

SAMUELSON PAVILION BUILDING RESERVATIONS AND USAGE GUIDELINES

The Samuelson Pavilion building houses The Tiger Cooler grill/coffee bar and a lounge/multi purpose space. The multi-purpose space is primarily for use by student groups for events that are open to the entire College community. Within the following guidelines Samuelson Pavilion is available on a first-come, first served basis:

STUDENT EVENTS

- The event must first be registered through the Office of Student Life. OSL will request the space through the Master Calendar Office.
- The multi-purpose area may be reserved any day for events that begin at 8pm or later. The space serves as a rain plan for quad events before 8pm. The space is also available for reservations when the Tiger Cooler is closed.
- The Tiger Cooler staff performs furniture and stage setups for student groups, free of charge. One week's advance notice of your desired set-up is required (contact the Tiger Cooler Manager x2639).

DEPARTMENT AND OUTSIDE EVENTS

- College Department and off campus group reservations may be accepted for times when classes are not in session, or when the Tiger Cooler is closed. Departments may reserve the space through the Office of Master Calendar.
- Outside groups should contact Conference Services, conference@oxy.edu. A fee will be charged to off campus users.
- Please consult the Tiger Cooler Manager (x2639) re: all room set ups. Major reconfigurations of the furniture should be coordinated between the user, Facilities Management and the Tiger Cooler Manager at least one week in advance.

GENERAL GUIDELINES

- The dining area may only be reserved when the Tiger Cooler is closed.
- The space is not available to groups that will order a food-out event on meal plans.
- Events may not block or impede the Tiger Cooler operation during business hours. The Tiger Cooler staff will refrain from announcing order pick-ups during events as needed.
- Alcohol may be served in the building in accordance with the College's Alcohol Policy and Catering Policy.
- Decorations must comply with fire safety regulations (e.g., no fog machines) and are subject to approval upon reservation.
- Furniture arrangement must comply with fire safety regulations. Capacity of the large room is 430 standing, 201 seated.
- Facility users are responsible for clean up, and any damages that may be incurred during the event.
- Advertisements for campus events and services may be posted on the sides of the entrance to Samuelson Pavilion only (student postings should receive advance approval from the Office of Student Life) No posting is permitted inside Samuelson or on doors, glass or patios. An exhibit (no advertising) for display on the walls inside Samuelson Pavilion must be requested through OSL (for student groups) or the Master Calendar at least seven days in advance. The maximum duration for an exhibit is seven days. The College is not responsible for lost or damaged exhibits.
- Requests for exceptions to any reservation or usage guidelines should be directed to the Assistant Dean for Student Life or the Associate Vice President for Hospitality Services (who will jointly consider and resolve the request, or refer the event to the Campus Events Advisory Committee).