Old Dominion University

Webb Center &
Outdoor Event Guidelines and Procedures

LSI Scheduling
Rec and Wellness Scheduling
Reservation Process

- **How do I make a Webb Center or Outdoor Space reservation?**
  - All reservations must be made by appropriate campus sponsor – please see Webb Center and Outdoor Space Scheduling Policy for more information.
  - Log on to the Virtual EMS website at [spacereservations.odu.edu](http://spacereservations.odu.edu)
  - Select one of the following forms:
    - **Indoor Student Recreation Center**
      - Use this form when requesting activities and facilities in the Student Recreation Center (SRC)
      - This form must be submitted by 11am, 14 days before the event date.
    - **Indoor Webb Event**
      - Use this form to request space for basic and advance events. North Café can only be reserved through this form.
      - This form must be submitted by 12pm, 5 days before the event date.
    - **Webb Meeting Request**
      - Use this form to request space for meetings only. These events will usually only consist of tables, chairs, a head table, and food tables.
      - This form must be submitted by 10am the day before the event (media cannot be guaranteed if request submitted less than one week before meeting).
    - **Outdoor Event Request**
      - Use this form to request Kaufman Mall, Whitehurst Beach, Whitehurst Field, Williamsburg Lawn, Bolling Square, Runte Quad, Perry Library/Engineering Field, Powhatan Pavilion, and Dominion House Lawn.
      - This form must be submitted by 11am, 21 days before the event date.
    - **Tabling**
      - Use this form when requesting tabling in North Mall, South Mall, and Kaufman Mall.
      - This form must be submitted by 10am the day before the event.

- **Who may reserve space?**
  - Every space reservation must have an official sponsor that is affiliated with the university. A sponsor is an official ODU department/office or student organization.
  - ODU departments and faculty use their staff MIDAS ID and password to log onto the website.
Student organizations are allowed 2 Virtual EMS Representatives. The 2 representatives can be any active members or advisors of the organization. To submit or change your 2 Virtual EMS Representatives follow this link: https://orgsync.com/3698/forms/246405

For Free Speech purposes, individual students are allowed to reserve outdoor space. This right for individual students only applies to outside space for Free Speech purposes.

• **When can I reserve space?**
  - You can reserve space anytime as long as you meet the needed times for each space (see above in How Do I Reserve Space section).
  - There is a calendar for advanced scheduling dates for meetings and complex events. Meetings can be booked up to one semester in advance and events up to one year. See below for exact dates.
    **Advanced Scheduling**
    - April 15th - Starting date to make meeting requests for meetings taking place through December and complex events taking place through the following spring semester.
    - October 15th - Starting date to make meeting requests for meetings taking place through April and complex events taking place through the following fall semester.

• **Hours of operation?**
  - For Webb Center: Spring and Fall Semesters: Monday-Sunday 7 a.m. until 11:30 p.m.
    - Facilities not available for programming by student organizations from the first day of finals through the last day of finals.
    - Webb Center North Cafeteria only available for event reservations after 5pm Tuesday and Thursday and regular reservation hours Monday, Wednesday, Friday, Saturday, and Sunday.
  - Summer Semester: Monday-Sunday 7 a.m. until 9 p.m.
  - Webb Center will be closed for certain national holidays and university closings.

• **What can I reserve space for?**
  - **Meetings**
    - Meetings are defined as simple gatherings of individuals for the purpose of conducting general business.
    - Sponsors are responsible for the general behavior and activities of persons leading and attending meetings. Sponsors should be aware of other meetings or events occurring in the facility and ensure their activities do not infringe upon other meetings or events.
    - The usual set up for a meeting will consist of tables, chairs, and basic catering needs.
- Reservations for meetings may be made up to 10am the day before the meeting through the Virtual EMS system with no media required. If media requested, meeting reservations must be made 5 days in advance.
- Rooms for the purposes of academics classes cannot be reserved in Webb Center.

- Indoor Events
  - Indoor events are defined as events outside the scope of a meeting. They usually are identified as a “program”
  - Sponsors are responsible for the general behavior and activities of persons leading and attending events. Sponsors should be aware of other meetings or events occurring in the facility and ensure their activities do not infringe upon other meetings or events.
  - Set-up for Indoor Events can vary, depending on needs
  - Reservations can be made by noon up to five (5) business days in advance but must include ALL set-up information.
  - These types of events can be trainings, retreats, speakers, etc.

