Important Campus Policies
# Table of Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Events Policy</td>
<td>1</td>
</tr>
<tr>
<td>Event Planning Process – Part I</td>
<td>3</td>
</tr>
<tr>
<td>Event Planning Process – Part II</td>
<td>5</td>
</tr>
<tr>
<td>Designated Outdoor Programming Space Policy</td>
<td>7</td>
</tr>
<tr>
<td>Dance Policies and Procedures</td>
<td>8</td>
</tr>
<tr>
<td>Casino Night Policy</td>
<td>11</td>
</tr>
<tr>
<td>Free Drawings Policy</td>
<td>12</td>
</tr>
<tr>
<td>Amplified Sound Policy</td>
<td>14</td>
</tr>
<tr>
<td>Campus Catering Policy</td>
<td>16</td>
</tr>
<tr>
<td>Possession and Consumption of Alcohol Policy</td>
<td>18</td>
</tr>
<tr>
<td>Freedom of Expression Policy</td>
<td>22</td>
</tr>
<tr>
<td>Posting Policy</td>
<td>24</td>
</tr>
<tr>
<td>Smoking Policy</td>
<td>29</td>
</tr>
<tr>
<td>Alcohol and Substance Abuse Policy</td>
<td>31</td>
</tr>
<tr>
<td>Gambling Policy</td>
<td>33</td>
</tr>
<tr>
<td>Unsupervised Minors Policy</td>
<td>34</td>
</tr>
<tr>
<td>Non-Greek and Social Greet Letter Organizations</td>
<td>35</td>
</tr>
<tr>
<td>Official Recognition and Registration Policy</td>
<td></td>
</tr>
<tr>
<td>Risk Management for Student Organization Policy</td>
<td>43</td>
</tr>
<tr>
<td>Anti-Hazing Policy</td>
<td>46</td>
</tr>
<tr>
<td>Appendices</td>
<td>48</td>
</tr>
</tbody>
</table>
CAMPUS EVENTS POLICY

Producing a campus event requires preparation and planning to ensure a well-run event. It is essential for the event’s success that the procedures outlined below are followed. It is the purpose of this policy to assist the organization in planning successful events while providing a process whereby the University can review the specific types of events being held on campus and assess applicable University policies and address concerns regarding liability exposure. This policy may not apply to all events. Some on-campus and all off-campus entities desiring to utilize University facilities must comply with the Facilities Leasing Manual, a copy of which may be obtained in the Office of Procurement and Contracts, Logistical and Support Services (PCLASS) or on-line at www.csudh.edu/admifin/VP/facsched.htm.

I. Definition

   Campus events are activities sponsored by student organizations; the Associated Students, Inc.; campus departments; and/or off-campus organizations that are designed for the benefit and enjoyment of the California State University, Dominguez Hills (CSUDH) campus community and which are held on the California State University Dominguez Hills campus.

II. Guidelines

   A. The purpose of this policy is to assist organizations with the planning of an event and to outline the applicable University Policies for event production. Failure to follow these policies could cause the event to be canceled prior to or during the event, damage deposit to be kept and/or denial of usage of the CSUDH facilities for future events.

   B. The role of the Loker Student Union Administrative Office, the Office of Student Life, and PCLASS is to assist student organizations, departments and community groups:

      1. with facility reservations for the event
      2. with the event planning process
      3. with the coordination of an event planning meeting
      4. with acquiring final approval for the proposed event
      5. with notifications of the appropriate campus departments
6. as needed or as possible in event production

C. The sponsoring organization is responsible for complying with the Campus Event Policy in addition to applicable policies set forth by the Office of Student Life; Loker University Student Union; Procurement, Contracts, Logistical and Support Services (PCLASS); California State University Dominguez Hills; the City of Carson and the State of California.

D. Requests for exceptions to the following Campus Events Policy should be presented in writing to the Associate Vice President for Student Life for consideration, at a minimum of four (4) weeks prior to the event date. Upon review by the Vice President for Enrollment Management and Student Affairs, a written notification of the decision will be provided within two business days.

III. Cleaning and Damage Deposit

Based on the facility(ies) used, a cleaning and damage deposit may be collected from the sponsoring organization one (1) week before the event, based on the nature of the event and in some cases, based on an organization’s event history. Failure to produce a cleaning and damage deposit by the designated deadline may lead to the cancellation of the event. The cleaning and damage deposit will be refunded within two (2) weeks after the event if no damage or additional charges have been incurred. Charges or damages that exceed the deposit will be billed to the sponsoring organization and are due within five (5) working days. Any organization that has charges assessed due to damages, and/or does not pay these charges, may risk losing the privilege of CSUDH facilities usage in the future. The cleaning and damage deposit is in addition to any set fees that may have been assessed related to the reservation of the facility.

IV. Insurance Policy

Based on the nature of the event and in some cases, based on an organization’s event history, the sponsoring organization may be responsible for providing the Office of Student Life, Student Union, and/or the Director of PCLASS an original copy of their certificate of insurance for general liability and endorsement in the amount of $1,000,000 (unless a greater amount is required to cover liability costs) at least five (5) working days before the event. The endorsement shall be a separate document to the certificate and shall name as additionally insured the Trustees of the California State University, California State University, Dominguez Hills and its agents, employees, volunteers and auxiliaries. In some cases insurance may be purchased through the Office of Procurement and Contracts. For additional information regarding type of insurance required and explanation of the information above, please contact PCLASS.
I. Six (6) weeks prior to the event date:
   A. Student organizations request an Event Planner Form from the Office of
      Student Life. Campus Departments, auxiliaries and off-campus groups may
      request an Event Planner Form from the Procurements & Contracts,
      Logistical and Support Services (PCLASS) Office.
   
   B. Program Approval/Denial is obtained by completing the Event Planner Form
      Packet (complete all appropriate forms) and acquire all organization and
      University signatures as appropriate for the proposed program. If approval is
      unavailable at that time, an Event Planning Meeting for Student
      Organizations, jointly coordinated by the Loker Student Union and Office of
      Student Life, may be required. Failure to attend and participate in an Event
      Planning Meeting with the Office of Student Life or PCLASS staff four (4)
      weeks prior to the event date may cause the event to be canceled or
      rescheduled.

      Attend an Event Planning Meeting with organization members who will work
      at the event (at least one member must be an official officer of the
      organization), the organization’s advisor, a representative from the University
      Police when appropriate, a representative of the facility, other university
      representative as applicable and the Director of the Office of Student Life (or
      PCLASS) who will preside over the meeting. The Event Planning Meeting is
      required to review the details and planning of the event when any of the
      following apply.

      The event is:
      
      A dance
      - A concert
      - Involves a request to serve alcohol
      - Will have cash collected at the door
      - A campus event with an expected attendance of over 100
      - A casino night or involves raffles or drawings
      - An auction in which students are auctioned off
         Deemed to be moderate to high risk by Director, Office of Student
         Life and/or State University Police
      - In a facility or at a location that requires an Event Planning
         Meeting which include but may not be limited to the University
         Theatre, Gymnasium, Housing, Sculpture Garden, ERC Forum,
         Student Union Patios, and the Vendor Walkway or whenever
         amplified sound is planned for an outdoor event.
C. Event Planner Forms for approved programs for student organizations will be forwarded to the Loker Student Union by the Office of Student Life as a request for space. For events requiring an Event Planning Meeting, OSL will submit a request for a tentative facility reservation through the Loker Student Union Administrative Office Facility Scheduler. This tentative request will be held until two weeks after the Event Planning Meeting, before which time the student organization must have contacted the Loker Student Union to confirm and finalize **or to release** the reservation without charge(s). Loker Student Union Cancellation Policies and Fees will apply.

Campus Departments and off-campus groups may make a tentative facility reservation through PCLASS. All facility reservations made through PCLASS shall abide by terms and conditions set forth in the Facilities Leasing Manual.

II. **Five (5) weeks prior to the event date:**
Student organizations meet with the Loker Student Union Facility Scheduler and campus departments meet with PCLASS to discuss the Event Planner Form information and obtain reservation approval and confirmation when required.

III. **Four (4) weeks prior to the event date:**
Attend an Event Planning Meeting with organization members who will work at the event (at least one member must be an official officer of the organization), to review the details and planning of the event when/if required by the Office of Student Life. See above in Item 1 for events and circumstances that require an Event Planning Meeting. No publicity is to be posted or circulated in any way until a reservation has been fully confirmed. **This is latest this meeting can occur!**

IV. **Three (3) weeks prior to the event date:**

A. Based on the outcome of the Event Planning Meeting (when required):

1. Provide or request an update of your event reservation from the appropriate reservations office. If the event must be cancelled or postponed, make these arrangements now by informing all relevant parties (Police, Reservations, ASI, OSL, Insurance, etc.).

2. If needed, equipment and set-up requests must be forwarded to the appropriate campus office by the sponsoring organization or campus department. Delay of this information may put program reservations at risk of cancellation or postponement.

V. **Two (2) weeks prior to the event date:** Confirm and finalize event arrangements.

B. Cancellation: A minimum of two (2) weeks notice is required for cancellation of confirmed campus event reservations. A late cancellation fee of $50 may be assessed to the sponsoring organization if the event is canceled with less than two (2) weeks notice. See the Facilities Leasing Manual for cancellation
fees.
EVENT PLANNING PROCESS - PART II

I. Participants

A. Only CSUDH students, staff and faculty with a valid CSUDH I.D. will be admitted to any events approved through the University’s Event Planning Process. Two (2) escorted guests per CSUDH I.D. may also attend (not always applicable). Guests must be 18 years old or older. Campus-wide events open to the public are excluded from this policy item restrictions. Anyone under the age of 18 must be accompanied by an adult at all times in accordance with the Unsupervised Minors Policy.

B. The sponsoring organization will be held responsible for the conduct of event participants.

C. Event participants will not have “in/out” privileges during the event when determined within an Event Planning Meeting for events held in an enclosed facility. This includes facilities with temporary enclosures such as fences and partitions.

II Event Set-up

A. All event set-ups must be approved in advance by the Student Union and the Office of Student Life or PCLASS to ensure that the safety of the participants is considered. Some events and/or their setups and accessibility may require the approval of the University Risk Manager and Special Event Insurance may also be required to be purchased at the expense of the sponsoring organization/entity. These requirements will be discussed and determined at an Event Planning Meeting.

