

# **Banquet Capacities**

## **POLICY STATEMENT**

- Hall of Champions – No banquet will exceed the capacity of 200 guests (sit down). No reception will exceed the capacity of 400 guests.
- VIP – No banquet will exceed the capacity of 40 guests (sit down). No reception will exceed the capacity of 60 guests.
- Arena – Full House - No banquet will exceed the capacity of 1,000 guests (sit down).
- Arena – Half House - No banquet will exceed the capacity of 300 guests (sit down).

## **REASON FOR POLICY**

Adhere to the safety of our guest by using the fire codes established by government.

## **PROCEDURES**

There are no procedures for the above policies but if they wanted to request an area, they would need to follow the Patron Request policies and procedures.

# Concerts

## POLICY STATEMENT

- All APU departments wanting to sponsor a concert in the Felix Event Center must be approved by the manager.
- All APU departments must meet all the criteria of the On- Campus Check Off List to ensure that the event is an APU sponsored event.
- All APU clubs sponsored by the Communiversity office must first get approval from that department before filling out any paperwork. They must get an okay letter of confirmation before moving forward on the procedures below.

## REASON FOR POLICY

The purpose is to ensure that all concerts, supposedly sponsored by APU, are legitimate Azusa Pacific University events.

## PROCEDURES

- Fill out a Felix Event Center request form.
- Fill out an On-Campus Check-off List form.
- Make an appointment with the manager of the Felix Event Center bringing the request form, check off list and if applicable, the confirmation letter from Communiversity.

## FORMS

Rental Application at [www.apu.edu/eventcenter/pdfs/eventcenterrental.pdf](http://www.apu.edu/eventcenter/pdfs/eventcenterrental.pdf)

# Field Rental

## POLICY STATEMENT

Reservation Requests for fields must be submitted five working days prior to the event. If the event is a tournament, special event or approximate attendance will be more than 300 people, Reservations Requests must be submitted four weeks prior to the event.

All rental fees must be paid in full prior to the event and shall be in the form of cash, check, MasterCard, Visa, Discover or departmental account number. Additional costs for extra services, i.e. Electrical, Grounds, Cleaning, etc. will be charged to the Rental Group.

Defacing of the property is not allowed. For example: painting lines or digging holes.

Length of rental includes preparation, set up and take-down/clean up. The group scheduling the Field will be held financially responsible for any clean up, maintenance, or repair resulting from the event or the activity. Food is not to be sold or served without the permission of the University Representative.

Commercial sponsorship and solicitation are prohibited unless previously approved by the Felix Event Center Office and the Office of University Marketing and Creative Media.

When reserving outdoor facilities, amplified sound levels must comply with city ordinance of not greater than 110 decibels (dB(A)) at a distance of 100 feet from sound board. Such events cannot start prior to 9:00am and must conclude by 10:00pm.

Advertising an event prior to confirmation is prohibited. All postings must be prearranged and approved by the University Representative.

Alcoholic beverages and smoking are strictly prohibited on the campus of Azusa Pacific University.

All rental groups not affiliated with Azusa Pacific University must furnish proof of liability insurance of not less than \$1 million for the rental date(s) of the facility. APU needs to be the certificate holder.

Fields will not be booked during the prospective sport. For example, if soccer is in season, the soccer field will not be booked for any other events.

In case of inclement weather, APU has the right to cancel any event scheduled to protect the field from future damage.

Port-o-potties must be rented after a group exceeds 500 guests. (1 per 100 guests) If interested, see the manager for a company contact.

## REASON FOR POLICY

The purpose of the Field Rental policy is to give guideline on how a field is rented and how it is properly used by our guests.

## PROCEDURES

- A Field Request Form must be submitted to the Ticket Office at the Felix Event Center. This can also be done by email or fax. Requests will be reviewed, processed, and confirmed within three working days of receipt.

## FORMS

Rental Application at [www.apu.edu/eventcenter/pdfs/eventcenterrental.pdf](http://www.apu.edu/eventcenter/pdfs/eventcenterrental.pdf)

# **Gym Floor**

## **POLICY STATEMENT**

Anyone wishing to use the event center for maintenance, repair or sets must request this through the Felix Event Center Office. No work can be done until your request has been confirmed. You will receive a confirmation through email.

