

# SOUTHWESTERN

## LAW SCHOOL Los Angeles, CA

### **Facilities Use by Outside Groups or Individuals**

**Administrative policy approved December 19, 2024. Effective immediately.**

**Revision history:** Technical edits made February 2025.

**Related policies and forms:** Facilities Usage Request Form; Alcohol Service Request Form; Smoke-Free Campus Policy; Policy on Minors; Indoor Masking Policy; Political Activity Policy; Campus Access Policy; Facilities Usage Agreement

**Scheduled Review Date:** June 2027 (Chief Operating Officer)

#### **A. Background**

Southwestern Law School is a private institution of higher learning devoted to educating its students. Accordingly, law school facilities are used primarily to support instructional and other school-related activities.

Southwestern frequently receives requests from outside groups and individuals to use its facilities. Not all requests can be granted.

#### **B. Definition of “Outside Group or Individual”**

An outside group is not a recognized Southwestern student organization or an official Southwestern department or program.

For purposes of this policy, an outside group or individual includes employees and students seeking to use campus facilities other than for official Southwestern business or activities. Outside groups include organizations in which Southwestern faculty or staff serve as members, officers, directors, or advisors.

Official Southwestern alumni organizations must coordinate reservations through the Institutional Advancement Office, complete a Facilities Usage Request Form, and submit the form to [events@swlaw.edu](mailto:events@swlaw.edu).

**C. Co-Hosted or Co-Sponsored Events**

An event that is co-hosted or co-sponsored by an (i) outside group or individual and (ii) Southwestern or a Southwestern department, program, or recognized student organization is covered by this policy. If the outside group or individual is charging an attendance or similar fee, Southwestern must either receive a fee for facilities use or a portion of the attendance or similar fees. Southwestern has the discretion to reduce its regular facilities use fees if students or employees are invited to attend the event at no cost or for a substantially reduced charge. Southwestern will consider discounts on its regular facility use fees for confirmed nonprofit organizations.

**D. Making Requests**

Requests from or related to outside groups or individuals should be referred to the Director of Events Management ([events@swlaw.edu](mailto:events@swlaw.edu)), who will check for conflicts and appropriateness. Other senior administrators may also be asked to review the request, and the Dean must ultimately approve all uses by outside groups and individuals.

An outside group or individual approved to use Southwestern campus facilities must complete a Facilities Usage Request Form and submit it to [events@swlaw.edu](mailto:events@swlaw.edu).

Requests to use Southwestern facilities should be made at least four weeks before the anticipated event, although longer lead time is encouraged. If requests are made before Southwestern has assigned classrooms for the semester, Southwestern's decision may be delayed.

Southwestern is a year-round academic institution; event requests are evaluated according to the impact on our students and the law school. Requests to use Southwestern facilities during study and exam periods in November/December, May, and July, orientation in August, Winter Break during the last two weeks of December, and graduation week in May typically will be denied. The Tea Room and certain other spaces in Southwestern facilities are available only on Saturdays and Sundays.

**E. Fees**

The Chief Operating Officer will set any fees, including any fees for additional security and technology as needed, if Southwestern grants permission to hold the event on campus. Payment must be made in full to Southwestern at least 30 days before the scheduled event. If the event is canceled less than 30 days before the event date, Southwestern will retain 50% of the facilities fee (e.g., the fee associated with using certain rooms or other spaces at Southwestern).