- Indoor Complex Events
  - Events categorized as “complex” are required to meet with the Scheduling staff to ensure all aspects of the event are planned and coordinated to meet all applicable University guidelines, procedures and policies.
  - Sponsors are responsible for the general behavior and activities of persons leading and attending events. Sponsors should be aware of other meetings or events occurring in the facility and ensure their activities do not infringe upon other meetings or events.
  - Reservations must be made 21 days in advance.
  - An event will be defined as “complex” at the discretion of LSI scheduling staff when the event includes two or more of the following items:
    - Space Used is North and/or Center Cafeteria and Kaufman Mall
    - Attendance (expected or historical) set at 250 or above
    - Tickets (paid or free)
    - Contracted Services (performance contract, etc.)
    - Advance Audio Visual Support
    - Complex Room Set-Up
    - Open Floor Room Set-Up
    - More than two room reservations (i.e. Conferences)
    - Alcohol will be served at the event
    - Off campus guests or VIP’s invited
- **What set ups can my space have?**
  - See below chart for all the rooms in Webb Center and their capacities depending on room set-up

<table>
<thead>
<tr>
<th>Room</th>
<th>Dimensions</th>
<th>Banquet</th>
<th>Auditorium</th>
<th>Classroom</th>
<th>U-Shape</th>
<th>Square</th>
<th>Conference</th>
<th>Clear Room</th>
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</tr>
</tbody>
</table>
• *What are my room set up options? (See photo)*
  
  - The Board Room, Norfolk Room, and Williamsburg room are “as is” spaces, meaning the room set up cannot be changed.

**Square Style**
Conference tables placed in a square or rectangular outline with open space in the middle. Great for medium or larger group meetings.

**Conference Style**
Conference tables placed in a square or rectangular shape with the middle filled in. Ideal for small groups or project meetings.

**Classroom Style**
Rows of tables with 2-3 chairs at each one, with tables arranged to face the front of the room. Most desirable for groups who will be listening while taking notes or working on an activity.

**Auditorium Style**
Rows of chairs facing the front of the room, usually divided by center and/or side aisles. Appropriate for lectures or larger groups that do not require extensive note-taking.

**U-Shape**
U shaped table set up with chairs on outside perimeter. Perfect for presentations that include group discussions, note-taking or handouts.

**Banquet Style**
Round tables with 8 chairs. Perfect for served meals and/or conference sessions with small breakout or discussion groups.
• **What do the different statuses mean on my confirmation?**
  
  o Confirmed: the meeting request has been submitted, approved, and final
  o Confirmed- Pending Meeting: the space is available for use and held for the group, however the request is determined to be a “complex event.” In order move the reservation to final approval (confirmed), the event sponsor must meet with Scheduling office at least three (3) weeks in advance to the event to finalize details.
  o Tentative: Scheduling is unclear what your event entails/not enough details were given in the description. Once the event host and Scheduling Office speak then the status can be changed.
  o Denied: The event is not approved to proceed and space is denied to use. The reasons for this can include the space is not available or the event does not follow University, Webb Center, or LSI Scheduling policy.

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**“Other” Spaces for use by Student Organizations**

I. There are times when student organizations want to use other spaces around campuses besides Webb Center and Outdoor space. Here are the other spaces and how to reserve them:

  A. **Academic Space**
     1. Submit academic space form to reserve an academic classroom:
        
     2. The request goes through LSI Scheduling to confirm registered student organization then sent to Registrar for Scheduling. A confirmation will be sent if space is available for use.

  B. **Broderick Dining Commons –**
     1. The meeting facilities on the 2nd floor of the Kate and John R. Broderick Dining Commons were constructed as new meeting space for the Old Dominion University Board of Visitors. The meeting facilities in the northwest wing of Webb University Center are still available for use by the campus community; however, on certain occasions, the meeting facilities in the Broderick Dining Commons may be used by other University groups, under the following conditions:
        • Only the Dining Room (2201) and Committee Rooms A (2203) and B (2205) may be scheduled for appropriate events
        • The furniture in these rooms may not be reconfigured
        • Board of Visitors events and those sponsored by the President’s Office and President’s Cabinet members have priority, in that order.
        • Food is allowed only in the Dining Room and must be catered by Dining Services
• Requests for these rooms must go through Webb Center Scheduling and must be approved in advance by the requestor’s respective Vice President
• Vice President’s may, at their discretion, impose further restrictions for use the facility by faculty, administrators, and students within their organizations

2. Procedures:
• Requestors must first obtain approval from their respective Vice President for use of the facility
• Requests must be made in writing from the Vice President (via email) with the date, time, purpose of the proposed function and attendees.
• If approved, the requestor forwards the request, with the Vice President’s approval) to LSI Scheduling (LSIScheduling@odu.edu) to check availability.
• If the requested space is available, LSI Scheduling confirms the reservation.
• Requestor works with LSI Scheduling on meeting logistics and submits catering requests through Dining Services’ online catering system (https://oducatering.catertrax.com)

C. Education Building Multipurpose Room
1. Fill out this form to reserve: https://www.odu.edu/education/about/building#.WSMYvBMrKov
2. This room has NO tables and chairs in the room. A work order must be done to have a room set-up. LSI Scheduling will do the work order for any student organization that has the space. We must have at least TWO (2) weeks’ notice to do the work order. No exceptions. There will be a fee by facilities for the set-up work order to be paid by sponsoring organization.

