



## *Policies and Procedures*

### **Guidelines**

**The Bronco Purpose:** To provide a late-night dining facility on campus where members of the Santa Clara University community are able to socialize and connect with one another.

#### **Space Usage Guidelines:**

- Events or activities should encourage the Santa Clara University community that they can freely come and go.
- Events or activities should allow for other activities to take place such as watching TV, playing billiards or darts etc. while the planned activity/program is taking place.
- Events or activities should be open to all members of the Santa Clara University community.
- Events or activities cannot charge an entrance fee or cover charge to get into The Bronco.

#### **Types of Events Conducive for The Bronco:**

- Category 1 – Basic
  - Events that exist as a result of the space and the equipment within the venue. For example, the billiards tables, the dart board, the TV etc. create an atmosphere for students.
- Category 2 – Moderate
  - Events that leverage the equipment in the venue to create an event. These events require little more than equipment set-up. For example, these events include setting up the projector and screen for Monday Night Football or movies.
- Category 3 – Involved
  - Events that become much more of the focal point for the evening. These types of events would still enable people to hang out, play pool or darts, but are much more expressive. Generally, these events involve a passive audience of less than 150 people. For example, this may involve a band performance or student organization production in which the audience enjoys the fun atmosphere.
- Category 4 – Complex
  - Events that are the focal point for the evening and require special attention to event and facility management. Generally, these events are characterized by:
    - Active audience (i.e. dancing instead of watching a performance)
    - Attendance over 150
    - High-profile entertainment (i.e. DJ, band, comedian)

- Likelihood that non-affiliates may be drawn to the event
- Alcohol use by the majority of attendees
- These events require the Bronco Event Manager to hire professional security. The Bronco Event Manager will enforce the *Security Protocol* and *Responsible Guest Policy*. Lastly, publicity for these events must target Santa Clara University students *only*.
- Category 4 events must be scheduled at least 10 business days in advance of the event.

### **Reservation Process**

- Student organizations are required to contact the Bronco Event Manager to make a reservation of The Bronco.
- During the reservation process, students will receive instructions on how to appropriately use The Bronco, including, but not limited to, crowd control, responsible hosting, and equipment reservation.
- One representative of the organization must be identified as the primary event contact. The primary event contact must be present for the entire event and be ready to respond to any issues that arise. He/she must be sober and refrain from the use of alcohol during the event.

### **Things to Remember**

- Capacity Inside: 260 Patio Capacity: 65
- Information Desk Staff, Bon Appetit Staff, or University Employee has the right to refuse service and control crowds.
- Information Desk Staff can assist you with questions regarding sound & lighting, equipment operations, set up, equipment needs (ex. Power Cord) and emergency information.
- Bon Appetit can assist you with all issues related to food or beverage service and problems related to alcohol consumption associated with your event.
- Reservation changes need to be made no later than 72 hours prior to your event through the Bronco Event Manager.
- Setup takes place a half-hour before event.
- As the event planner, you are the responsible host for the evening ensuring everyone knows what is going on and who is responsible. Please greet everyone as they come to The Bronco and stay until everything is clean and ready to go home.

## Policies

### Admission Charge or Fee

- Policy: Programming activities must not hinder students from feeling like they can just come and go (no admission charge).

### Alcohol Service

- Policy: The Bronco adheres to University Alcohol Policy, all applicable local, state, and federal laws, and the practice of responsible hosting
- Guidelines:
  - All students wishing to purchase alcohol will undergo an ID check.
  - If the ID proves to be invalid, then the ID will be confiscated and turned over to Campus Safety Services. Anyone trying to use a false ID will be asked to leave.
  - ID will be checked prior to serving alcohol.
  - The photo on the ID must match the person presenting the card.
  - No person under the age of 21 will be served.
  - Any underage student found in possession of alcohol will be asked to leave.
  - Intoxicated persons will not be served alcoholic beverages.
  - Bartenders, bouncers, and / or management will determine when a person will no longer be sold alcohol.
  - No student is allowed to provide an underage person with alcohol. Doing so will cause all parties involved to be removed from The Bronco.
  - Management and bouncers will monitor behavior at all times. Anyone behaving inappropriately will be asked to leave the premises.
  - Alcohol is not allowed to be brought into The Bronco. Alcohol may only be purchased on the premises and alcohol may not be taken from the premises.
  - Pitcher service is not allowed.
  - Only one drink may be purchased at a time.
  - Campus Safety Services will be contacted if assistance is needed to address behavior, a controlled substance, disagreement (fight), and/or the return of previously removed individuals.