If you are in need of the lift, you must reserve that through Facility Management.

When not tiled, all carts must stay off the main playing court.

The carpeted boards must be used when moving the lift on the FEC floor. The boards must also be used when the lift is stationary. All wheels and arm extensions must have a board underneath them.

It is the responsibility of the user to retrieve the carpeted boards and put them away after using them. They are stored in the west storage area of the FEC. FEC personnel will unlock any and all doors for the user. Note: the carpeted boards require two people when moving. Do not drag the boards. Lift and then move.

Move the lift from location to location by going around the playing court, never across. If the lift does need to go on the playing court, please use the shortest distance to get to the area needed.

Use an extra carpeted board for tools and equipment. If none are available, the FEC staff can provide gray tiles.

Tile must be laid down first before any type of cart used to transport equipment is used. Stay on the tile. If no tile is laid down in the vicinity you need to go, contact the FEC staff and they will add more tiles.

Equipment with approved built-in wheels must be pushed over the carpet, at the entrance of each door, before entering the floor. Once in place the equipment must be placed on a tile or carpet, except the baskets.

Tiles must be laid down before any cart used for transporting equipment or supplies enters the floor. Examples would be pallet jack, banquet carts.

Anyone wanting to buy new carts or wheeled for the Felix Event Center will need to meet the approved wheeled specs set by the FEC manager.

After each repair, maintenance, or activity, the FEC manager will inspect for damage. Any misuse or negligence of the floor procedures will result in a fine, charged to that specific department.

It is the responsibility of the contractor/department for any items that fall from the Catwalk area. This varies from things that could damage the floor to just dirt or dust particles that cover the floor. The person working in the catwalk is responsible for cleanup. See FEC manager for cleaning supplies. No working over the floor when there is a practice, game or activity.

Each department is responsible for its own outside contractors.

## **REASON FOR POLICY**

The purpose of the Felix Event Center Gym Floor policy is to ensure the up keep and protection of the playing floors.

## **PROCEDURES**

To request the floor space for maintenance, please email the FEC at [Eventstu@apu.edu](mailto:Eventstu@apu.edu) or call at 626/815-5495.

# Late Requests

## POLICY STATEMENT

All late requests must be approved by the Manager or Assistant Manager of the FEC and emailed to the appropriate group

## REASON FOR POLICY

This is to ensure that all office assistants know the process for handling a late request.

## PROCEDURES

### What a late request is:

A late request is pretty much anything that comes in and should have been on the Weekly Events Schedule (either in the FEC or on the Athletic Fields). It will have come in too late and the schedule will have already been sent out.

### Process for a late request:

1. Book it in R25.
  - This may pose as a problem as the week is pretty busy already.
  - Many times, the space will not be available so you can just put it as a “no” and then notify the requestor it’s not available.
  - If it is open, book it and print it out.
  - If it involves food, make sure to contact Hospitality Services to see if they can put their end together quickly enough.
  - If it is for the same day the request came in, make sure the student worker who is working knows about it - as there might be something they will need to prepare for.
  - Add anything to the crew job board, as requested to by the Manager, if applicable for the event.
2. Send out a late request e-mail
  - You do this by opening up a new e-mail in Outlook
  - Write out message, something along the lines of:

Here is a late request for **THE DATE** in/on **THE PLACE** from **BLANK TIME** to **BLANK TIME**. **Tell them the event that is going on (i.e. they are having underwater basket weaving practice or whatever)** Please note that **(we need 8½ goals set up...they would please like you to set up 35 chairs in a triangle...or whatever the specific instructions may be.)** Thanks!