D. Any other spaces – please visit LSI Scheduling for any questions about other spaces on campus.
Specific Event Guidelines

I. Alcohol
   A. Student organizations requesting alcohol at any event must follow the policy governing permissible student events at which alcohol is served (in student organization handbook).
   B. In order to serve alcohol at an event, you need to fill out a Student Organizations Events with Alcohol Request via Monarch Link. The form must be submitted at least seven days prior to the event. The event must comply with the Alcohol Policies, and SGA funding cannot be used to purchase alcohol.

II. Amplified Sound
   a. Amplified sound can only be played inside Webb Center during Activity Hour (Tuesday/Thursday from 12:30pm-1:30pm) and after 5pm.
   b. Kaufman Mall - Sound amplification is restricted to Activity Hour (12:30-1:30 PM) Tuesdays and Thursdays and after 4 PM on Friday through Sunday at 10pm. Friday and Saturday nights no amplified sound after 11pm due to City of Norfolk Noise Ordinance.
   c. Perry Library/ Engineering Field - No sound amplification at all allowed.
   d. Any amplified music in public spaces MUST adhere to FCC Guidelines and be “radio” friendly versions.

III. Animal Events
   a. Events with animals must be sponsored by an officially recognized and licensed business or animal shelter. No events using personal animals allowed.

IV. BOV Room in Webb Center
   a. The BOV Room can be used by student organizations for meetings.
      1. This room is As-Is set-up only.
      2. SGA has priority and needs to give LSI dates by May 15th for the entire next academic year.
   b. No food or drink is allowed in this room. No catered events.

V. Decorations
   a. No helium balloons are allowed in Webb Center.
   b. Only painter’s tape is allowed to hang decorations on walls.
   c. No decorations can be hung from the ceiling and touch the ground.
   d. Open-air flames including but not limited to sky lanterns, grills (except as noted below), and bonfires are not permitted on campus. Candles are permitted for outdoor events (vigils) only candles are prohibited in all University buildings.
VI. Dress Rehearsals/Practices
   a. Student organizations frequently request space for dress rehearsals and practices for their events in the future (such as pageants, fashions shows, cultural shows, etc.). Here are protocol for those requests:
      1. Each group can have one dress rehearsal in North Cafeteria in Webb Center with stage set up (no chairs) and media.
      2. Practices can be in other rooms throughout the building.

VII. Free Speech Demonstrations
   a. The university affirms the right to examine and discuss all questions of interest and to express opinions publicly and privately. Members of the University community should always be free to support causes by orderly means that do not disrupt the regular and essential operations of the institution. The form here: https://orgsync.com/3698/forms/263950 can be used to reserve outside space for Free Speech purposes. While all indoor space has to be reserved by a sponsoring student organization or department, outside space for the purpose of Free Speech can be reserved and sponsored by individual students to express a viewpoint. Students or organizations sponsoring Free Speech events must be present and at the event during time reserved.

VIII. Fundraising
   a. In order to host a fundraiser on campus, this form found on Monarch Link: https://orgsync.com/3698/forms/50428. Must be completed at least one week prior to the event date.

IX. Inclement Weather
   a. During times of inclement weather it may be necessary for the university to close facilities and curtail services.
      1. When the university announces an official closure or late opening, Webb Center will remain open, however, all events will be cancelled for the time the university is closed.
      2. The Webb Information Desk (WID) will remain open.
   b. Rain Location Policy
      1. If you are planning an outdoor event you are allowed to reserve an indoor space for a rain location either on the same date OR a different date, but only one.
      2. Rain calls for outside space must be made by noon, the working day prior to the event.
X. **Information Tables and Fairs**
   a. Information Tables and Fairs are held in South Mall, Front Lobby, and North Mall in Webb Center.
      1. To reserve an information table you must choose your location (South Mall, Front Lobby, or North Mall) then choose a table(s). The tables are labeled A-I. When you reserve one of the lettered tables it reserves one table and 2 chairs, if you would like more than one table then reserve more than one lettered table.
      2. South Mall is allotted 9 tables, Front Lobby is allotted 8 tables, and North Mall is allotted 8 tables for individual information tables.
         1. Each table is labeled by a letter A-I. If you reserve one letter, then you are reserving one table. If you would like more than one table then reserve multiple lettered tables.
   b. If you are planning on having a fair type of event or would like to reserve the entire South Mall, Front Lobby, or North Mall you must reserve “All of ___” (South Mall, Front Lobby, or North Mall)
      1. For fairs or events that use an entire mall/lobby additional tables are put into the space.
         1. South Mall is allotted 16 tables, Front Lobby is allotted 8 tables, and North Mall is allotted 34 tables for fairs and events that reserve all of the lobby/mall.