B. The event area must be accessible to disabled participants.

C. The volume of sound in the outdoor event area cannot exceed 80 decibels at 55 feet from the sound source. The sound will be measured by the Office of Student Life (OSL) for student organizations or Office of Risk Management personnel in coordination with the sponsoring campus department.

D. The sponsoring organization is responsible for the clean up of the facility, tables, chairs and/or any equipment that may have been used.

E. The sponsoring organization is responsible for creating their own publicity and directional signs for events. On campus publicity and promotion must be posted in adherence to the University Posting Policy. If the event is advertised off campus, it must be approved by the University (OSL or PCLASS). The sponsoring organization is responsible for removing all promotional materials
immediately after the event (see Posting Policy).

III. Security

A. The University Police are responsible for determining the event security needs based on the type and size of the event. Organizational program and events history may also be considered. The sponsoring organization will incur the cost of providing security.

B. Only the University’s Police Officers are allowed to provide security for an event on the CSUDH campus. At the discretion of the University Police, additional security or outside agency may be contracted for the event. Student security support may be provided for the event with the approval of the University Police.

IV. Parking

Event parking is limited to designated lots and access will be controlled through arrangements made by the University Police and Parking Departments. Any expense for parking personnel and related signs will be billed to sponsoring organization.

V. Smoking and Alcohol

A safe and healthy environment for the event is the responsibility of all involved. Campus smoking regulations and alcohol policy must be adhered to during the events. There are no exceptions to the University smoking policy!
DESIGNATED OUTDOOR PROGRAMMING SPACE POLICY

I. Location

*Sculture Garden* - Lawn area on west side of the Loker University Student Union and between LaCorte Hall and the University Theater.

II. Scheduling

A. Spontaneous use of the space is allowed for non-amplified activity. The activity must not interfere with events scheduled for the area and no amplified sound equipment shall be used. A scheduled event has the priority use of the space.

B. The space is available for use with non-amplified sound daily from 8am – 10pm.

III. The Free Expression Area may be reserved by CSUDH student organizations, Associated Students, Inc. University departments and administrative offices. Student organizations reserve the space through the Student Union Administrative Office. Associated Students, Inc., University departments and administrative offices may schedule use through the University Scheduling Office within the Office of Procurement and Contracts, Logistical and Support Services (PCLASS). Equipment (tables, chairs, public address system) can be arranged for at the time the reservation is made and no later than 48 hours prior to the event. The sponsoring groups are responsible for expenses.

IV. Special permission for outdoor amplification must be obtained from the Office of Student Life or PCLASS. A reservation is required if amplified sound will be used for the event. Charges may apply.

V. Reservations for the Designated Outdoor Programming Space are not available during the final exam period or when there are concurrent or conflicting events on campus.

VI. An Event Planning Meeting must be held four weeks prior to any scheduled event held in this space according to the guidelines identified in the Campus Events Policy.
DANCE POLICIES AND PROCEDURES

I. In addition to the Event Planning Procedures outlined in the Campus Event Policy, organizations sponsoring a dance must adhere to the following guidelines. Requests for exceptions to this Dance Policy, in whole or in part, must be clearly indicated on the required Event Planner. The appropriate entity(ies) will render a written decision on a case by case basis, within the Event Planning Meeting. These decisions will be final.

A. Sponsoring organization must be:
   1. A currently recognized student organization in good standing with the University;
   2. An Associated Students, Inc. commission or committee;
   3. The University Student Union Programming Board or Multicultural Center Programming Board; or

B. The sponsoring organization may make dance reservations up to (6) months in advance. Dance reservations are prohibited if the reservation request is made less than six (6) weeks prior to the event.

C. The Event Planning Meeting for dances must be held at least four (4) weeks prior to the event. Due to security arrangements for dances, there will be no exceptions to this item. It is suggested that these meetings for dances be held six (6) weeks prior!

D. Dances may extend to 11:00 p.m. Sunday through Wednesday, until Midnight on Thursdays, and to 1:00 a.m. on Fridays and Saturdays.

E. The L.A. County Fire Marshall determines the maximum capacity for a facility. The sponsoring organization will be responsible for ensuring that attendance complies with the maximum capacity figures. The Office of Student Life and University Police and facility administrators may determine a lower maximum capacity based on organizational history and/or information provided in the required Event Planning Meeting, and/or for the purposes of event and facility management and security.

F. Admission will be granted to currently enrolled California State University Dominguez Hills students and guests. CSUDH students must provide a valid CSUDH Student ID with a current semester validation sticker. CSUDH students are allowed two (2) guests who must enter the event at the same
time. CSUDH students are responsible for the behavior of their guests. Guests must be 18 years of age or older and show proper photo identification.
G. Ticket sales

1. Organizations wishing to sell tickets in advance are advised to discuss the arrangements with the Office of Student Life and State University Police at the Event Planning Meeting.

2. Tickets/admission fee sold/collected at the door will require a cash box, hand stamp and/or ticket.

H. Representatives of the sponsoring organization will coordinate event management. The sponsoring organization must designate in advance an event manager.

I. There is no reentry after exiting the dance. Individuals requesting to leave and re-enter the dance for emergency purposes will be treated on a case by case exception basis by the sponsoring organization or as determined within an Event Planning Meeting.

J. It is the responsibility of the sponsoring organization to limit publicity and promotion of the dance to on campus. Off campus publicity and promotion of any kind is not allowed. Publicity and promotion must include sponsoring organization name(s), event location name, start time, information contact telephone number and must specify that admission is for currently enrolled CSUDH students with validated ID and their guests (2 per CSUDH student).

K. The advisor and the sponsoring organization's event manager must make contact with the facility representative and the University Police Officer at the event site (30) thirty minutes prior to the beginning of the scheduled event. Failure of the advisor and the sponsoring organization’s event manager to make personal contact may result in cancellation of the scheduled event. It is additionally understood that the advisor and the event manager will remain present throughout the duration of the event.

L. University Police determine and will be responsible for hiring the appropriate number of University Police Officers at the expense of the sponsoring organization. University Police may determine that additional security from an external source may be required, also at the expense of the sponsoring organization(s).

M. The sponsoring organization(s) may be responsible for hiring University Custodial Crews for after hours events as coordinated through the Student Union event planning reservations process. Payment or funds for the entire cost of the event must be on deposit with the Associated Students, Inc. or in a Foundation Office Account (for Greek letter or Honor/Service Societies) before the event is approved. Greek organizations may provide a deposit to the Student Union for the entire estimated cost of the event if a Foundation
Account is not available to the sponsoring organization(s).

N. The sponsoring organization will be financially responsible for any event-related damages to the facilities.

O. Two (2) weeks prior to the event or sooner, the event manager provides copies of contracts and all publicity for review by the Office of Student Life and Student Union, prior to release of any publicity.

P. For student organizations receiving funding from Associated Students Inc. all funds must be on deposit in an Associated Students Inc. Account. Greek letter organizations must deposit funds with the Student Union two (2) weeks prior to the event. Events may be cancelled without a timely deposit.

Q. Organizations funded through Associated Students, Inc. submit a complete accounting of funds to the Associate Director of Associated Students Inc. within three business days after the event. This statement must include: source of funding, number in attendance, total collected revenue, total expenditures, and purpose for which funds have been used. All receipts and disbursements must be made through the Associate Director of Associated Students, Inc. He/she will make appropriate entries into the accounts and forward these forms to the Foundation Office for deposit or disbursement from the Associated Students, Inc. accounts.

II. At the conclusion of Event Planning Meetings for dances, an acknowledgement is required to indicate that the Dance Policy was reviewed for program clarity and policy adherence. See below:

I acknowledge receipt of the Dance Policies and Procedures and have reviewed them with the University Police, the Student Union and the Office of Student Life. I fully understand my responsibilities as the sponsoring organization campus advisor and/student representative.

<table>
<thead>
<tr>
<th>Sponsoring Organization</th>
<th>Date</th>
<th>Event Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization President Signature</td>
<td>Date</td>
<td>Campus Advisor Signature</td>
<td>Date</td>
</tr>
<tr>
<td>University Police Signature</td>
<td>Date</td>
<td>Office of Student Life Signature</td>
<td>Date</td>
</tr>
<tr>
<td>Student Union Signature</td>
<td>Date</td>
<td>AVP Student Life Signature</td>
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CASINO NIGHT POLICY

Campus organizations may request, through the Office of Student Life, to sponsor a free Las Vegas or Casino Night on the campus. An organization member must meet with a representative of the Office of Student Life well in advance (6 weeks) of the event to review the legal and procedural restrictions on such events. Representatives from the following areas will be in attendance during this initial Event Planning Meeting: sponsoring group(s) representative and advisor, Office of Student Life, Student Union, University Police, and, Food Services if applicable. During the initial Event Planning Meeting, decisions will be made regarding the logistics for the event. No publicity may be posted for or contracts entered into without prior event authorization from the Office of Student Life! Sponsoring organizations should plan to attend 3-4 Event Planning Meetings with a representative of the Office of Student Life. An individual organization may sponsor only two (2) free Casino Nights per academic year.

The sponsoring organization must comply with all provisions of Campus Policies and State and Federal Laws concerning casino parties; in particular, information detailed in Sections 330 through 337(s) of the California Penal Code which pertains to Gaming. No person under the age of 18 is permitted. The event must be open to all members of the campus community, except those under the age of 18. There can be no entrance or advance registration fee. Scrip or chips must be used for play, no money can be used. Scrip must be distributed free with no connection to any voluntary donation.

All volunteers must wear identification chest-high throughout the event.
FREE DRAWINGS POLICY

I. “Raffle or Lottery” vs. “Drawing”

In the State of California, raffles and lotteries are illegal if a person is required to purchase a ticket or make a donation in order to be eligible to win the contest. Use of the term “raffle” is acceptable when tickets are randomly distributed and there is no financial donation connected with the allocation of tickets. For events such as a Casino Night, the term “drawing” must be used instead of the term “raffle”.