### Bronco Event Manager:

- The Bronco Event Manager is the individual designated by the University to manage reservations of The Bronco and implement the policies and procedures contained herein.

### Capacity

- Policy: The State Fire Marshall sets the capacity for The Bronco.
- Guidelines:
  - Capacity for The Bronco is set at 260.
  - Capacity for The Bronco Patio is set at 60.

### Casual Use

- Policy: The Bronco will be open, during the academic year, for casual use.

## **Chalkboard**

- Purpose: To advertise food opportunities and programming events.
- Guidelines:
  - At the instruction of the Bronco Event Manager, the Bronco Marketing Assistant is responsible for updating the chalkboard on a weekly basis
  - Sunday is the target day to update the board for the week.

## **Exclusivity**

- Policy: Events may not be exclusive to any one individual or group (events are open to all).
  - Exception: Category 4 events will be limited to members of the Santa Clara University community and one guest. Students are responsible for the actions of their guests and will be held accountable for any violations of University standards, policies, or procedures by a guest. Students must accompany the guest while in The Bronco.

## **Fund Raising**

- Policy: The Bronco may be used, by a recognized student organization, for the purpose of fund raising provided the fund raising does not involve creating an admission charge or entry fee. Fund raising must be voluntary.
- Guidelines:
  - Through the event planning process, the notion of fund raising must be addressed at that time.
  - A decision to fund raise may not be made on the day of the event or at the time of the event.

## **Impinging on Other Activities**

- Policy: Programming activities may not impinge (or ask other areas to cease activities) on other activities offered in The Bronco, such as, watching TV, playing billiards, etc.

## **Loitering**

- Loitering is defined as remaining in any one place with no apparent purpose. Non-affiliates found loitering around the exterior of The Bronco and/or Benson Memorial Center will be immediately reported to Campus Safety Services.

## **Non- Affiliates**

- Non-affiliates are allowed to come to The Bronco but the University reserves the right to ask them to leave.
- During Category 4 events, guests can only attend if accompanied by a member of the SCU community.

## **Non-University Client**

- Policy: The Bronco may not be used by a Non-University Client throughout the academic year, including the Commencement Weekend and Welcome Weekend.

- Guidelines:
  - The Bronco may be reserved for a private event, during non-academic periods, if approved by the Bronco Event Manager or Event Planning Office.
  - The use of The Bronco by a Non-University Client will require a contract, insurance, and rental fee.

### **Patio**

- Purpose: To support the activities of The Bronco and is a casual space open throughout the day.
- Guidelines:
  - Academic year events may be held in conjunction with events held in The Bronco.
  - Patio events include speakers, presentations, workshops, discussion groups, and receptions.
  - Patio may be reserved for “non-social” events in support of “social” events being held in The Bronco.
  - Non-Academic time periods, the Patio may be reserved throughout the daytime for any of the above types of events and with meal (breakfast, lunch, and dinner) events.

### **Responsible Guest Policy**

- Purpose: Place the emphasis of responsibility and accountability for guests (i.e. behavior) on the SCU community member.
- Policy: Category 4 events require members of Santa Clara University community to show their University ID for entry. Guests can only attend if accompanied by a member of the SCU community. SCU community members are welcome to bring one guest to the event. Students are responsible for the actions of their guests and will be held accountable for any violations of University standards, policies, or procedures by a guest. Students must accompany the guest while in The Bronco.

### **Security Protocol**

- Category 4 events
  - At the discretion of the Bronco Event Manager, professional security will be hired.
  - The alarm for the gate on the Patio exit should be enabled and the gate closed.
  - The Patio entrance to The Bronco should be locked to allow only egress from The Bronco. Security personnel will be stationed at that exit.
  - The front entrance to The Bronco will have at least one security personnel.
  - In order to enter The Bronco through the front entrance, attendees must show a valid University ID.
  - Students are responsible for the actions of their guests and will be held accountable for any violations of University standards, policies, or procedures by a guest. Students must accompany the guest while in The Bronco.
- Security personnel have the right to refuse entry and/or remove any attendee that displays behavior incompatible with The Bronco.
- In the case of an emergency, Campus Safety Services will be called. Other necessary safety mechanisms will be implemented, such as turning on all lights and cutting power to the stage.