**Your name**  
FEC Secretary

3. Send it to the proper group of people.
  - Go to the “To:” button and a new box will appear
  - There is a drop down box that currently says “Global Address List”
  - When that box drops down, click on “Contacts”
  - Then you have some options:
    - FEC Weekly Events Group - this is who you send it to if it involves something in the FEC (i.e. the Green Room, VIP, Arena, etc.)
    - This group is also used for sending out the Events of the Week.
    - Field Group – this group is for any changes to the athletic fields.
    - Event Staff – This group is all the student workers here. This is a GREAT category b/c you can send out and –mail to all the workers regarding scheduling, announcements, and/or anything thing the Manager needs you to say to everyone. You can also use this to pick and choose workers to send an e-mail to.

- Cancel/Add Group – this group is a very specific list of crucial people who would unlock the doors, turn the AC and lights on and housekeeping needs.
  - Make sure to “cc” it to the Manager (their name may already be in the group so double check that!)
4. You can add in pencil/pen the event, time, place to your Events of the Week on your bulletin board. This way it has everything on it and updated to the best of your knowledge. That’s it...you are done!

# On- and Off-Campus Patron Request

## POLICY STATEMENT

- All requests must be submitted on a Felix Event Center Facility Request form. Request forms are located at the Felix Event Center Office. They can be mailed to your office or emailed to you upon request. Also, they are found at <http://www.apu.edu/eventcenter/rates/>.
- All requests must be turned in 1 week prior to the event for processing, or 4 weeks for events with 300 or more people. **Please Note: The Felix Event Center Office goes by a first come, first serve basis so it is very important to get your request to our office as soon as possible.**
- Absolutely, NO REQUEST will be taken over the phone.
- After returning the Facility Request form, YOUR RESERVATION IS GUARANTEED ONLY WHEN YOU RECEIVE YOUR CONFIRMATION THROUGH THE MAIL OR OVER EMAIL. Please do not send out invitations or announcements until you receive confirmation on your request(s).
- All AV needs should be requested through the IMT Office via email. **(On campus departments only)**
- Refreshment Needs:
  - a) Off Campus Groups - Please talk with the FEC office on refreshments.
  - b) On Campus Groups - The Hospitality Services Office approves or denies all food requests. If you request food and specify on the Request Form what you would like, the Felix Event Center Office will pass your request on to the Hospitality Services Office after the room has been confirmed.
- Any Faculty or Staff member requesting to have an event not officially sponsored by the University, even when APU students, faculty, or staff are involved, require full payment of the appropriate fees. A 10% discount will be given on the facilities part only.
- Please remember that submitting a request does not guarantee confirmation. Certain circumstances may affect your request not being confirmed such as:
  - The room already being booked
  - Major events happening that day or week
  - Another request coming through the mail before your request is received
  - Concession needs: Please request through the Felix Event Center Office. Hospitality Services is in charge of operating the FEC concession stands. Outside groups are not allowed to use them.

## REASON FOR POLICY

The purpose is to ensure that on and off campus guests get an understanding of how, where and when to request the usage of the building or rooms in the building.

## PROCEDURES

To make a request for usage of the Felix Event Center or one of its areas, please fill out a Felix Event Center Request form.

- Mail the form to APU, Attention: Felix Event Center or email the form back to [Eventsstu@apu.edu](mailto:Eventsstu@apu.edu).
- Request forms can be obtained by emailing the address above, or providing us with your mailing address.

## FORMS

Rental Application at [www.apu.edu/eventcenter/pdfs/eventcenterrental.pdf](http://www.apu.edu/eventcenter/pdfs/eventcenterrental.pdf)

# Portable Bonfire

## POLICY STATEMENT

Anyone wishing to have a bonfire on campus must first get approval through Communiversy and second must following the guidelines listed below.

## REASON FOR POLICY

The purpose of the Portable Bonfire Policy is to give guideline of how they are built, extinguished and more importantly, the guidelines to make it a safe event.

## PROCEDURES

The guidelines are broken down into three separate areas: *Fire Permit, Set-up, and Disassembly*.