XI. **Lock-Ins**
   a. Lock-ins are overnight events for student organizations to stay in one room until the next morning. There are no in and out for lock-ins and they are not to be used to just get a later closing time for event. A lock-in is has a 6am out time at earliest and all reservations must include ending time. They are only allowed Friday and Saturday nights. City Rooms upstairs in Webb Center are the preferred rooms for these events.

XII. **Lion’s Den**
   a. The Lion’s den is the game Room located on the first floor of Webb Center. It can be reserved for private events for $30 for two hours. E-mail Lscheduling@odu.edu to reserve. Payment will be made to Webb Center.

XIII. **Loading Dock of Webb Center**
   a. Webb Center Loading Dock is available to student organizations, and campus groups. The Loading Dock should be used for events and programs that have items to be loaded in and out. Arrangements to use the Loading Dock should be made at the time of the reservation with the Webb Center Director. When necessary, other arrangements to use the Loading Dock may be made with the Webb Center Director at least two (2) business days prior to the event.
XIV. Movie Showings
   a. Any copyrighted film (DVD, Blue-ray disc, streamed content, etc.) in any University facility, other than a private residence hall room, cannot be shown unless a public performance license to show the film is obtained or special permission from the owner of the copyright is received. This requirement is mandatory regardless whether or not an admittance fee is charged. See Event Management Website (https://www.odu.edu/event-management/policies/#tab210=1) for more information on the Film Policy and how to obtain a license.

XV. Outdoor Event Clean-Up
   a. Clean-up by Facilities Management will be assigned to an event if there is food at the event or if more than 50 people are anticipated to attend the event. Trash cans will be assigned at a ratio of one can per fifty people. Departments will be required to pay for these services. Student Organization events with over 250 people will be required to pay for the additional services; the University will pay the costs up to 250 people. See costs for clean-up in number XVII Outdoor Event Costs.

   **The scheduling department and/or Dean of Students may, in his or her sole discretion, require a greater number of event clean-up resources than stated above.

XVI. Outdoor Event Tables and Chairs
   a. Sponsoring departments or organization may want tables and chairs for their outside events. These can be acquired in this way:
      1. Kaufman Mall - has 10 tables and 45 chairs for use free of charge. Anything above that will need to be ordered from facilities and sponsoring group charged for those expenses. Work orders for tables and chairs have to be done at least one week in advance, no exceptions.
      2. Any other outside space - Student organizations are permitted up to 5 tables and 10 chairs at no cost for outdoor events. Additional tables and chairs will result in a cost to the Student Organization. University departments and private events are responsible for the full cost of tables, chairs, and delivery.

XVII. Outdoor Event Costs
   a. There are costs associated with certain items for outside events. Here is a list of the items and costs associated with them:

<table>
<thead>
<tr>
<th>ITEM</th>
<th>COST</th>
<th>NOTES</th>
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<tr>
<td>Permits</td>
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</tr>
<tr>
<td>inspection</td>
<td>$400 per device</td>
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<td>Tables</td>
<td>$50</td>
<td></td>
</tr>
<tr>
<td>Chairs</td>
<td>$50</td>
<td></td>
</tr>
<tr>
<td>Service</td>
<td>Description</td>
<td>Price/Details</td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>--------------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Recycling Bins</td>
<td>No Charge</td>
<td></td>
</tr>
<tr>
<td>Set Up/ Take down outside stage</td>
<td>$95</td>
<td></td>
</tr>
<tr>
<td>Flood Lights</td>
<td>$100 per flood Light</td>
<td></td>
</tr>
<tr>
<td>Pipe and Drape Set up and Take Down</td>
<td>$50 each</td>
<td></td>
</tr>
<tr>
<td>Electrician</td>
<td>$27/hour during routine hours, $40/hour during overtime</td>
<td>Routine hours are M-F 7AM-3:30PM</td>
</tr>
<tr>
<td>Generator</td>
<td>$25 per event, per generator for small generator, $50 per event, per generator for large generator</td>
<td>Large generator is 6kw, small generator is 1-2kw</td>
</tr>
<tr>
<td>Hang/ Take down a Banner</td>
<td>$30 each</td>
<td></td>
</tr>
<tr>
<td>Trash Cans</td>
<td>No cost for cans to be rented, $0.50 per trash bag</td>
<td>2 bag minimum per can</td>
</tr>
<tr>
<td>Event Clean Up</td>
<td>$20/hour/person</td>
<td>2 hour minimum outside of M-F 7AM-3:30PM</td>
</tr>
<tr>
<td>Irrigation Turned Off</td>
<td>$20/hour</td>
<td>Usually will not exceed 1 hour</td>
</tr>
<tr>
<td>Tarp for Event</td>
<td>$20 per 12x16 general purpose tarp</td>
<td>TBD if needs exceed this</td>
</tr>
<tr>
<td>Mark Irrigation</td>
<td>$20/hour/person</td>
<td>Minimum 2 hours. Subject to contractor pricing if in house staff unavailable</td>
</tr>
</tbody>
</table>

**XVIII. Pipe and Drape**

a. Pipe and Drape are available for use for events for set-up needs in Webb Center. A work order will have to be done for set-up of Pipe and drape and a fee of $50 will be assessed to the sponsoring department or student organization.