II. Prizes

Prizes must be awarded through a drawing of tickets given to game winners. Prizes may be goods or services. Prizes consisting of alcoholic beverages are not permitted. Prizes may be donated to or purchased by the sponsoring organization. The name of the merchant or brand name of any prize may be mentioned in drawing publicity on campus. The drawing cannot be referred to as a raffle or chance as that would be considered gambling. All prizes must be awarded even if donations are insufficient to cover costs.

III. Advertising

All advertising must indicate that no purchase or donation is required to participate and that the drawing is open to the campus community.

Prior to advertising for a free drawing, a member from the sponsoring organization must schedule an Event Planning Meeting with a representative of the Office of Student Life to discuss the procedures for handling such an activity. Organizations must scrupulously abide by these and the State’s Regulations. Failure to comply will result in termination of the drawing, possible campus sanctions and/or criminal prosecution.

IV. Tickets

Tickets for the drawing must indicate the following:

A. Date, time and location of the drawing

B. Name of sponsors and benefactors of the fund-raiser

C. Amount of the suggested donation, including the word “donation”

D. “Donation or purchase of tickets not required to be eligible to win”

E. Major prizes offered
F. “Winner need not be present at drawing” (not required, but advised)
   Free tickets, a minimum of one per person, must be available. Each solicitor
   must know that free tickets can be obtained. The word “drawing” or “free
drawing” is required; do not use the word “raffle” on the ticket or in
advertisements.
AMPLIFIED SOUND POLICY

I. Amplified Sound is defined as any sound that is broadcast through electronically amplified equipment or sound that is electronically enhanced

A. Outdoor events utilizing amplified sound must adhere to the Event Planning Policy outlined in Section 4 of the Campus Life Policies for event planning and approval. The Office of Student Life (OSL) and Procurements, Contracts, Logistical and Support Services (PCLASS) interpret, enforce, and monitor the Amplified Sound Policy on behalf of the University.

B. With the assistance of the OSL and/or PCLASS, the sponsoring organization is responsible for notifying the campus at least one (1) week in advance as to the dates, times and types of activities to be presented. The appropriate departments, colleges and administrative offices will be notified by email messages as part of the planning process.

C. An Event Planning Meeting may be required as determined by OSL or PCLASS as a means of assuring that event and amplification procedures and policies are understood prior to the event date. OSL or PCLASS will notify the sponsoring organization of their required attendance at an Event Planning Meeting at least three business days prior to the event date.

II. Sound Level Control

At a distance of 55 feet in front of the stage or speakers, the sound pressure level will be no more than 80 decibels utilizing the scale for outdoor performances. The Office of Student Life or PCLASS staff will work with the individual(s) sponsoring the event to periodically monitor the sound decibel level.

In some instances, additional charges for staffing may apply. This matter would be addressed within the Event Planning Meeting with OSL and/or PCLASS.

All requests for amplified sound must be approved by the Office of Student Life or PCLASS.

The Office of Student Life, PCLASS, and/or the appropriate university departments retain the right to monitor and/or limit the sound levels generated by amplification systems. Enforcement will be the responsibility of the Office of Student Life or Office of Risk Management staff. Compliance with the City of Carson Noise Regulations may also require performers to adjust the amplification levels of their equipment. Depending on location and setup, a lower decibel level may be required and will be determined and agreed upon within an Event Planning Meeting. Certain campus locations are not conducive to amplified
sound. These locations include but are not limited to the ERC Forum and the South (Vendors’) Walkway.

The performing groups and a sound amplification provider acknowledge their awareness of the sound policy by signing a copy of the CSUDH Performance/Vendor agreement.

A. If the sound level exceeds 80 decibels when measured at 55 feet, a warning may be given to the group to lower the volume.

B. No more than one (1) minute will be allowed to correct the volume to an acceptable level.

C. If a second warning must be issued, an additional one (1) minute will be allowed to correct the volume to an acceptable level.

D. There will not be a third warning. If the volume level is exceeded a third time, the electrical power supply will be shut off and not turned back on. Groups should be advised that this process may damage their equipment and that the OSL and PCLASS and/or the University assume no responsibility for repairs caused by this action.
CAMPUS CATERING POLICY (PM 90-03)

The University’s food service contractor operates under a contract with the Foundation. As is common in most campus food service agreements, the food service contractor is granted exclusive rights to provide food services on our campus. It is imperative that the Foundation and the campus honor the commitment in the contract. It is University policy that any catering activities held on campus must be provided by the Foundation’s food service contractor (currently CSU Dominguez Hills Foundation). It is the responsibility of the Foundation to ensure that quality food and service are provided at fair prices by this contractor. Questions regarding this policy or requests for exemptions due to special circumstances, as well as suggestions for improved service, should be addressed to the Director of Commercial Services (ext. 3814).

All campus organizations wishing to sell food must comply with the following conditions to provide for the health and safety of the campus community:

PREPARATIONS: Prevention of food infection or food poisoning is of primary concern. High risk foods are those which are moist and high in protein, such as chicken, turkey, other meat and fish dishes, eggs and dairy products. Custards, cream pies, and salads (such as potato, chicken, turkey, and tuna) are also of concern. Frozen meats should be thawed in the refrigerator, not in room temperature, and cooked immediately after thawing. Cook thoroughly and use a meat thermometer for large roasts, turkeys, etc. Before preparing, mixing or handling ingredients, and/or immediately after using restroom facilities, every person should wash his/her hands and arms thoroughly with soap or detergent and warm water and rinse them in clean water. No person should prepare or serve food if he/she is likely to have a contagious disease or infection (e.g. cold).

STORAGE: Food that is transported from where it has been prepared must be properly protected while in transit. Food should be prepared as soon as possible to the time of serving. If perishables are prepared the night before, they are to be kept cold in a refrigerator, transported on ice, and kept cold until served or heated for serving.

SERVING: All perishable foods or beverages to be served cold are to be kept at or below 45°F degrees after preparation until served. All perishable foods and beverages to be served hot are to be kept at or above 140°F degrees while being served. No article of food or beverages, which has been served previously to any person or returned from any table, will be used in the preparation of other foods or beverages. The serving area and all adjacent areas should be cleaned with soapy water or disinfectant and kept free of litter and rubbish at all times.

RULES GOVERNING FOOD SALE OR SERVICE

1. Temperature Control. Adequate facilities must be provided for keeping cold foods below 45°F degrees and hot foods at 140°F degrees or hotter at all times.

2. Food Protection. Provisions must be made for protecting foods from dust or other contamination during transport, storage, and service by use of covers, plastic wrap, or other suitable utensils. Persons servicing foods must have clean hands, clean outer garments, and not suffer from respiratory, gastrointestinal, or skin infections and are required to wear plastic disposable gloves. Plates, cups, and eating utensils must be single service. Soft drinks or punch must be served from original containers or dispensing equipment approved
by the Environmental Health and Occupational Safety Office.

3. Sanitation. Adequate trash cans must be provided for disposal of waste materials. The area surrounding the food service must be kept clean at all times and left in a clean condition at the conclusion of each day’s service.

4. Sales or Service Period. Food sales are limited to two (2) consecutive days. Unusual circumstances will be considered on an individual basis.

5. All food permits approved by the Campus Dining Office must be maintained and displayed at the sales or service location.

6. Use of Dining Services kitchens or equipment is strictly prohibited.

7. Cleanup of all food and drink and related items is the responsibility of the sponsoring organization. Failure to do so will result in appropriate cleanup charges.

**BASICS FOR HANDLING FOOD SAFELY:** Safe steps in food handling, cooking, and storage are essential to prevent food-borne illness. You cannot see, smell, or taste harmful bacteria that may cause illness. In every step of food preparation, follow the four FIGHT BAC™ guidelines to keep food safe:

- Clean -- Wash hands and surfaces often
- Separate -- Don’t cross-contaminate
- Cook -- Cook to proper temperatures
- Chill -- Refrigerate promptly

**STORAGE:** Always refrigerate perishable foods within 2 hours. Refrigerate within 1 hour when temperature is above 90°F. Check the temperature of your refrigerator and freezer with an appliance thermometer. The refrigerator should be at 40°F or below and the freezer at 0°F or below. Cook or freeze fresh poultry, fish, ground meats, and variety meats within 2 days; other beef, veal, lamb, or pork, within 3 to 5 days. Perishable food such as meat and poultry should be wrapped securely to maintain quality and to prevent meat juices from getting onto other food.

**COOKING:** Cook ground meats to 160°F; ground poultry to 165°F. Beef, veal, and lamb steaks, roasts, and chops may be cooked to 145°F; all cuts of fresh pork, 160°F.

**SERVING:** Hot food should be held at 140°F or warmer. Cold food should be held at 40°F or colder. When serving food at a buffet, keep food hot with chafing dishes, slow cookers, and warming trays. Keep food cold by nesting dishes in bowls of ice or use small serving trays and replace them often. Perishable food should not be left out more than 2 hours at room temperature (1 hour when the temperature is above 90°F).
I. General Provisions

A. Purpose

This policy is designed to regulate the possession and consumption of alcohol on campus by members of the University Community and by recognized university organizations and departments. The privilege of consuming beer or wine is extended with the expectation that these activities are to be held under conditions which complement the orderly operation of the University. Off campus groups and organizations contracting with the University for use of facilities are also subject to these regulations.

This policy also seeks to provide alcohol education and awareness and promote human wellness while fostering the most learning-conducive environment for our students, our campus community, visitors and guests. Further, it is the intent of this policy to also provide indication of sanctions and reprimands that may be associated with behavior or academic issues related to possession and consumption of alcohol as a CSUDH student.

B. Prohibited Possession or Use of Alcoholic Beverages

The possession, sale, serving or use of distilled spirits on campus is prohibited at all times except within the privacy of individual living units in University Housing for residents 21 years of age and older. The possession, sale, serving or use of beer or wine on campus is also prohibited at all times, except as allowed under the alcoholic beverage license managed by the CSUDH Foundation Campus Dining Services or within the privacy of individual living units in University Housing.

C. Restriction Based Upon Age

California State Law imposes criminal penalties for the possession or use of alcoholic beverages by persons under 21 years of age and for persons who furnish, give, sell or cause to be sold, furnished or given away, any alcoholic beverage to a person under the age of 21. (State Alcoholic Beverage Control Act, Sections 25658 - 25665.)

