The mission of The Master's College is to empower students for a life of enduring commitment to Christ, Biblical fidelity, moral integrity, intellectual growth and lasting contribution to the Kingdom of God. It is the desire of the College that all facilities be used to further this mission, both in the College community, and beyond into the local community.

In keeping with this, it can be understood that many of the facilities located on campus are available for use by students, staff, faculty, and local community organizations for extracurricular and special event activities. In an attempt to manage well the stewardship that has been given to the Administration of The Master's College, what follows is an outline of our Facility Use Policies:

GENERAL POLICIES

DETERMINING PRIMARY USE ACTIVITIES

CONTACTING THE MASTER CALENDAR COMMITTEE

INTERNAL POLICIES, PROCEDURES AND FORMS

CLASSROOM SCHEDULING

EXTERNAL POLICIES, PROCEDURES AND FORMS

BUILDING AND ROOM SCHEMATICS

BIBLICAL STUDIES CENTER

BROSS GYMNASIUM

BUSINESS AND TEACHER EDUCATION CENTER

COMMUNICATION CENTER

COMPUTER AND INFORMATION SCIENCES CENTER

CENTER FOR PROFESSIONAL STUDIES

DORMITORIES

C.W. SMITH DORMITORY

DIXON DORMITORY

HOTCHKISS DORMITORY

SLIGHT DORMITORY

SWEAZY DORMITORY
GENERAL POLICIES

In general, the following policies must be understood and adhered to when reserving and using facilities located on TMC campus:

I. It must be understood that there are three types of spaces which will determine a spaces available usage:
   a. Multi-Use Space: Spaces which can be used for a variety of activities. Some spaces are first reserved for certain types of activities (i.e. Classrooms for lectures). These types of spaces can be reserved through the Plant Operations Department.
   b. Restricted Spaces: Spaces which have a specific purpose and a specific person/department through which scheduling must be cleared. These types of spaces can be reserved through the specified TMC staff.
   c. Single Use Spaces: Spaces which are reserved for only one type of activity, and cannot be used for any other type (i.e. labs, private offices, Music Practice rooms).

II. Primary School functions take precedence when reserving facility space. Some examples of primary school functions are:
   a. Academic: Lectures, labs
   b. Student Life: Chapel, W.O.W., Truth and Life Conference
   c. Interscholastic: Athletic games and practices, Music recitals and events
   d. Administrative: Board meetings, Cabinet meetings, Faculty and Staff Meetings
   e. Enrollment: View Weekend, Mondays at Master’s, President Scholarship Weekend

III. Certain spaces will be managed by specific departments and they will hold the responsibility of scheduling their respective areas.

Each of these rooms may have specific policies. Please be sure to consult the specific room schematic sheet for the policies. DO NOT ASSUME that all room policies are identical!

IV. The President’s and Provost’s Office reserve the right to prioritize and rearrange facility use as institutional priorities require.

V. To view what spaces are available for use, login to Content Management > Staff > Room Request. The Room Reservation Form is also available on this page.
**DETERMINING PRIMARY USE ACTIVITIES**

Despite stating the methodology for scheduling activities per primary use, we anticipate that there will be many questions regarding how these activities are determined. In order to facilitate a smooth process without conflicts, primary use activities will be determined both by priority scheduling windows and by priority of activity, please see the chart below.

<table>
<thead>
<tr>
<th>Closed Season</th>
<th>January-May (prior year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>During closed season, priorities will be determined as follows:</td>
<td></td>
</tr>
<tr>
<td>I. Lectures/Labs</td>
<td></td>
</tr>
<tr>
<td>II. Master Calendar Events</td>
<td></td>
</tr>
<tr>
<td>III. Campus Wide Events</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Open Season</th>
<th>June-May (current year)</th>
</tr>
</thead>
<tbody>
<tr>
<td>During open season, facility reservation becomes available to all other parties, including external parties. At this point, we will expect that <em>all Master Calendar events have been reserved through Plant Operations</em> and thus will reserve on a first come first serve basis.</td>
<td></td>
</tr>
</tbody>
</table>

| I. Any activity which is preset on the Master Calendar is considered a primary use activity, and will receive priority when reserving facilities. |
| II. Campus wide events are considered a primary use activity. |

| I. Specific clearance from the CFO to rearrange facilities. |
| II. A minimum of a three week negotiation period to the other department. |
| III. A minimum of a six week notice must be given to external parties. |

All Master Calendar events must be reserved with Plant Operations by May 31st of the prior year.*

**WARNING:** If you neglect to reserve the space for your event before "open season” begins, you will be responsible for finding another space or time that will work, regardless of whether or not your event is on the Master Calendar.