**XIX. Scavenger Hunts**

a. Scavenger hunts are not permitted as a timed event and are not permitted as an event that has a prize.

**XX. Sunday Meeting space**

a. Sundays are used frequently for student organizations meetings. The only buildings open and available for Sunday meeting space on campus are Webb Center, BAL, MGB, and the Cave.

**XXI. Table Covers**
1. If you are having food at your event and want table cloths (meetings, events, etc.), you must request table cloths through Monarch Catering on your Catertrax order.

2. If you are not having food at your event but want table clothes, Webb Center has certain amount of table covers that can be used for events. Please reserve through EMS scheduling and quantities are limited.

**XXII. Tent, Stage, Amusement (Rides/Inflatables), and Other Event Support Services**

- Event tents, staging and amusements require a permit for use, therefore event reservations must be submitted at least four weeks prior to the event date. Completed requests will be evaluated by Facilities Management to determine whether a Commonwealth permit is required, suitability of item for the intended area and/or levels and type of support necessary to ensure the success of the event. More information is available at Permit Requirements.

**XXIII. Vigils**

- Candlelight Vigils can be sponsored by any student organization. Space must be reserved but normal reservation timeframe requirements are not necessary. LSI can support vigils by providing candles and lighters.
I. Student Organization Night Party Events
   a. Night Party Events are social events hosted by student organizations that include Webb Jams, Nighttime Activity Hours, Block Parties, Dances, or other similar events. These night events typically fall into one of two categories: Free, social gatherings (Type D such as nighttime activity hours) and dances that serve as fundraisers (Type E such as Webb Jams).

   b. Reserving Space
      i. Student Organizations must reserve space to hold a night party event. The only space allowed for these events is North Cafeteria in Webb Center.
      ii. Student organization must reserve the space at least 21 days in advance.
      iii. Once space request is submitted, student organization must have a meeting with LSI Scheduling staff to fill out and sign event checklist.

   c. General Conditions/Requirements for both Night Party Events (Nighttime Activity Hours and Webb Jams)
      1. LSI Scheduling determines type of event.
      2. Student Organization Advisor (Faculty/Staff or Chapter) must be present for all late night events.
      3. Student organization must have volunteers to work during the entire time of event.
      4. The Webb Info Desk can be used to sell tickets in advance.
      5. Security will be required – LSI and ODU PD to determine.
      6. WID Event Staff and full time staff member will be in attendance at event.
      7. No re-entry for any guests
      8. Once capacity is reached, no other guests allowed in. There will be no out/in policy (one guest leaves, and someone in line can get in).
      9. Ability to have up to 12 Nighttime Activity Hours/Webb Jams per academic year (6 per semester). The events are booked as first come, first served basis.
      10. Please see next section on specific protocol for these events.
      11. The University covers the security expenses for Nighttime Activity Hours. If an organization is utilizing a Webb Jam for a fundraising event then the organization is responsible for covering security expenses.

II. Nighttime Activity Hours/ Block parties (TYPE D):
   a. Nighttime Activity Hours can only occur Sunday – Thursday evenings until 11pm.
b. Capacity is 500 for these events

c. These events are only hosted in the North Café, are free of charge, and may not exceed 4 hours.

d. Entrance will be into North Cafeteria from North Mall

e. The University covers the security expenses for Nighttime Activity Hours. The organization is responsible for all other expenses.

f. Leadership & Student Involvement will provide at a minimum one staff member per event. The organization is responsible for providing event volunteers and LSI will determine the number needed.

g. Free tickets for non ODU college students are distributed at the Webb Information Desk with a limit of 100 non-ODU College tickets. Non-ODU College tickets will require a name to be recorded for the event entrance list and must match the ID at the door of the event to receive entry. Tickets will stop being sold at noon the day of the event.

h. ODU Students must pick up a ticket at the Webb Information Desk and present the ticket at the event to receive entry to the event. No re-entry is permitted. ODU students will be swiped at the door to check currently enrolled at ODU.

i. Guest list of alumni will be provided by the organization(s) hosting to LSI by noon on event day and will be deducted from the 100 non-ODU College tickets available at the Webb Information Desk. Alumni tickets will be given at a “will-call” counter at the event. The number of alumni tickets requested will need to be determined before tickets go on sale at the WID.

j. Tickets will not be sold at the event. All tickets must be picked up by noon day of the event.

k. Metal Detector Wanding will occur at entrance

l. Lights have to be partially on in room.

m. Organization Advisor must be present at event.

n. Space must be booked at least 21 days in advance of event.

o. There will be 6 officers in attendance to help with crowd and event control.