D. Definitions

1. "Serve" means to give away or provide at no cost.

2. "Sell" means to give or exchange for money, tickets, tokens or anything else of value, directly or indirectly.

3. "Appropriate University Official" shall include a University Police Officer or the
administrator assigned to be present at the event or his/her designee, or if the occasion should require it, any administrator senior to the designee.

4. "Closed Catered Events" means events catered by the Campus Dining Services that are by invitation only.

E. Authority

This policy is promulgated under the authority of the California Education and Administrative Codes, subsequent resolutions and standing orders of the Board of Trustees and Chancellor of the California State University, and responsibility of the President of the University for the general welfare of the campus.

The CSUDH Office of Student Life, a service of the Division of Enrollment Management and Student Affairs, is the designated University unit charged with daily Campus Life Policy oversight and enforcement.

II. Conditional Use of Beer or Wine

A. Officially recognized campus organizations, (staff, faculty, auxiliaries, and administrative) may sponsor an event on campus at which beer and/or wine is served. In sponsoring such event, the organization and its members accept the following responsibilities and conditions:

To observe all applicable state laws and university policies, including compliance with the application procedure.

1. To maintain decorum appropriate to the University setting. The sponsoring organization shall cease serving beer or wine at the request of an appropriate university official;

2. To limit participation to the membership of the sponsoring organization and it's invited guests only and for a specific time frame only;

3. To refrain from advertising to the public, on or off campus, the availability of alcoholic beverages;

4. To provide for the distribution of non-alcoholic beverages other than water at any event where alcoholic beverages are served;

5. To assure that no minor or intoxicated person is served alcoholic beverages;

6. To assure that consumption and service of the beer or wine is at or in the facility designated for the event only.

B. Beer or wine may only be sold or served by the Campus Dining Services.

1. Selling beer or wine includes an exchange for money, tickets, tokens or
anything else of value.

2. If admission charges are made for the function, alcoholic beverages cannot be served as a part of the admission price.

3. Generally sales of beer or wine will be in conjunction with food service.

C. Restrictions to the University’s Alcohol Beverage License

1. Beer and wine can only be served or sold in the following locations:

   a. The DH Sports Lounge in the University Student Union.

   b. The Home Depot National Training Center Complex

   c. At closed events catered by the Campus Dining Services

   d. All non-mobile Campus Dining Services food service locations

III. Administrative Responsibility for Policy Implementation and Enforcement

A. Policy Implementation

1. Faculty or staff groups may request permission to hold a group sponsored event at which beer and/or wine are to be served by submitting an application to the Director of Campus Dining Services or designee at least ten (10) working days before the proposed event. If the application is denied, the group may appeal to the Executive Director of the Foundation.

2. University related groups (for example the Alumni Association) may request permission to hold a group sponsored event at which beer and/or wine are to be served by submitting an application, approved by the university liaison for that group, to the Director of Campus Dining Services or designee at least 10 working days prior to the proposed event. If the application is denied, the group may appeal to the Executive Director of the Foundation.

3. Off-campus groups (not university related) shall be limited by the terms of their written contract with the Campus Dining Services. Individuals are not provided any privileges under these policies.

B. Policy Application- Off Campus Events

The University does not condone or recognize off-campus events involving the serving or consumption of alcohol. When student organizations choose to sponsor off-campus events where alcohol is advertised, such advertisements
must not include any connection between the student organization and the University. Non-adherence to this policy would be grounds for immediate loss of campus recognition and registration rights and privileges for any student organization upon completion of a brief investigation.

Off-campus events are also subject to state law for purchasing (no funds as stated above may be used) and/or supplying alcoholic beverages to any minor. Non-adherence to this policy would be grounds for immediate loss of campus recognition and registration rights and privileges for any student organization upon completion of a brief investigation.

The University exercises no supervision and assumes no responsibility to control the serving or consumption of alcoholic beverages off the university premises. However, if a university group appears to encourage or tolerate the misuse or abuse of alcohol at off-campus events, appropriate disciplinary actions may be taken upon a more complete investigation.

C. Policy Enforcement

1. The Vice President for Enrollment Management and Student Affairs is responsible for the general enforcement of this policy.

2. The Executive Director of the Foundation is responsible for the general enforcement of this policy and approval of application (in coordination with the Director of Campus Dining Services) for all non-student groups.

3. The University Police will assist with enforcement of this policy for protection of security and to enforce applicable laws.

4. Campus Dining Services staff will assist with enforcement of this policy for protection of the Alcoholic Beverage License and to ensure that applicable laws are enforced.

5. Violations of this policy by individuals may cause disciplinary action to be taken.

6. Violation by any university or student club or organization or related group could, after notice and hearing, be cause for the withdrawal of certain campus privileges or loss of recognition of the organization or denial of the use of campus facilities.

7. Civil and criminal charges, penalties and punishments may also be applied by the proper authorities.
FREEDOM OF EXPRESSION POLICY

No rights are more highly regarded at California State University, Dominguez Hills than the first amendment guarantees of freedom of speech, freedom of expression and the right to assemble peaceably. CSUDH remains firmly committed to affording every member of the University community the opportunity to engage in peaceful and orderly protests and demonstrations which do not disrupt the operations of the University. However, such opportunities must be provided on an equal basis and adhere to the basic principle of the University being neutral to the content of any public demonstration. In order to achieve this objective, while at the same time insuring that the University fulfills its educational mission, the University has the responsibility to regulate the time, place and manner of expression. Through such regulation, the University can assure equal opportunity for all persons, preserve order within the University community, protect and preserve the University property, and provide a secure environment to individuals exercising freedom of expression.

I. Speeches and Demonstrations

The area designated as the “Free Expression Area” for speeches and demonstrations is the concrete pad located on the west side of the Loker University Student Union, lower level, adjacent to the University Sculpture Garden. The Free Expression Area is generally available for speeches and demonstrations between 10:00 a.m. and 10:00 p.m., Monday through Friday.

Use of the Free Expression Area for speaking, demonstrating and other forms of expression by off-campus individuals is to be scheduled through the University Facilities Scheduling Office in the Office of Procurement, Contracts, Logistical & Support Services (PCLASS) located in Welch Hall.

Use of the Free Expression Area for speaking, demonstrating and other forms of expression by students, faculty, staff or University organizations is to be scheduled through the Student Union Administrative Office.

Other areas of the campus and other times are occasionally used for speeches and demonstrations. Plans for speeches and demonstrations in other areas and times must be approved by the Office of Procurement, Contracts, Logistical and Support Services (PCLASS) at least 48 hours in advance of the event. Such plans will be considered in accordance with the principle of content neutrality and the provisions stated below.

II. Distribution of Written Material

Non-commercial pamphlets, handbills, circulars, newspapers, magazines and other written materials may be distributed on a person-to-person basis in open areas outside of buildings and other closed structures on the campus. However, no stand, table or booth shall be used in distribution except in the Sculpture Garden and only with the permission of the Office of Procurement, Contracts, Logistical and Support...
Services (PCLASS). The University maintains a position of neutrality as to the content of any written material distributed on the campus under this policy.

The distribution of commercial materials and publications is governed by Sections 42350-42356 of Title 5 of the California Code of Regulations.
III. Provisions

In order that persons exercising freedom of expression not interfere with the operation of the University or the rights of others, the following shall apply without exception to any form of expression and will be used to evaluate any plans requiring approval. Reasonable limitations may be placed on the time, place and manner of speeches, demonstrations and distribution of written material in order to serve the interest of health and safety, prevent disruption of the educational process, and protect against the invasion of the rights of others.
POSTING POLICY

The primary objective of these regulations is to ensure that CSU Dominguez Hills maintains an orderly appearance appropriate to a university campus while providing members of the greater university community with a maximum publicity outlet. Cooperation is essential to creating an attractive and pleasant environment for students, organizations, staff, and visitors. The University reserves the right to determine time, place and manner for all items related to posting of information, and freedom of speech activities.

I. Regulations

Organizations currently recognized by or registered with the University, campus committees and commissions, individual students, faculty and staff are allowed to publicize on campus, providing they comply with the regulations established by the University. Publicity for off-campus entities and personal notices shall be restricted to Activities Bulletin Boards outside the Student Union as designated by this policy.

A. Designated Posting Areas

1. Activities Bulletin Boards

   a. A listing of Activities Bulletin Boards and a map of locations is available in the Office of Student Life (App. A.). Activities Bulletin Boards will be cleared of all postings once in August and again in December by Office of Student Life or Physical Plant staff.

   b. Activities Bulletin Boards inside the Student Union are reserved for Student Organizations and Campus Departments Only.

   c. Items posted on designated bulletin boards by Student Organizations and campus departments must:

      (1) be at least 4 x 6 inches
      (2) not exceed 11 x 17 inches

   d. Items posted on designated bulletin boards by others must:

      (1) be at least 4 x 6 inches
      (2) not exceed 8 1/2 x 14 inches

   e. Only one item for the same event per bulletin board, regardless of the style of flyer. Thumb tacks or staples may be used to affix materials to bulletin boards. Adhesives (tape, glue, stickers, etc.) may not be used on any bulletin board or painted surface.
f. Prior to posting of publicity, all student organizations are required to have event approval and confirmation of space reserved.
2. Railings

All metal walkway railings are available for posting except for railings on the South (Vendor) Walkway and the Special Event Railing which overlooks the Sculpture Garden from the Student Union. A listing and map of locations is available in the Student Union Administrative Offices and the Office of Student Life (see App. A.)

Use of Welch Hall railings is subject to prior written approval from the Welch Hall Posting Monitor. The Railing Posting Approval Form hardcopy is accessible through the Office of Student Life, Student Union Administrative Offices, and also online on the websites of these two departments.

Items posted on designated railings must be at least 11 x 17 inches but not exceed 3 x 8 feet and appear neat and professional. All items displayed on railings must use zip ties and reinforcement tape, provided free of charge to University recognized and registered student organizations from the Office of Student Life. Student organizations receive priority above campus departments when supply of these items near depletion. Adhesives (tape, glue, stickers, etc.) may not be used on any railings. Items not properly mounted or posted in areas not designated for posting will be removed and may result in loss of posting privileges for organizations and departments guilty of these violations.

