from outside groups.

*Reviewed and approved by Stevenson College, Cowell College, & Cultural Arts & Diversity, November 7th, 2012.*
*Revised July 2015*