II. Webb Jams (TYPE E):

a. Webb Jams can only occur Friday and Saturday evening until 1am and are only open to current ODU students. No re-entry is permitted.

b. These events are only hosted in the North Café, are a fundraiser hosted by the student organization, and may not exceed 5 hours.

c. Entrance will be into North Cafeteria from North Mall

d. Capacity is 800 for these events.

e. If an organization is utilizing a Webb Jam for a fundraising event (charging admission) then the organization is responsible for covering security expenses. The expenses are as follows:

<table>
<thead>
<tr>
<th>Capacity</th>
<th>Cost to the Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>500 or less</td>
<td>$1000</td>
</tr>
<tr>
<td>600</td>
<td>$1100</td>
</tr>
<tr>
<td>700</td>
<td>$1300</td>
</tr>
<tr>
<td>800</td>
<td>$1400</td>
</tr>
</tbody>
</table>
f. Leadership & Student Involvement will provide at a minimum one staff member per event. The organization is responsible for providing event volunteers and LSI will determine the number needed.
g. Metal Detector Wanding will occur at entrance
h. Organization Advisor must be present at event.
i. Space must be booked at least 21 days in advance of event.

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**Student Organization Event Security for Indoor Events**

ODU PD is required at certain events for the protection of attendees and the University campus. Events are categorized based on factors including, but not limited to, the type of event, location, and potential risk. The Director Leadership and Student Involvement, or a designated staff member, will assign an event category to a proposed event after consultation with event sponsors. Once the category has been determined, the event sponsor is responsible for proper planning and adherence to these guidelines and other applicable University policy. The decision regarding the category assigned to a particular event may be appealed to the Dean of Students whose decision is final. The Director of Leadership and Student Involvement and the Dean of Students may, in his or her sole discretion, require a greater number of police officers or security guards for a particular event than is stated below.

I. **Types of Events**

   a. Type A – This type of event is a seated event and the set-up is usually banquet rounds or auditorium style. Examples of this type of event include dinners, banquets, and award ceremonies. There is no admission charged for these types of events.

   b. Type B – This type of event is a seated event for spectating and the set-up is usually banquet rounds or auditorium style. Examples of this type of event include speaker/performance, pageants, and fashions shows. There can be an admission charged or no admission charged.

   c. Type C – This type of event is a combination style event, with guests in a combination of seated or activity stations. At this event, the guests actually participate in activities. The set up usually consists of part of the room being seated, part of the room at tables doing different events. Examples of this type of event include Friday Night Lives, Service events, or events that have different activities.

   d. Type D – This type of event is a standing/dancing event and the set-up is usually a cleared floor. Examples of this type of event include Nighttime Activity Hours, Block Parties, and concerts. There is no admission charged. For Type D events, sponsoring organization must adhere to the Night Party/Dance Events policies and procedures.

   e. Type E - This type of event is a standing/dancing event and the set-up is usually a cleared floor. Examples of this type of event include Webb Jams and concerts. There is
usually an admission charged. For Type E events, sponsoring organization must adhere to the Night Party/Dance Events policies and procedures.

f. Type F – This type of event is a formal dancing event, or catered dinner followed by dancing event and the set up usually includes a cleared floor. Example of this type of event is Formals or Galas for student organizations. There can be an admission charged or no admission charged. Type E events are only open to the sponsoring organization’s members and their guests. Type E events must have a ratio of one ODU student organization member for each guest. The roster for student organization membership will be pulled from Monarch Link.

II. General Security Requirements

a. LSI will order officers for all events deemed necessary. Requests must go in at least two (2) weeks in advance.

b. For Type A, B, and C events – capacity under 500 participants does not require an officer. Any capacity of over 500 requires one officer.
   i. LSI will pay for one officer per event.

c. For Type A, B, and C events, if an admission charge in cash is taken at the door that automatically adds one officer to the requirement.
   i. If accepting electronic payments then an officer is not needed.

d. All Type D and E events must have minimum of 6 officers.

e. Type F events requires 2 officers.

f. See below grid for security requirements:

