

# Dominican Neighborhood

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## Event Guidelines

### Guidelines for Use of Campus Venues

#### GENERAL INFORMATION

- Indoor venue hours: weekdays Sunday through Thursday, 8:00AM - 10:30PM, weekends Friday through Saturday, 8:00AM – 12 midnight.
- Outdoor venues hours: weekdays Sunday through Thursday, 8:00AM - 10:30PM, weekends Friday through Saturday, 8:00AM - 10:30PM
- Guests are asked to leave quietly; Dominican is located in a quiet, residential neighborhood.
- All children attending events must be accompanied by and under the supervision of an adult at all times.
- Rental dates are not considered firm until a contract has been signed and a deposit made and accepted.
- Bon Appetit is the exclusive caterer for Dominican University of California. No other food provider may be used.
- Smoking is allowable only outside in designated areas.
- Additional tables, chairs and equipment are available for an additional charge.

#### INSURANCE

- Proof of insurance is required for all events.
- Proof of insurance must name Dominican University of California as additional insured, and provide indemnification against damages and defense expense.
- The amount of liability insurance required is \$1,000,000

#### PARKING

- All event parking is in the Grand Avenue lot located on the west side of Grand Avenue. Additional or alternative parking areas may be designated.
- Private parking areas and emergency right of ways must not be blocked or violated. Driving or parking on lawn areas is not permitted
- Valet parking is not allowed.
- Buses or other commercial passenger vehicles (not including limousines) will pick up and discharge passengers at the Grand Avenue parking lot.
- Dominican will provide a reproducible/publishable map and directions to campus parking areas for the purpose of managing parking. Renter is expected to provide information about parking to their guests.

#### MUSIC/SOUND

- Amplified sound at University venues shall be limited so as to control sound levels at boundaries of nearby residences. Sound Level 50dBA between 9AM and 9PM, Sound Level of 40dBA between 9PM and 9AM.
- The level of the music will be monitored continually throughout the event for compliance.
- The musician will be expected to keep the music at an acceptable level. Bon Appetit management and Campus Security will enforce the music level and discontinue the music if



they deem necessary .

## DECORATIONS/ SIGNS AND ANNOUNCEMENTS

- No alteration of the facilities (crucifix or shields may not be removed or covered)
- Decorations - no staples, no tape, no tacks.
- No confetti, no glitter, no rice.
- Posting flyers, posters, announcements on campus about the event must be cleared through the Events Management Office.
- Renter is responsible for removal of approved signs and will be billed if they are left behind.
- Signage may not be affixed to trees or building facades or fixtures.

## ATTENDANCE

- Limitations on the number of events and event attendance may be placed by the Events Management Office based on a variety of factors (to be in compliance with the EMP); including but not limited to capacity of venue, available parking, concurrent or adjacent activities, previous or subsequent events, impacts of traffic, parking, noise.
- Any changes in attendance must be confirmed in writing and agreed to by the Events Management Office.
- The Events Management Office reserves the right to limit the number of guests at an event to be in compliance with the Events Management Plan (EMP).
- Events expected to have over 150 are required to have two parking attendants to be on site before, during and after the event. Additional fees apply and are the responsibility of the contracted party.

## CAPACITY

- Event capacity limits are based on a combination of room capacity, available parking, time of day, day of week, time of year, other events. *Capacity listed is for the venue only.*
- Shield Room - 225 maximum seated for Reception, dinner, dance floor, bar, entertainment; 300 maximum seated for Dinner without dance floor, entertainment, bar. Facility Manager can be required at the discretion of the University and is the expense of the renter.
- Creekside Room - Creekside Room 80 maximum seated for dinner; 60 meeting/theater style, no amplified music.
- Guzman Lecture Hall - 200 seated for meeting. Facility Manager can be required at the discretion of the University and is the expense of renter.
- Angelico Concert Hall - 800 seated in formal hall. Facility Manager can be required at the discretion of the University and is the expense of renter.

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## Contact

Dominican University of California  
Events Management Office  
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San Rafael, CA 94901-2298

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