3. Items extending beyond the top of the railings must receive prior approval from the Office of Student Life. No item should extend greater than 18 inches above the railing top and should be no longer than 24 inches.

II. Standards

A. Time Limits

All posted material may be posted for a period of fourteen (14) calendar days. The "POSTING VALID THRU____" stamp available through the Office of Student Life must be clearly visible on the face of the posting. Materials posted must be removed by the sponsoring group or organization at the conclusion of the event. Items not removed promptly after the event may result in suspension of posting privileges. Exceptions must be first requested and approved by the Office of Student Life.

B. Sponsorship

Materials to be distributed or posted must list all the sponsoring organizations.

C. Identification of Publicity

All materials to be distributed or posted must be identified with name and phone number of the person or organization responsible. Email addresses are allowed
in lieu of phone numbers for contact purposes.

D. Language

All materials to be distributed or posted on campus written in any language other than English must contain an English translation. Hate language is not tolerated.
While information may receive posting approval, this does not represent a position of support from the University.

E. California Penal Code

Materials to be distributed or posted must not be in violation of Section 311-312.7 of the California Penal Code. A copy of the California Penal Code is available in the Office of Student Life.

F. Off-Campus Entities

Any off-campus entity wishing to post materials on Activities Bulletin Boards must have approval from the Student Union for union postings only or Office of Student Life, and must abide by these posting regulations. Publicity for off-campus entities and personal notices shall be restricted to Activities Bulletin Boards outside the Student Union as designated by this policy. Commercial advertising or postings must not advertise any illegal activity.

III. Other

A. Approvable Non-Designated Areas

Approval to post in areas not listed in Section (Designated Posting Areas) above must be obtained from the dean/administrator having primary responsibility for management of the building. Approvable non-designated areas include: interior railings of buildings, classroom bulletin boards, non-Activities Bulletin Boards, and free standing structures (see app. B.)

B. Temporary Banners

Large or major campus events often require posting information in large font sizes so that people can read the information from a distance. The University does allow for banners to be placed at various entrances/exits to the campus, usually between two trees. Event sponsors who want to display their banners at these locations must first acquire written approval from the proper authorizing agent.

Campus departments, programs, etc., must contact University Physical Plant and receive approval and support in hanging their banners, while student organizations must work with the Office of Student Life to receive Physical Plant approval and support. Banners designed for use in these locations must not exceed a maximum size of four (4) feet in height and eight (8) feet in length.

C. Permanent Banners and Display Cases
Approval for placement of permanently mounted banners and display cases must be obtained from the dean/administrator having primary responsibility for management of the building (see app. B.) Once approval is received for the space desired, the Office of Student Life will coordinate with Physical Plant for installation. The cost of the banner or bulletin board and installation is the responsibility of the organization.

D. Sandwich Boards

Sandwich boards may not be stationed in areas that obstruct normal pedestrian traffic flow or violate University fire codes. Check with the Office of Student Life regarding the use and placement of sandwich boards. Some approval from University Physical Plant staff may be necessary.

E. Staking

All advertising requiring staking must have locations approved by Physical Plant. The Office of Student Life will assist student organizations in the approval process. Use of wooden stakes for postings is prohibited.

F. Handbills and Circulars

Distribution of handbills, circulars and flyers not in violation of campus regulations and the California Penal Code is permitted on campus. The campus chooses to exercise its right to regulate the time, manner and place of this distribution in accordance with State law and the Free Speech Policy through the issuance of a daily permit. Student organizations, University departments and administrative offices wishing to distribute any material must obtain permission from the Student Union or PCLASS, and the Office of Student Life. Individuals or off-campus entities wishing to distribute material must obtain a permit from the Office of Procurements and Contracts, Logistical and Support Services (PCLASS). Distribution is not allowed in buildings or parking lots. Interference with the normal flow of auto or pedestrian traffic and the harassment of individuals is prohibited.

G. Electronic Advertising

As the use of technology on campus increases and new resources become available, new options for electronic advertising also become available. Campus Pipeline, University calendars, websites, and the electronic marquis at the corner of Avalon and Victoria Street may be options for your event. Please check with the Office of Student Life or PCLASS for policies and processes related to these forms of publicity. Request forms to display general campus announcements may be picked up from and submitted to the Office of University Advancement (WH C 490).
IV. Violations

Materials are not to be posted in areas other than designated posting areas. Posting is not allowed on windows, glass doors, elevators, telephone booths, bathroom stalls, sculptures, posts, trees, traffic control/utility poles, signs, vehicles, or planted garden areas. Nothing shall be posted as to obscure previously posted, properly placed materials.

Violations of these regulations will result in the immediate removal of posted materials, possible loss of posting privileges for the following semester and/or other restrictions as may be determined by the Office of Student Life and the University. Student organizations and/or individuals will be charged for the cost incurred in the removal or repair of improper postings.

The administrative entity responsible for University buildings would have authority to approve posting within buildings, including classroom bulletin boards, railings, and free-standing structures and designated as follows as of 10/25/04:

<table>
<thead>
<tr>
<th>Building</th>
<th>Managing Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small College Complex</td>
<td>Vice President Admin. &amp; Finance</td>
</tr>
<tr>
<td>School of Education</td>
<td>Dean, School of Education</td>
</tr>
<tr>
<td>Social &amp; Behavioral Science (SBS)</td>
<td>Dean, College of Business Admin. and Public Policy</td>
</tr>
<tr>
<td>Natural Science and Mathematics (NSM)</td>
<td>Dean, College of Natural and Behavioral Sciences</td>
</tr>
<tr>
<td>South Academic Complex</td>
<td>Provost and Vice President for Academic Affairs</td>
</tr>
<tr>
<td>University Library</td>
<td>Dean, University Library</td>
</tr>
<tr>
<td>Gymnasium and Field House</td>
<td>Director, Athletics</td>
</tr>
<tr>
<td>LaCorte Hall</td>
<td>Dean, College of Liberal Arts</td>
</tr>
<tr>
<td>Loker University Student Union</td>
<td>Exec. Director, Student Union</td>
</tr>
<tr>
<td>University Theatre</td>
<td>Dean, College of Liberal Arts</td>
</tr>
<tr>
<td>Student Health Center</td>
<td>Director, Student Health and Psychological Services</td>
</tr>
<tr>
<td>Child Development Center</td>
<td>Associated Students, Incorporated</td>
</tr>
<tr>
<td>Extended Education</td>
<td>Dean, College of Extended and International Education</td>
</tr>
<tr>
<td>Welch Hall</td>
<td>Vice President for Administration and Finance</td>
</tr>
</tbody>
</table>
SMOKING POLICY
PM 04-02 (Supersedes PM 99-04, Section 6)

California State University, Dominguez Hills (CSUDH) has a responsibility to its students and employees to provide a safe and healthful learning and working environment. The University recognizes the harmful effects of involuntary contact with smoke. It also recognizes the need to preserve the reasonable individual rights of smokers as long as doing so does not interfere with the right of the non-smoker to a smoke-free environment.

I. **Areas Where Smoking is Prohibited**

Therefore, it is the policy of CSUDH to prohibit smoking in campus buildings and certain other areas of the campus where non-smokers cannot avoid exposure to smoke. Specifically, smoking is prohibited in all campus buildings, including classrooms, lecture halls, laboratories, offices, work areas, study areas, reception areas, meeting rooms, lobbies, hallways, stairwells, elevators, eating areas, lounges, and restrooms, and within twenty-five (25) feet of an exit, entrance, or operable window of any campus building. Smoking is also prohibited in all partially enclosed areas such as covered walkways, breezeways, walkways between sections of buildings, bus-stop shelters, exterior walkways and landings, all State vehicles, including electric and golf carts.

II. **Areas Where Smoking is Permitted**

Smoking is permitted in outside ground areas twenty-five (25) feet beyond any exit, entrance or operable window of a campus building.

**Exception:** Smoking is prohibited on decks and patios associated with dining facilities or if it unavoidably exposes people entering and leaving adjacent buildings to smoke, or when it is explicitly prohibited during a particular event or activity scheduled in the area (such as in bleachers or row seating at athletic or other events).

III. **Compliance with Policy**

Effective implementation of the Campus Smoking Policy depends upon the courtesy, sensitivity, and cooperation of all members of the campus community. It is a normal and reasonable duty of all employees of CSUDH and its auxiliaries, and expected conduct by all students, to comply with this policy.

IV. **Scope of Policy**

The Campus Smoking Policy applies to all campus buildings and grounds owned, rented or leased by CSUDH. All members of the campus community – students,
faculty, staff and campus visitors – are expected to comply with this policy.

V. **Notification of Policy**

Notification of this policy to members of the campus community and visitors shall be made by including the policy in the University Catalog, Schedule of Classes and the University Website. At least one copy of this policy shall be posted in each campus
1. building. New employees will be notified of the policy by the Human Resources Management Office upon employment.

   Signs shall be displayed at the entrances/exits of all campus buildings and other appropriate locations stating that smoking is prohibited within the building and/or area and that smoking is prohibited within twenty-five (25) feet of any exit, entrance or operable window of any campus building.

VI. Reporting of Violations of the Policy

   Violations of this policy should be reported to the appropriate administrator. There shall be no reprisals against anyone seeking assistance in enforcing this policy.

VII. Effective Date of Policy

   This policy is effective as of September 7, 2004, and supersedes all previous CSUDH smoking policies.

AUTHORITY CITED: Section 42356 of Title 5 of the California Code of Regulations; and California Government Code Section 7597.
ALCOHOL AND SUBSTANCE ABUSE POLICY

I. Policy Goal

California State University, Dominguez Hills has a responsibility to maintain an educational environment conducive to academic achievement. The prohibition of illicit drugs and alcohol abuse helps to assure students, faculty and staff, visitors and guests that the University is exercising this responsibility.

II. Policy Statement

The unlawful manufacture, distribution (by either sale or gift), dispensing, possession or use of alcohol or a controlled substance is prohibited anywhere on the campus of California State University, Dominguez Hills (except possession within the privacy of individual living units in University Housing for residents 21 years of age and older). Actions that will be taken against those who violate this prohibition are delineated elsewhere in this policy.