**Student Use as a Reservation**

- Policy: The use of The Bronco for reservations is exclusive to campus student recognized organizations.

## Other Applicable Benson Memorial Center Policies

### Before / After Hours

- Policy: Any reservation / event, made by either an university or non-university client, that requires access to the venue prior to building open hours and / or after the building is scheduled to close will be charged a fee.
- Guidelines:
  - Any time an event either begins sooner than ½ hour after Benson Memorial Center opens or ends later than ½ hour before the building is scheduled to be closed constitutes Before / After Hours fees.
  - Cost is \$25 per hour – no prorated charges.
  - Request for altering building hours should be made in writing at least seven (7) days in advance of the event through the Event Planning Office.
  - If the client fails to request before / after hours and the event does so then the client will be charged the appropriate \$25 per hour charge and an additional \$100 fee.
  - On-campus client: money transfer through a budget expense form.
  - Off-campus client: fee will be included in the invoice.
  - The Event Planning Office will generate all needed invoicing paperwork.

### Fog Machine

- Policy: Not allowed to be used in Benson Memorial Center.

### Non-Reservation Periods

- Policy: The University will designate days and time periods when no reservations can be made.
- Guideline: No reservation on: Commencement Weekend (Friday, Saturday, & Sunday), Law School Commencement Day during the commencement time period, Welcome Weekend, and during university “closed” periods e.g. winter break.

### Recreation Tables (Billiards, Ping-Pong, etc.)

- Policy: Recreation tables and related equipment is only for the use by University faculty, staff, students, and guests of the University.
- Guidelines: Equipment is maintained and check-in and out through the Information Desk.

### Smoking (University Policy)

- Benson Memorial Center, Execution of the Smoking Policy: Smoking is prohibited at all times in all University facilities that house offices, work areas, classrooms, or residence rooms. Members of the community who choose to smoke must maintain a distance of 25 feet from any building openings (doors, windows, air intakes).
- Policy: The purpose of the smoking policy is to promote and foster the health, comfort, and safety of all members of the Santa Clara University community.
- Santa Clara University, in compliance with the City of Santa Clara Ordinance No. 1654, has adopted a nonsmoking policy. Smoking is prohibited at all times in all

University facilities that house offices, work areas, classrooms, or residence rooms. Members of the community who choose to smoke must maintain a distance of 25 feet from any building openings (doors, windows, air intakes).

### **Room Capacity**

- Policy: Room and venues capacities are set by the State Fire Marshall.

### **Safety**

- Policy: Reservations, set-ups and the execution of events are done with fire safety in mind and must comply with all local, state, and federal safety codes.
- Guidelines:
  - Do not block exit doors (both interior and exterior) or exit corridors.
  - Tape all cords (e.g. AV, electrical) to the floor.
  - Run cords in such a way that it minimizes food traffic.
  - Do not place items over lights, attached to sprinkler heads, or remove light bulbs.
  - If “safety lights” exist then they may not be turned off or otherwise diminished.

### **Table Tents – Food Service Venues**

- Purpose: To advertise events in food service venues (The Bronco, Paseo – Mission Bakery, and Market Square).
- Guidelines:
  - University Food Service is responsible for approval and monitoring the use of table tents.
  - University Food Service will establish guidelines for food service venues.
  - Not appropriate for outdoor locations.

### **Videocassette Use**

- Policy: The University will follow the appropriate Federal Copyright law(s).
- Guidelines:
  - The use of videocassettes (rented or owned) is prohibited for any public event as defined by United States Copyright Act, 17 USCA 1200. (NOTE: Check for accuracy).
  - Videocassettes may be used for public events if rented through the appropriate licensed film distributor.
  - Rental from local retail companies e.g. Blockbuster, Hollywood Video is strictly forbidden.