<table>
<thead>
<tr>
<th>Type of Event</th>
<th>Capacity</th>
<th>Charging Cash at Door</th>
<th># of Officers</th>
<th>Organization Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Less than 500</td>
<td>No</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>A</td>
<td>Greater than 500</td>
<td>No</td>
<td>1</td>
<td>LSI covers cost</td>
</tr>
<tr>
<td>A</td>
<td>Less than 500</td>
<td>Yes</td>
<td>1</td>
<td>LSI covers cost</td>
</tr>
<tr>
<td>A</td>
<td>Greater than 500</td>
<td>Yes</td>
<td>2</td>
<td>$38/ hour for one officer</td>
</tr>
<tr>
<td>B</td>
<td>Less than 500</td>
<td>No</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>B</td>
<td>Greater than 500</td>
<td>No</td>
<td>1</td>
<td>LSI covers cost</td>
</tr>
<tr>
<td>B</td>
<td>Less than 500</td>
<td>Yes</td>
<td>1</td>
<td>LSI covers cost</td>
</tr>
<tr>
<td>B</td>
<td>Greater than 500</td>
<td>Yes</td>
<td>2</td>
<td>$38/ hour for one officer</td>
</tr>
<tr>
<td>C</td>
<td>Less than 500</td>
<td>No</td>
<td>n/a</td>
<td>n/a</td>
</tr>
<tr>
<td>C</td>
<td>Greater than 500</td>
<td>No</td>
<td>1</td>
<td>LSI covers cost</td>
</tr>
<tr>
<td>C</td>
<td>Less than 500</td>
<td>Yes</td>
<td>1</td>
<td>LSI covers cost</td>
</tr>
<tr>
<td>C</td>
<td>Greater than 500</td>
<td>Yes</td>
<td>2</td>
<td>$38/ hour for one officer</td>
</tr>
<tr>
<td>D</td>
<td>500</td>
<td>No</td>
<td>6</td>
<td>LSI covers cost</td>
</tr>
<tr>
<td>E</td>
<td>500 or less</td>
<td>Yes or No</td>
<td>6</td>
<td>$1000</td>
</tr>
<tr>
<td>E</td>
<td>600</td>
<td>Yes or No</td>
<td>6</td>
<td>$1100</td>
</tr>
<tr>
<td>E</td>
<td>700</td>
<td>Yes or No</td>
<td>7</td>
<td>$1300</td>
</tr>
<tr>
<td>E</td>
<td>800</td>
<td>Yes or No</td>
<td>8</td>
<td>$1400</td>
</tr>
<tr>
<td>F</td>
<td>200</td>
<td>Yes or No</td>
<td>2</td>
<td>$38/ hour for one officer</td>
</tr>
</tbody>
</table>
Outdoor Student Organizations Events

All Guidelines applies to student organization events with the addition of the following protocols. The following protocols do not pertain to University departments.

I. Brock Commons is only for University Department or Community Engagement events. Student Organizations are not permitted to host events at Brock Commons unless they serve as a co-sponsor to a University Department event. A University Department employee must serve as the point of contact for all communication and be available onsite for day of event needs.

II. All outdoor spaces must be sponsored and reserved by student organizations or University departments. Community requests must have a campus sponsor or be approved and managed by the Office of Community Engagement. A University employee must serve as the event’s point of contact for all communication regarding the event with University event services including being onsite at the event.

III. The following outdoor event types must conclude by 7:00 p.m., Sunday – Saturday, for Student Organization events. University departments are permitted after 7:00 p.m. (see Event Management Protocol for further details.)

- Festivals
- Novelties
- Concerts/music
- Sporting events
- Speakers/performances
- Informational tabling
- Demonstrations

The following outdoor event types must conclude by noise ordinance policy:

- Vigils
- Outdoor movies

IV. Advisors - Advisors are required to be at complex events. A student organization event will be defined as “complex” at the discretion of Scheduling staff when the event includes two or more of the following items:
  a. Attendance (expected or historical) set at 100 or above
  b. Audience includes community members (open event)
  c. Contracted Services (performance contract, etc.)
  d. Advance Audio Visual Support/Amplified Sound
V. Outdoor Event Security

In addition to the outdoor security matrix in the Event Management Protocol:

<table>
<thead>
<tr>
<th>Informational tabling</th>
<th>Student Organizations Only</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0 – 49, closed event</td>
</tr>
<tr>
<td>Number of Police Officers for speakers, ceremonies, sporting events, etc.</td>
<td>0</td>
</tr>
<tr>
<td>Number of Police Officers for festivals, parties, carnivals, etc.</td>
<td>0</td>
</tr>
</tbody>
</table>

VI. The University covers the expense of one Officer for a maximum time of four hours when necessary. Student Organizations are responsible for additional security expenses.

VII. Department events are expected to have employed ODU faculty/staff in attendance for the duration of the event.

VIII. Any activity that is deemed to pose serious security management concerns may not be held on campus.

IX. An EMT and ambulance may be required by the scheduling office for events with large attendance and/or the type of the event.
Monarch Dining Policies and Protocol

I. All catering, food and beverage must be provided by Monarch Dining (Aramark).

II. There are limited number of Outside Caterer/ Restaurant waivers available for events on campus. Groups must submit an application (available from Monarch Dining) and meet all requirements. The application must include the outside Caterer/ Restaurant application, the Outside Caterer/ Restaurant Waiver Policy and well as the Outside Caterer/ Restaurant Guidelines. Monarch Dining approves will notify group if approved or denied.