For the purpose of this policy the term controlled substance has the meaning given such term in section 102 of the Controlled Substances Act (21 U.S.C. 802) and includes, but is not limited to, marijuana, cocaine, cocaine derivatives, heroin, “crack,” amphetamines, barbiturates, LSD, PCP, and substances typically known as “designer drugs” such as “ecstasy” or “eve.” Possession of paraphernalia associated with the illegal use, possession, or manufacture of a control substance is also prohibited. The illicit use or abuse of alcohol is also included in this policy.

III. Authority

The President has designated the Vice President for Enrollment Management and Student Affairs to act in all matters pertaining to the enforcement of this policy with regard to students; the Provost and Vice President for Academic Affairs to act in all matters pertaining to the enforcement of this policy with regard to faculty; and the Vice President for Administration and Finance to act in all matters pertaining to the enforcement of this policy for all other employees. In all cases of alleged violations of this policy, the State University Police Chief will be contacted. The authority of the University President supersedes that of all other authorities excluding the State University Police.

IV. Disciplinary Actions and Penalties

Disciplinary action imposed by the University will not be in lieu of penalty, fines or imprisonment imposed through the legal system.

Disciplinary action for students, which may include penalties up to and including expulsion, will comply with procedures established in Executive Order 970.
For employees, appropriate personnel action will be taken within 30 days, and may include penalties up to and including termination. Disciplinary action for employees will be conducted in accordance with current collective bargaining agreements and HEERA procedures.
V. Dissemination

Under this policy, there will be an annual distribution of the following information by Enrollment Management and Student Affairs, Academic Affairs, and Administration & Finance to each student and employee:

A. A statement of standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of drugs and alcohol by students and employees on CSUDH property.

B. A description of the applicable legal sanctions under local, State, and Federal law for unlawful possession, use, or distribution of illicit drugs and alcohol;

C. A description of the health risks associated with the use of illicit drugs and alcohol;

D. A description of drug and alcohol counseling, treatment and rehabilitation programs available to students and employees;

E. This institution will impose sanctions on students and employees and a description of these sanctions, up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct.

F. The campus alcohol statement is available at the campus website www.csudh.edu.

All new employees will be notified of this policy at the time of employment as well as annually.

VI. Evaluation

A biennial review of this policy and related programs will be conducted by the Office of Student Life; Procurements, Contracts, Logistical and Support Services; Vice President for Enrollment Management and Student Affairs; Foundation; Student Union; the Campus Alcohol and Awareness Coordinating Team; State University Police; and University Housing to:

A. Determine its effectiveness and implement changes to programs if they are needed; and

B. Ensure that the policy and its disciplinary processes and sanctions required by paragraph IV are consistently enforced.
On State property, the California Penal Code forbids the dealing, playing, conducting, betting on, and providing facilities for games involving cards, dice and other devices for money, checks, credit or other representation of value. Similarly, the Code forbids for-profit lotteries, raffles, drawings, and gift enterprises which are schemes to dispose of or distribute property by chance among persons who have paid valuable consideration. It is a misdemeanor not only to sell lottery tickets but also to print, advertise, publish, manage, draw, or provide offices for lotteries.

Gambling of any kind is prohibited on the campus of California State University, Dominguez Hills. The sale of California and other lottery tickets is strictly prohibited. Hosting a Casino Night on campus is permissible under guidelines outlined in the Casino Night Policy. Off campus groups and organizations contracting with the University for use of facilities are also subject to these regulations.
While it is recognized that a number of students at California State University, Dominguez Hills are working parents and that currently there is no provision for drop-in day care or babysitting services on campus, especially in the evening hours; and it is further recognized that while it is the nature of the campus to be a safe environment for all who enter here, it is also recognized that the University cannot know the intentions of everyone who enters the campus to be honorable. It is therefore acknowledged that the presence of unsupervised minors presents a potential liability for the University. To best protect the University and children who may be brought to the campus, the following policy is enforced:

Unless a minor under the age of 18 is in the immediate presence of adult supervision, or can produce identification showing their association with the CSUDH campus or the California Academy of Math and Science (CAMS) upon request, that minor shall be immediately turned over to the protective custody of University Police until such time as their parent or guardian can be located. This policy applies to all areas of the California State University, Dominguez Hills campus, including but not limited to outdoor sports fields, the gymnasium, classrooms, the library, Student Union, and other public areas. This also includes the unauthorized use of University equipment. California State University, Dominguez Hills encourages and supports the presence of children under the age of 18 in the company of a supervising adult at any time, except as it interferes with the educational process.
NON-GREEK AND SOCIAL GREEK LETTER ORGANIZATIONS
OFFICIAL RECOGNITION AND REGISTRATION POLICY

I. Introduction

The CSUDH Office of Student Life, a service of the Division of Student Affairs, under the direction of the Associate Vice President for Student Life and the Director of Student Life of California State University, Dominguez Hills, is responsible for promulgating rules, policies and guidelines to register and recognize student and Greek Letter organizations on campus. Official University registration/recognition is a privilege, not a right.

Student-centered organizations represent the University and the student body to the community, other institutions of higher education, and the Trustees of the California State University. It is appropriate, therefore, that the University expects responsible action and mature leadership from individuals who represent the University through their involvement with student-centered organizations.

Organizations and their members are expected to observe and are responsible for being familiar with and abiding by such conduct as specified in the Campus Life Policies (http://www.csudh.edu/srr/index.html) as stipulated under Presidential Memorandum (presently 99-04).

Additional University policies and practices are reviewed in the Mandatory Registration/Recognition Workshop presented by the Office of Student Life each semester. All student-centered organizations must become familiar with and abide by those policies as well.

The University makes certain recognition privileges available to officially registered student organizations, but does not sanction, condone, or control off-campus events sponsored by student organizations in general. Only officially registered/recognized student organizations may receive the following privileges:

A. Use of the University name in connection with the organization’s name such as CSUDH Astronomers Club (APPROVED on-campus or APPROVED University Co-Sponsored off-campus events only);

B. Free use of University facilities on space-available bases. Note: Some charges may apply (damages, extended building hours, floor maintenance, staffing);

C. Free use of University equipment on campus for meetings and social functions. Note: Some Instructional Media Services or Office of Student Life charges may apply (deposits, damages/losses, replacement, late fees, staffing);

D. Use of an on-campus mailbox to receive organization-related mail from both on- and off-campus entities. (Mailbox application, use, and renewals are required by all registered/recognized student-centered organizations in order to receive this
privilege.)
And

E. Ability to request ASI Funding and establish a Bank Account with the University Foundation with completion of a Signature Authorization Form and access to the Foundation Account through ASI. Non-completion of the Signature Authorization Form or misuse/abuse of the account will result in withdrawal of funding privileges and official University Recognition and Registration status will be terminated.

II. Official University Registration and Recognition Process

Any matriculated student, not on probation of any type, enrolled in “for credit” courses (6 unit minimum for Undergraduates and 3 unit minimum for Graduates) during fall and/or spring semester(s) at CSUDH may be eligible to join and/or initiate a student group on campus. Student organization office holders must have an overall cumulative GPA of 2.3 for undergraduates, or a 3.0 GPA for graduate students, at the time they assume office. Office holders must also maintain their respective minimum GPA's and unit loads for the term(s) they hold office. Campus departments are not allowed to initiate student groups.

Minimally, an overall cumulative GPA of 2.0 for is required for any student to be involved in Student Life. Social Greek Letter Organizations (Sororities & Fraternities) are not allowed to rush or recruit students with no established college GPA (based on completion of at least 6 units of for-credit college coursework beyond high school) into any membership intake process. Such a college GPA (2.3) must be verified by the Office of Student Life and the Admissions or Records Office.

New students (freshmen and transfer students) must have an overall cumulative college GPA of 2.3 for undergraduates, or a 3.0 GPA for graduate students to be eligible to enter into any intake process for membership into a Social Greek Letter Organization (Sororities and Fraternities) at Cal State Dominguez Hills. Continued participation in Greek life is granted only to those students whose GPA’s meet or exceed either the national organization’s or the University’s minimum requirements for continued participation and membership (2.0), whichever is higher. There are no exceptions to this policy amendment, effective June 1, 2009.

A. STEP 1: Acknowledge and Follow Registration and Recognition Process
   Timeline (SPECIAL NOTE: Org. Sync Guidelines coming for Spring 2010)
   Packet Availability: 45 days prior to end of each semester – 3rd week of each semester
   Process Initiation Deadline: End of fourth week of each semester
   Advisors’ Mandatory Orientations: 3rd & 4th weeks of each semester, Advisor must attend
   1
   Mandatory Organizations’ Leadership Retreat: TBA each semester, Officer must attend workshop.
   Advisor Acknowledgement Form and the Anti-Hazing Policy Acknowledgement Form Deadline: By the end of the 4th week of each semester
   Process Completion Deadline: 35 Calendar Days into semester
B. STEP 2: Entering the Application Process will subject the prospective organization to a thirty five (35) calendar day period to organize and use facilities only, effective from the first day of each semester or as determined by the Office of Student Life. *No fundraising or general events or activities will be approved during this time (first 35 calendar days of each semester) unless:

1. The organization fully registered in the previous semester/year;

2. ALL Registration/Recognition information is provided to OSL through Org. Sync for verification prior to requesting any event approvals;

3. OSL conducts required verifications based on registration paperwork and student records; and

4. Completed Signature Authorization Form is filed with ASI prior to requesting any event approvals and Reservations Authorization form is filed with USU.

*All four (4) conditions must be met to program an activity other than recruitment and organizational meetings during the first 35 calendar days of each semester. There are no exceptions. Please don’t ask!

