

Event Policy

Division of Student Engagement

Policy Owner: Dean of Student Engagement

Effective date: 7/23/25

Approval date: 7/23/25

Schedule for Review: Spring 2030

Policy Summary:

Event policies are for scheduling events at Fort Lewis College and serve as guidelines to provide a safe and positive experience for our attendees. The event policies provide instructions for on and off-campus groups on how to successfully plan an event.

Policy Statement:

Event policies provide guidance and clarification on who can have events, when, and how often. The policies clarify procedures that must take place in order to receive approval for an event on campus. FLC reserves the right to cancel any event without notice.

Reservation policies:

All:

1. Every event on campus should have an event reservation in 25live.
2. Major events require a minimum 5-day notice for requests (such as physical plant resources, risk matrix or course approvals, etc.).

Student Union and Student Union Plaza:

1. On-campus groups can book up to three years in advance. Off-campus groups can book up to one year in advance. The exception to this rule is that summer conferences have priority booking during the summer conference season, and reservations cannot be made during the summer conference season until all conference schedules are completed.
2. Off-campus groups can only reserve the Ballroom/Vallecito spaces 12 times in a calendar year.
3. All reservations are approved on a first-come, first-served basis.
4. Off-campus groups must cancel within 5 business days and will be refunded 50% of the payment. Later than 5 days, no refund will be provided.

Chapel:

On-campus groups can book up to three years in advance. Off campus groups can book up to one year in advance.

All other outdoor spaces (clocktower, grass spaces, CSWS portico, peace park, etc.):

All groups (on and off campus) can book up to one year in advance.

Academic Spaces:

On-campus and off-campus Reservations can only be made one semester in advance, based on when academic scheduling is complete: <https://www.fortlewis.edu/academics/academic-calendar>

Summer Conferences:

During summer conferences (typically June and July) the Events office has priority scheduling in the Student Union, Jones Hall, Noble Hall, and Sitter Family Hall.

FLC Holidays and Breaks:

1. FLC has the right to close to any events during official FLC holidays.
2. FLC has the right to close to off-campus groups during FLC breaks.
3. FLC has the right to close to off-campus groups the week following Spring Commencement.

Other:

1. Residence can be reserved through Summer Conference in June and July.
2. Labs can be reserved through the department chairs.

Off-Campus Events:

1. All off-campus reservations must obtain a signed Agreement from the Event Services office as well as pay in full for their event by the date outlined in their Agreement, or their event may be cancelled.
2. Off-campus events must use CDS for catering for events on campus. CDS has the first right of refusal.
3. In order to obtain a room fee waiver/sponsorship, the off-campus group must follow 1 of 2 steps:
 - a. The off-campus group has an official MOU with FLC and can provide documentation.
 - b. The off-campus group is invited as an official partner in an event with an FLC faculty or staff member. That faculty or staff member is responsible for booking all spaces, food, and AV needs; promoting the event with the FLC community as the intended audience, and coordinating any other major logistics of the event with the off-campus organization listed as a partner, speaker, or co-host of the event.If one of these two scenarios are not met, the group will be required to pay for space at FLC.
4. Complex event setups may require that you use a third-party rental company that the off-campus partner is responsible for coordinating. Student Union and Events will determine if a third-party vendor is needed.
5. All off-campus events are responsible for following fire department event regulations and applying for permits, when necessary.

Outdoor Events, High Risk Events, and Races:

1. Outdoor events must develop an inclement weather plan with the FLC events office.
2. Any event that is determined to have high risk must complete a risk matrix for the event. Campus police, Environmental Health and Safety, and Physical Plant Services must approve the risk matrix prior to the event start for the event to take place.
3. All races must provide a race map, a risk matrix, and a certificate of insurance (if an off-campus group). Campus Police, Environmental Health and Safety, and Physical Plant Services must approve the risk matrix prior to the event start for the event to take place.
4. FLC reserves the right to require additional police presence and third-party vendors such as event rental companies or traffic control companies in order for your event to take place at FLC.
5. Per Fire Department Code, all tents must be weighted. Water weights and stakes are prohibited.

6. External permits through the City and County may be required for your event; it is the event organizers responsibility to meet with external groups, determine necessary permits, and apply for those permits when necessary.

Other:

Movie policy:

If you are showing a film that is open to the entire campus community and are advertising the specific title, you are required to obtain movie rights, due to copyright laws. If you are showing a movie to only a small group and are not advertising, you do not have to obtain the rights. Movie rights can include purchased movie rights or written permission from the film creator.

Responsibilities:

For following the policy: All FLC community members and visitors.

For enforcement of the policy: Student Union and Event Services

For oversight of the policy: Dean of Student Engagement

For procedures for implementing policy: Student Union and Event Services

For notification of policy: Policy Librarian

Definitions:

On-campus group:

An event planned by a member of the FLC faculty, staff, or student population and for FLC audience.

Off-campus group:

An event planned by someone outside of the FLC faculty, staff, or student population; or an event planned by someone inside of the FLC faculty, staff, or student population but not for FLC audience.