## F. Additional Rules and Information

1. **Insurance:** Unless the Dean, General Counsel, or Chief Operating Officer provides an exemption, the event organizer must provide a \$1,000,000.00 personal liability and property insurance policy naming Southwestern Law School as the additional insured for the event date(s). The event organizer can typically obtain an insurance binder through their insurance company. The event organizer must also provide evidence of workers' compensation insurance, if applicable, as required by the State of California. All proof of policy coverage must be provided when making the full payment. Any facilities or other damage caused by the event organizer's activities is the event organizer's responsibility.
2. **Catering:** Southwestern's internal caterer is the only caterer approved to provide onsite services. Further information regarding catering services will be provided upon Southwestern's approval of the event. Event organizers may bring in food from a delivery or drop-off service, if approved by the Director of Events Management. Food and beverages are not allowed in courtrooms.
3. **Furnishings:** Southwestern may provide, within its limits and for an additional fee, tables and chairs for the event. The event organizer must provide china, glassware, linens, and other dining or meeting necessities. Southwestern's caterer can arrange for the event organizer to rent these items.
4. **Audio-visual services:** During the Southwestern Information Technology department's normal business hours (Monday through Thursday, 8:00 a.m. to 7:00 p.m., and Friday, 8:00 a.m. to 5:00 p.m.), audio-visual equipment and services may be available for a fee. If Southwestern must obtain equipment from a third party, the cost of that equipment will be charged to the event organizer. Southwestern reserves the right to restrict music at events based on the scheduled date, time, location, and other school operations.
5. **Security:** Southwestern has 24/7 security on campus, but if Southwestern or the host determines that additional security is required, Southwestern will arrange for that additional security for a fee charged to the event organizer. A Campus Security officer is required for events with 50 or more confirmed guests or events where alcohol is served regardless of the number of confirmed guests. An additional security officer is required for each additional 50 confirmed guests. The Director of Campus Safety and Security may prepare an Event Security Plan as needed.
6. **Guest reception and identification:** Events with more than 25 confirmed attendees require the event organizer to host a reception table for welcoming and verifying guest identification. Campus Security will welcome event guests with fewer than 25 confirmed attendees. Southwestern requires guests to display

a visitor name tag or event wristband in accordance with our Campus Access Policy.

7. **Room capacities:** Event attendance must not exceed the legal capacity of the reserved rooms.
8. **Parking:** Southwestern has onsite parking. Guest parking will be charged a daily rate per vehicle. The Chief Operating Officer sets parking rates. Southwestern will waive guest parking for an additional fee from the event organizer.
9. **Facilities access:** Southwestern's facilities are accessible by wheelchair; ADA parking is available.
10. **Invitations and publicity:** Southwestern must approve all invitations, advertising, and marketing materials related to the event. All materials must clearly identify the location as "Southwestern Law School." Artwork of the exterior of the building is available for such materials. Information about the former Bullocks Wilshire building and Southwestern is available on the school's website.
11. **Alcohol:** While Southwestern does not encourage serving alcohol at private functions on Southwestern property, permission may be granted for the reasonable and lawful consumption of alcoholic beverages. Approval is based on various factors, including the guests attending, event time and location, type of beverages being served, and risk-mitigation measures to be implemented (e.g., tickets or wristbands). A certified bartender must serve any alcoholic beverages. If alcohol is served, appropriate food also must be served. The event organizer must agree to assume full responsibility in accordance with the laws of the State of California. The event organizer must also complete an Alcohol Service Request Form upon approval of the event and submit the form to [events@swlaw.edu](mailto:events@swlaw.edu) before the event.
12. **Smoke-free campus:** Southwestern is a smoke-free campus.
13. **Minors:** If applicable, Southwestern requires that all schools or outside groups bringing children or young adults in grades 1 through 12 to our campus maintain a one adult teacher/staff person/parent per 8 students ratio. Adults are required to be on campus prior to the arrival of students on campus and must be present on campus until all students have left campus.
14. **Deliveries:** All deliveries must be made on the event day, while the event organizer is present, using the service delivery entrance off Westmoreland Avenue closest to Wilshire Boulevard. The event organizer must submit a complete list of all companies and individuals making deliveries must be submitted to Southwestern at least one week before the event. Special arrangements are required to protect building surfaces and elevators when

furniture and other items are moved into, out of, or around the facilities' interior. All items must be picked up within 24 hours following the event. Southwestern is not responsible for any rentals or equipment left overnight or unattended after delivery or before pick-up.

- 15. Set-up and clean-up:** When completing the Facilities Usage Request Form, the event organizer must accurately list the event times and include sufficient time for set-up and clean-up. The event organizer must leave all facilities clean and in the condition they were found. The event organizer must remove all decorations immediately following the event. The event organizer is responsible for installing and removing any furniture or equipment, other than that belonging to Southwestern.
- 16. Cancellation:** Southwestern reserves the right to cancel an event at any time if any part of its facilities is destroyed or damaged by fire or other cause, or if any other casualty or unforeseen occurrence takes place.
- 17. Other rules:** The event organizer is not permitted to tape, glue, hang, or post anything on any existing walls of the facilities. Candles and open flames are not permitted.
- 18. Facilities Usage Agreement:** If Southwestern approves a request to use its facilities, Southwestern will send a Facilities Usage Agreement that must be finalized between Southwestern and the event organizer and fully executed before the event.

**G. Policy Revisions**

Southwestern reserves the right to revise this policy at any time, with or without notice.