** Paperwork includes follow-up forms from Step 3!

Application pages 1, 2, 3, and 4 must be submitted with the following vital information to initiate the Official University Registration and Recognition Process:
- Name of the Student or Social Greek-Letter Organization
- Purpose of the Student or Social Greek-Letter Organization
- Printed/Typed name, and signature of the student initiating the organization
- Name, department, signature, and extension of Primary Campus Advisor
- Off-campus group affiliations, if applicable
- Conditions Form (page 2)
- Mailbox Form (page 3)
- Facilities Scheduling Authorization Form (page 4)
- Failure to provide complete responses to all form items will delay your paperwork and privileges will be forfeited if deadlines cannot be met due to such delays.
- Social Greek-Letter Organizations must provide a current Chapter Liability and Property Insurance Policy Certificate (Social Greek-Letter Organizations and single-gender groups only) to initiate the registration process or a current certificate must be on file with the Office of Student Life. Certificates on file must not expire within the first 35 calendar days of the Academic Year.
- Your Campus Advisor (and Off-Campus Advisor if applicable) must sign the Advisor’s Acknowledgement and Verification Form and the Anti-Hazing Policy Acknowledgement Form prior to the previously stated deadline. A Campus Advisor is required for any student group to be recognized officially by the University. The advisor must be a part, or full-time member of the faculty, staff, or administration of CSUDH.

C. STEP 3: Complete the follow-up paperwork File all attachments to the Application
for Official Registration and Recognition prior to the 35-day deadline. The attachments submitted to the Office of Student Life and Vice President for Enrollment Management and Student Affairs must include the following:

1. Organization or Greek Chapter Constitution and By-Laws and Non-discrimination clause which must include race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation and disability. CSUDH shall immediately withdraw recognition of a student organization if the campus branch or chapter is penalized or disciplined by its national governing body as a method of enforcing a non-discrimination policy.

2. Any and all off-campus affiliate Constitution and By-Laws articles that will additionally govern the organization, its membership, and membership selection criteria. Failure to file these documents by this deadline will terminate the registration process with the organization receiving a denial of official University recognition (if applicable);

3. Page 5- Officers List. A minimum of three officers is required.

4. Page 6- Membership Roster including all officers & current members (must have a minimum of 6 CSUDH students).

5. Page 9- CSUDH Anti-Hazing Policy Acknowledgement Form signed by President, Officers, and Members. All students interested or active in Social Greek-Letter Organizations must sign and file a copy of the Anti-Hazing Policy with OSL.

D. STEP 4: Send an Officer to the Mandatory Student Organizations Leadership Workshops. There will be a 10-minute grace period for sign-in, at which time a lock-out will occur and no further admittance will be allowed. An Officer must attend, and can represent a maximum of two organizations if the student is an officer in both organizations.

E. STEP 5: Mandatory Advisor Orientations are scheduled for the 3rd and 4th weeks of each semester. Your On-campus Advisor(s) must:

1. Attend and sign off on the Advisor’s Acknowledgement and Verification Form and the Anti-Hazing Policy Acknowledgement Form; (if unable to attend scheduled meetings, must meet with the Director of OSL to receive orientation; which must be completed by the end of the 4th week)

F. STEP 6: Approval/Denial-After careful review and verification of your completed registration/recognition application packet, membership GPA’s and attendance at the mandatory orientation, the Office of Student Life determines approval or denial. Final notice of approval or denial will be provided to the organization President, your On-Campus Advisor, and the Associated Students Executive Director and Organizations’ Commissioner by the Coordinator of Student Life/Greek Life Advisor.

G. STEP 7: Continued University Recognition-Recognition Renewal: No CSU
The campus shall recognize any fraternity, sorority, living group, honor society, or other student organization which discriminates on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. Each student organization shall deposit with the Vice President for Enrollment Management and Student Affairs or equivalent or designated officer of the campus, via the CSUDH Office of Student Life, copies of all constitutions, charters, or other documents relating to its policies.

All student organizations shall also deliver to the Vice President for Enrollment Management and Student Affairs or equivalent or designated officer a statement signed by the president or similar officer of the local student organization or chapter that the organization has no rules or policies which discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability. This statement shall be renewed annually and the other documents required by this section shall be re-filed within 45 days after any substantive change or amendment.

Once an organization has completed the registration process for University Registration and Recognition, all Non-Greek and Social Greek-Letter Organizations must attend a Mandatory Risk-Management and Liability Workshop jointly provided and presented by the Office of Student Life and the University Risk Management Office. All organizations are required to provide evidence to the Office of Student Life that their membership was provided with notice of these workshops and was invited to attend in mass. The Office of Student Life will provide acknowledgement forms if needed.

Non-attendance by any single organizational representative will result in temporary loss of recognition until such a mandatory workshop is attended on behalf of the organization. Some Risk Management workshops will require Social Greek-Letter Organizations to send their members rather than a single representative.

Social Greek Letter organizations must provide regular representation and membership to their respective affiliated campus Greek Councils (NPHC, NALFO, NPC, IFC, Pan-Hellenic), and/or the University Greek Council (UGC) to remain in good standing. All independent councils must provide a regular representative for membership on the University Greek Council for their continued good standing with the University as well. Non-compliance will result in Council loss of University recognition and privileges.

All Non-Social Greek Letter organizations must provide regular monthly representation and membership to the Associated Students' Organizations Commission. Non-compliance will result in organization loss of University recognition and privileges.

**Important Timeline Note:** Students wishing to collect an application packet after the packet availability deadline or wishing to initiate an organization or to complete the process after the 35-day deadline will have to wait until the following semester to register. Students are informed that the organization must be registering or already registered prior to the ASI Funding Request Process to be eligible for consideration to receive funding for the upcoming academic year.

**Important Membership Requirement Notes:** The CSUDH minimum number of
members required to establish any student-centered organization is six (6). Greek organizations must meet the membership minimum stipulation established by their national office or other governing documents if the stipulation is greater than the CSUDH minimum in order to be recognized. Failure to maintain the CSUDH and/or the organization’s required minimum number of active members in good standing may result in a suspension of one semester. The Office of Student Life will verify both minimums.

Minimally, an overall cumulative GPA of 2.0 for is required for any student to be involved in Student Life. Social Greek Letter Organizations (Sororities & Fraternities) are not allowed to rush or recruit students with no established college GPA (based on completion of at least 6 units of for-credit college coursework beyond high school) into any membership intake process. Such a college GPA must be verifiable by the CSUDH Office of Admissions or Records.

New students (freshmen and transfer students) must have an overall cumulative college GPA of 2.3 for undergraduates, or a 3.0 GPA for graduate students to be eligible to enter into any intake process for membership into a Social Greek Letter Organization (Sororities and Fraternities) at Cal State Dominguez Hills. Continued participation in Greek life is granted only to those students whose GPA’s meet or exceed either the national organization’s or the University’s minimum requirements for participation and membership (2.0), whichever is higher. There are no exceptions to this policy amendment, effective June 1, 2009.

Registration/Recognition Renewal: Organizations that have a historical record on file of continued official active registration and recognition with the University may be allowed to submit only renewal paperwork in lieu of the complete registration packet. Renewal practices are offered and allowed at the determination of the University based on the discretion of the Office of Student Life. “Renewal” is only an option for Fall-Spring or semester-to-semester processes. Fall registration marks the onset of an academic year’s registration process. Whether registering or renewing, all student organizations are subject to this and all other CSUDH Campus Life Policies and guidelines.

III. Bank Accounts

A. Non-Greek Organizations’ (those funded by ASI) financial accounts are established, managed, and maintained by the Associated Students, Incorporated. Funds raised by Non-Greek Organizations are to be reported to ASI and deposited with the Foundation through ASI. All CSUDH organizations are to follow these policies/practices until notice of a policy change by the Office of Student Life.

B. Social Greek Letter Organizations maintain their own accounts through a financial institution of their choice or one specifically designated by their off-campus affiliate.
C. Tax Deductible Donations to All Recognized Student Organizations: Visit the University Foundation Office or the University Advancement Office for guidance.

IV. Withholding and Withdrawing Official Recognition

While student organizations are critical to student life and a vibrant campus community, their mere existence and official recognition by the University carries great potential for liability and risk that must be managed. Students and student organizations are expected to provide positive leadership and service to the University and the campus community at large.

Official recognition of any fraternity, sorority, living group, honor society, religious, political, special interest, professional/academic related, or other student organization that discriminates on the basis of race, religion, national origin, ethnicity, color, age, gender, marital status, citizenship, sexual orientation, or disability shall be withdrawn. The prohibition on membership policies that discriminate on the basis of gender does not apply to athletic groups/clubs, social fraternities or sororities, or to other university living groups.

Organizations that do not actively pursue an approved mission, or for other reasons, fail to maintain good standing with the University, risk withdrawal of their official University registration and recognition. In addition, official recognition of a student organization may be withdrawn for hazing as defined in Education Code Sections 32050 and 32051. Individual students may be disciplined for hazing under Section 41301(b) (8). A description of hazing may be found in the University Anti-Hazing Policy of the CSUDH Campus Life Policies.

Sanctions against student organizations ultimately are intended to match the offense, and are determined by the Director of Student Life. Sanctions may include actions such as withdrawal of recognition, suspension of recognition for a specified period of time, probation (warning that might lead to a more severe sanction), restriction of privileges, formal reprimand, and restitution for losses caused.

Severe sanctions may be appealed with the decision of the Vice President for Enrollment Management and Student Affairs being final. All appeals are to be provided in writing and are addressed initially by the Director of Student Life and/or the Associate Vice President for Student Life. All sanctions and considerations of sanctions, including warnings, will be filed in the organization’s permanent University file in the Office of Student Life. Written notifications will be provided to organizational representatives via the organization’s on-campus mailbox and via U.S. certified mail, sent to the permanent home address on file with the University for those individuals.

If a group is suspected or reported to be in violation of the Campus Life Policies, in whole or in part, a thorough investigation will be conducted by the Office of Student Life. While the investigation takes place, the suspected organization may be required to suspend its activities. If an organization is found in violation, the Office of Student Life will make a recommendation to the Vice President of Enrollment
Management and Student Affairs. Sanctions may include up to suspension and expulsion from the University for a defined or indefinite period of time. All sanctions will be communicated in writing with official notice included within the offending organization’s official registration file with the Office of Student Life. The Vice President’s decision of sanctions is final.

When appropriate and necessary, the names of individual students suspected of inappropriate or illegal conduct on behalf of their organization will be turned over to the University Police, the Office of Student Life, and/or the University disciplinary officer for investigation.