III. Fundraisers/ Sales – No bake sales, candy, sales, donut sales, food sales, etc. are allowed on campus. Groups can choose to purchase pre-packaged product from Monarch Dining for sales. No sales are allowed from stores or vendors outside Monarch Dining.

IV. Homemade and Baked Goods give-aways or sales are not permitted on campus. The one exception is Relay for Life once a year. Homemade food can be made and sold at that event. There are no other exceptions.

V. Donated Food – Groups can accept food donations to be given away at events ONLY if meet two criteria: a. donated by restaurant or b. donated by business or store and therefore prepackaged. However donated food events cannot be “sponsored” by these outside entities so there can be no signage, named sponsored event advertising, and/or no on-site advertising. It must be a philanthropic donation and noted on space reservation as such.

VI. Brown Bag Lunch events are allowed and approved through space reservation requests.

VII. Potlucks are not allowed in reserved spaces on campus.

VIII. Food Eating contests are prohibited.

IX. Outdoor Grills – outdoor grills around campus are allowed for personal use. Groups can reserve spaces with grills but can only use them if closed meeting or for only group members. No group can reserve outdoor grills and cook food for open event or invited students outside of their organization.

X. Table Cloths – If table clothes are desired for an event, they can be added to Catertrax order at $5 each. Blue and White are colors available or special colors by notice one month out only. If you are having catering at your event, you must request table cloths through Catertrax. If you are not having food at your event and would like table cloths, then you can reserve them through LSI Scheduling.
I. Banner Protocol
   a. Student organizations and departments may request placement of banners to advertise events and/or marketing to accomplish a goal of the university. Please submit a request in Monarch Link (https://orgsync.com/3698/forms/195927/submissions) using the Webb Center Banner Request Form. The following information and guidelines also apply:
      i. Banners must be professionally made and can be hung in the following locations only: Outside on the front grill of Webb Center facing Kaufman Mall, inside Webb Center hanging from the north or south catwalks,
      ii. Requests to hang banners must be made at least two weeks in advance
      iii. All banners outside must be hung by Facilities Management. A work order for hanging and taking down banners will be placed by LSI and costs incurred charged to the department or organization.
      iv. Banners on or in Webb Center can be hung for a maximum of two weeks.

II. Posters
   a. All posters that are hung in Webb must first be taken to the Webb Information Desk and signed for approval and can stay hung in Webb Center for two (2) weeks.

III. Chalking
   a. Student organizations may use chalk to advertise upcoming events by submitting a Chalking Request form in Monarch Link (https://orgsync.com/3698/forms/68200/submissions) to LSI Scheduling and must comply with the following guidelines:
      i. Chalking may only be done in designated areas (Kaufman Mall, BAL, and Student Recreation Center).
      ii. The chalk may only advertise an event sponsored by a student organization on campus (i.e. no personal announcements such as “Happy Birthday”)
      iii. The advertisement must be approved by Leadership and Student Involvement.
      iv. Events may only be advertised two days prior to the event.
      v. Failure to follow the chalking guidelines will result in loss of chalking privileges.

IV. Axis TV
   a. To put an advertisement on the Webb Center TVs, students should email the advertisement as a PowerPoint slide to axisTV@odu.edu. Only one slide is allowed per event/advertisement. The beginning and end date for the amount of time the slide should run must be included in the email.
I. ODU Event Management
   a. If you have any questions about Webb Center, hosting an event, or Webb Center policies/protocols please visit http://odu.edu/event-management or call LSI Scheduling at 757-683-3436 or email us at lsischeduling@odu.edu

II. Webb Media (http://ww2.odu.edu/forms_admin/viewform.php?formid=5877.)
   a. Use this form to request A/V needs (projector, microphone, podium) in any room in Webb Center.
   b. If you have any questions about this form please contact Webb Media at 757-683-6228 or webbmedia@odu.edu

   a. Use this form to request all food for events occurring in Webb Center. Please see “Monarch Dining Policies and Protocol” on Page #9 for more details on Monarch Dining.
   b. If you have any questions about this form please contact Monarch Catering at 757-683-4691 or catering@odu.edu or sxboone@odu.edu

IV. Ticket Sales Request Form (https://orgsync.com/3698/forms/53029)
   a. Use this form if you would like to sell tickets for your event at the Webb Information Desk located in the Front lobby of Webb Center.
   b. If you have any questions about this form please contact the Leadership & Student Involvement Office at 757-683-3446 or studentinvolvement@odu.edu

V. Parking Request Form
   a. Use this form if you would like to request parking
   b. If you have any questions about this form please contact Transportation & Parking services at 757-683-4004 or parking@odu.edu