1. Fire Permit
  - a. In order to legally use the *Bonfire Pit* on campus, a Fire Permit must first be attained. A Fire Permit can be attained from the *County of Los Angeles, Fire Department, Fire Prevention Division, City of Azusa, Station 97, BN – 16*. The Department is located on the corner of *Sierra Madre* and *Barranca*.
  - b. The Fire Permit must be obtained at least one week prior to the event. Once obtained a copy of the permit must given to the *APU Campus Safety Office*.
  - c. The following guidelines are in accordance with Title 19, California Code of Regulations;
    - i. The fire must be contained in the Bonfire Pit on the APU campus. [Where can it be located?]
    - ii. The fire must not exceed three feet in diameter and will be two feet or less in height.
    - iii. A garden hose connected to a water supply, water-filled bucket, or water fire extinguisher must be present at all times.
    - iv. Fire-watch must be maintained until the fire is completely out.
    - v. An adult must supervise the fire at all times. Does this mean an adult staff member? Any student over 18 is technically an adult.
2. Set-up
  - a. Bonfire site must be reserved through Hospitality Services at least one week prior to the event.
  - b. The Physical Plant must be contacted at least one week prior to the event.
  - c. All materials and tools must be requested. Materials and tools include:
    - i. 50 18” Cinder blocks
    - ii. 2 1/8” 8 x 4 wood planks
    - iii. 2 1/8” 8 x 4 metal planks
    - iv. 1 Gator filled completely with sand
    - v. 2 shovels
    - vi. Hose attached to water line
    - vii. Wood crates for fire
    - viii. Newspaper for kindling
    - ix. Lighter
  - d. The following are guidelines to help set-up the Bonfire Pit correctly.
    - i. 24 cinder blocks must be placed on the ground in a 8’ x 8’ square. All cinder blocks must be placed with the openings down, except for 4. These 4 Cinder blocks must be placed with the openings out, in the middle of each side of the square to allow for heat ventilation.
    - ii. 2 cinder blocks must be placed in the center of the square, 2’ apart to help support the wood planks.
    - iii. The 2 8’ x 4’ wood planks must be placed on top of the square of cinder blocks. If done correctly, the wood will completely cover the square of cinder blocks. The wood planks will also sit flush with the 2 cinder blocks in the middle of the square.

- iv. The 2 8' x 4' metal planks must be placed on top of the wood planks. The metal planks should also cover the wood and square of cinder blocks. The metal planks MUST NOT sit parallel with the wood planks.
- v. 24 cinder blocks must then be placed in an identical square on as the first set of blocks on top of the metal. As a result, the two levels of cinder blocks will sandwich the wood and metal. The only difference is that all 24 cinder blocks must be placed on the metal with the openings down.
- vi. Sand from the Gator must be shoveled on to the metal, completely covering the metal.
- vii. Wood crates must be placed on top of each other, in the middle of the sand.
- viii. Newspaper can then be placed in the middle of the crates to help start the fire.

3. Disassembly

- a. Each of the materials must be then placed back into the Gator and taken back to the Physical Plant. Before this is done, the following must be completed:
  - i. The remaining fire must be put out completely.
  - ii. The sand and ash must be shoveled into the Gator, and dumped next to the trash bins adjacent to the Physical Plant.
  - iii. The grass beneath the Bonfire Pit must be watered and cleaned.

**FORMS**

Rental Application at [www.apu.edu/eventcenter/pdfs/eventcenterrental.pdf](http://www.apu.edu/eventcenter/pdfs/eventcenterrental.pdf)

## **Ticket Sales for on Campus Events (Not in the Felix Event Center)**

### **POLICY STATEMENT**

A person wishing to have the Felix Event Center sell tickets for an off campus event must first get permission from the manager.

### **REASON FOR POLICY**

Ensure that all office assistants know the procedures for selling tickets for on campus events that are not held in the Event Center.

### **PROCEDURES**

- Phone orders and walk up sales will be accepted at the FEC ticket office.
- Pre order sales will be cut off at a predetermined date and time at the FEC ticket office
- After pre order sales have been cut off, the FEC ticket order line (x5494) will be forwarded to Student Union. The FEC office will notify Student Union in advance when this occurs.
- “Will Call” tickets will be delivered to the event coordinator after pre order sales are finished.
- Calls made to x5495 will need to be transferred to Student Union.