V. Exceptions to Policy or Policy Criteria: Student groups with exemplary historical record of contributions to student life and leadership development on file with the Office of Student Life may request exceptions to policy or policy criteria on a case by case basis. All requests will be reviewed by the Director of Student Life and the Associate Vice President for Student Life for approval, partial approval, or denial. All decisions are final at this stage and may include additional stipulations, agreements, and contracts by, with, and between the student group and the Office of Student Life (University).

One such agreement that will be required by Office of Student Life is a mutually determined and agreed upon Organizational Development Plan. No organization will be allowed policy or policy criteria exceptions more than two semesters in succession. All Organizational Development Plans are to be planned and implemented on a three semester maximum basis. Organizations granted policy or policy criteria exceptions will have “Restrictive Registration” and will take direction from the Office of Student Life for all meetings, events and activities, and will only be allowed to conduct and implement programs that actively support their Organizational Development Plan.
RISK MANAGEMENT FOR STUDENT ORGANIZATIONS POLICY

I. On-Campus Activities

All student organizations are formally registered on an annual basis by California State University, Dominguez Hills through a process administered by the Office of Student Life. As a formally registered student organization, insurance coverage for events that are held on-campus is provided through the University's general liability policy. This coverage exists for events that are normal activities for student organizations including meetings, fundraisers, speakers and other general activities.

There are exceptions where certain kinds of events are not covered by this policy. In the case of sporting events such as tournaments, inter -club sports activities and other activities with higher risk, the student organization will be required to address the risk exposure. This will be done in consultation with the University's Risk Manager, and may include the use of participation waivers, special event insurance or some combination thereof. Special event coverage must be arranged through the University's Risk Management Office at the sponsoring group's expense, and evidence of its purchase must be provided to the Office of Student Life.

II. Off-Campus Activities

The University's general liability policy does not extend to activities that are conducted off campus. All events sponsored by and promoted as a CSUDH event, must be registered with the University with the filing of an Event Planner Form with the Loker Student Union and/or the Office of Student Life. Failing to do so prior to event promotion, marketing, and/or implementation will jeopardize the good standing with the University held by the sponsoring organization. Student organizations holding off-campus events will assume the responsibility and liability for such events and activities.

It is recommended that student organizations wishing to host off-campus activities consider obtaining liability insurance to protect their organization and its members. In certain instances, based on information shared within an Event Planning Meeting with University personnel, special event insurance or University co-sponsorship may be required. If a student organization has a national affiliation, the representatives of that student organization may want to inquire with their National Office to see what insurance coverage is extended to their group. For consultation on risk issues and insurance, you may contact the Office of Student Life or the CSUDH Risk Management Office.

III. Social Fraternities and Sororities

Organizations that meet the criteria of a social fraternity and sorority, as determined by the CSUDH registration process and the Office of Student Life, will be required to provide proof of general liability insurance to the University.
insurance must contain the following language: "California State University, Dominguez Hills, the State of California, the CSU Board of Trustees, and all of its departments, boards, auxiliaries, and commissions, and its officers, employees and agents are named additional insured under the terms of this policy as to the activities of the insured."

This insurance must remain in effect during the registration period. If the group is not able to acquire insurance through their National Organization, please contact the CSUDH Office of Student Life.

IV. Risk Management Education

All groups including those defined as Social Fraternities and Sororities must participate in a risk management component of orientation. All groups will be required to sign a certification of distribution of information shared at this session.

IMPORTANT NOTICE: This risk management policy is an integral part of the non-Greek and social Greek-letter organization registration processes. It is to be considered for its relevance to all organizations wishing to obtain and maintain official registration and recognition status with the university. Any requirements mentioned or implied within must be met, verified, and maintained.
ANTI-HAZING POLICY

As stated in the State of California Education Code, Part 19, Chapter 1, Article 5, Section 32050-32051:

"Hazing" includes any method of initiation or pre-initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term "hazing" does not include customary athletic events or other similar contests or competitions.

The term hazing also has the following meaning as per the Higher Education Act of 1965: Any assumption of authority by a student whereby another student suffers or is exposed to any cruelty, intimidation, humiliation, embarrassment, hardship, or oppression, or is required to perform exercises to excess, to become sleep deprived, to commit dangerous activities, to curry favor from those in power, to submit to physical assaults, to consume offensive foods or alcohol, or the threat of bodily harm or death, or the deprivation or abridgement of any right.

No student, member of the campus community or their guests at any public, private, parochial or military school, college or other educational institution, shall conspire to engage in hazing, participate in hazing, or commit any act that causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or member of the campus community.

The violation of this section is a misdemeanor, punishable by a fine of not less than one hundred dollars ($100), not more than five thousand dollars ($5,000), or imprisonment in the county jail for not more than one year, or both. In cases of accidents, injury, death or dismemberment as results of hazing, other civil and/or criminal charges and punishments may be applied accordingly as per the appropriate authorities.

Each semester, all student organizations, as part of their registration process on the California State University, Dominguez Hills campus, shall be required to submit an attested acknowledgment stating all members of the organizations have been informed of the law and they understand its implications and further, agree not to engage in hazing activities. Organizations or individuals found guilty of violation of this section of the Education Code or Campus Life Policies shall be subject to appropriate disciplinary action by the University.

All student organizations and their officers are required to participate in at least one (1) risk management workshop each semester to be eligible for continued campus recognition. On an annual basis, all student organization advisors must provide written verification of acknowledgment and adherence to the University’s anti-hazing policy. Greek Organizations at CSUDH are considered separate legal entities and must provide proof of liability insurance to the Office of Student Life each term to complete the registration and recognition process.
If a group is suspected or reported to be hazing, a thorough investigation will be conducted by the Office of Student Life. While the investigation takes place, the suspected organization may be required to suspend its activities. If an organization is found in violation of hazing, the Office of Student Life will make a recommendation to the Vice President of Student Affairs. Sanctions may include up to suspension and expulsion from the University for an indefinite period of time.

The names of individual students suspected of hazing will be turned over to the University Police for investigation and/or for the University disciplinary action.
APPENDICES

Request for University Facilities/Event Planner Form
Office of Facilities Scheduling (WH-B485)     Office of Risk Management (Physical Plant)
Loker Student Union
Office of Student Life  California State University, Dominguez Hills

Applicant/Organization ____________________________________________
(Check which most closely describes your organization)
☐ Campus Department/Auxiliary    ☐ Off Campus Governmental Agency    ☐ Off Campus Non Profit (IRS 501(c)(3))
☐ Student/Greek Organization     ☐ Off Campus for profit            (Must provide proof)
☐ Co - Sponsor                   ☐ other ________________________

Contact Person: ___________________________   Phone/Dept Ext.

________________________________________
Business No. : ___________________________       Mobile no. :

________________________________________
Contact E-mail: ____________________________

Address: __________________________________

City: ___________________________ State: ____________  Zip: ____________________

Advisor*: ____________________________       Advisor Ext./Email:

________________________________________
*Required for (Student Clubs and Organizations)

NAME OF PROGRAM/EVENT:

Event Date _____________________________  Start time: __________  End Time: ____________
Set-up Time: ___________  Tear Down Time: ___________    Registration/Ticket Price(s): ____________
Estimated Attendance: On-Campus ___________  Off – Campus ___________
under 18 ____________  Number of cars parked on campus _________  (Parking services may require permits)
Description of Program: ____________________________
The Proposed Event: (please check all that apply)

☐ is a dance/concert
☐ involves the serving of alcohol.  
(Must submit Request to Serve Alcoholic Beverages Form)
☐ will have cash/donations collected at the door  
(i.e., tickets sold at the door).
☐ will have the media notified about the event.  
(Newspaper, television, radio station, etc.)
☐ will sell a product or service  
(books, shirts, CDs, etc…)
☐ is a Club meeting.
☐ other __________________________

☐ involves amplified sound
☐ has an expected attendance of over 100.
☐ will be a casino night event or involve gambling, raffles or prize drawings.
☐ will display or offer goods and services in connection with the event.  
(Requires “Application for Permit to Engage in Commercial Transactions or Solicitations”)
☐ will have a vendor or exhibitors as part of the event.
☐ will distribute advertisement/flyers (specify locale)  
_______________________________________

☐ will require special set up or equipment needs:

☐ Will have food served or catered.  
* If so, who is providing? __________________________

Indicate type of service (circle one)
Buffet / Sit Down Meal /Coffee Break / Reception / Potluck

* “Request for Exception from Catering Policy” form is Required for: Potluck, Bake/Food Sale or food provided by an Off-Campus caterer.
Facility Requested: (Facility use Policies and Rental Fees may vary by Facility)

- University Theater
- Sculture Garden
- Recital Hall (LCH A103)
- Claudia Hampton Hall
- Classroom (Specify) ________
- other ________________
- ERC Forum Deck

- Loker Student Union
- Grand Ball Room
- Meeting Rooms
- Conference Room
- South Walkway (Vendor)
- other ________________

- Athletic Facilities
- Torodome/Gym
- Combatives
- other ________________

- Housing/Residence Halls
- Grand Ball Room
- Meeting Rooms
- Conference Room
- South Walkway (Vendor)
- other ________________

I certify that the information provided is an accurate description of the proposed campus event. Failure to provide accurate information may result in your event being cancelled. I have reviewed the Campus Event Policy and I fully understand my responsibilities as a representative of the sponsoring organization.

Applicant/Organization Signature: __________________________
Date: ________________

For Office Use Only:
Request: □ Approved □ Denied

- Reviewed
- Budget Required
- Event Planning Meeting Required by: __________

Required Notifications/Authorizations: Submit by:

- Vice President   AA/UA/SA/AF
- Director Procurement/Contracts
- Parking Services
- University Police
- Physical Plant Operations
- A.S.I. Funding Approved
- A.S.I. Deposit Funds
- Student Union
- Campus Dining
- Risk Management

Event Approval: ____________________________
Office/Department  Authorized Signature
Date

Facility Approval: ____________________________
Facility  Authorized Signature
Date

Notes: ____________________________

Loker Student Union does not recognize co-sponsorship of events for the purpose of avoiding facility rental fees.)