*Reserving a space with Plant Operations does not guarantee a reservation of Audio/Visual equipment and personnel or an understanding with Campus Security regarding parking. Please contact these departments separately. The A/V Contract can be found in Appendix C.*
CONTACTING THE MASTER CALENDAR COMMITTEE

The Master Calendar committee meets the April prior to the next Academic year to determine when events will be scheduled for the coming year. If you have an event you would like to ensure appears on the Master Calendar, please:

1. Contact your department Vice President. They will have a representative at the Master Calendar committee meeting who will be able to represent you.
2. Contact the Executive Assistant to the President and Provost (currently Sharon Staats at sstaats@masters.edu) Contact for one time Master Calendar events.
Facilities located on the TMC campus are available for use by departments, faculty, and staff within the pre-stated general guidelines and the following specific guidelines:

I. In general, requests to use facilities must be reserved through the Plant Operations department. The exceptions to this rule are:
   a. The Legacy Room - Executive Assistant to the President and Provost
   b. Executive Dining Room - Executive Assistant to the President and Provost
   c. The Rutherford Boardroom - Executive Assistant to the President and Provost
   d. The Music Recital Hall - Music Department
   e. Executive Dining Room/ MC 105 - Music Department
   f. The Gymnasium - Athletic Department
   g. Athletic Fields - Athletic Department
   h. Conference Rooms - corresponding department

Specific contact information for Restricted Spaces can be found in Appendix A.

II. Bon Appetit has the first right of refusal to provide catering services on the Premises. If you would like to bring in any other catering service, please contact the CFO’s department to request approval.

III. Please read and adhere to the policies set forth below when using campus facilities:
   a. Activities that might cause damage to facilities should not be held on campus.
   b. Be courteous and respectful with noise levels. If you are near a classroom/neighbors please maintain a low noise level.
   c. Absolutely no fire is allowed in campus facilities.
   d. Smoking and alcoholic beverages are not permitted at any time.
   e. Turn the lights off when finished.
   f. Put the room back in the condition it was found (or better!).
   g. All windows and doors closed.
   h. When food is served in a room, trash should be removed and disposed of in outside bins.
   i. Should any spills or damage occur in the room, please report it immediately to the Plant Operations department.
IV. Campus Safety does not reserve parking for individual guests or small groups arriving on campus as there is parking available in non-reserved spaces in campus lots. Event coordinators are encouraged to provide campus maps with designated parking areas to guests prior to the date of the event. If you are hosting an event and anticipate parking to exceed thirty-five parked guests or would like to request an individual security presence, please email the Director of Campus Safety a minimum of two weeks prior to the event. Individuals or groups seeking parking accommodation for oversized vehicles or RV’s must obtain special permission from the Director of Campus Safety.

V. Audio Visual requests must be obtained through the Chapel Media department per their policies and procedures located in Appendix C.

VI. Please use the Activity Scheduling Form which can be found in Content Management or in Appendix B.
CLASSROOM SCHEDULING

Facilities located on the TMC campus are primarily available for academic purposes—lectures, labs, and athletic activities. Please follow the following procedures to schedule classrooms for lectures and labs:

1. The Registrar will contact departments with a Classroom Matrix which should be filled out with all the classes in the department with corresponding desired times and classrooms.
2. Once returned to the Registrar, they will coordinate with the Plant Operations department to ensure that classrooms are confirmed.
The Master’s College makes the following facilities available to external organizations:

I. Classrooms
II. EHC 100
III. Rutherford Boardroom
IV. Music Recital Hall (On occasion and with special consent).
V. Executive Dining Room/ MC 105

*Please note, the Legacy Room IS NOT available to external parties (with the exception of “ministry partners”).

Use of these facilities is provided per agreement to the following guidelines:

I. School related events take precedence in scheduling. If an organization wishes to schedule an ongoing event, they must wait until Master Calendar events are in place.
II. The Master’s College understands that not all external organizations will agree with the school’s mission statement. However, organizations requesting to use facilities on TMC campus must agree to abide by the Code of Conduct found in Appendix B regardless of their personal agreement with the policies set forth therein. It is expected that external groups will agree to respect the beliefs of the College and will agree to do nothing by word, act, or deed that would detract or be contrary to them.
III. Smoking and alcoholic beverages are not permitted at any time.
IV. Any organization wishing to hold an event involving food and beverage are required to use Bon Appetit, unless service is refused or special permission is otherwise given.

All requests by external parties to use facilities should be directed to the Facilities Services Coordinator in the Plant Operations department. Plant Operations will then coordinate with all applicable departments.

Rental prices and policies will apply. Discount rates are available per the matrix below.

Discount rates:

1. Groups “sponsored” by TMC Faculty/Staff- 30%.
2. Organizations classified as ministry partners- 50%.

Exceptions to Fees:

1. Joint use agreements. 
2. City of Santa Clarita, PCPOA.
BUILDING AND ROOM SCHEMATICS

What follows are diagrams of the buildings located on The Master’s College campus (that possess rooms available for reservation), their size, capacity, and policies which apply. The following rubric will be helpful in understanding the diagrams:

- **Rooms in this color are single use spaces.** That is spaces which are reserved for only one type of activity, and cannot be used for any other type (i.e. labs, private offices, Music Practice rooms).

- **Rooms in this color are restricted spaces.** That is spaces which have a specific purpose and a specific person/department through which scheduling must be cleared. These types of spaces can be reserved through the specified TMC staff.

  It is absolutely essential to follow the specific policies for each restricted space!

- **Rooms in this color are multi-use spaces.** That is spaces which can be used for a variety of activities. Some spaces are first reserved for certain types of activities. These types of spaces can be reserved through the Plant Operations Department.
BIBLICAL STUDIES CENTER  
(First Floor)

<table>
<thead>
<tr>
<th>Room</th>
<th>Description</th>
<th>Area</th>
<th>Maximum Occupancy</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSC 100</td>
<td>(Multi Use Space)</td>
<td>1127 ft(^2)</td>
<td>Desks: 68 (tiered)</td>
</tr>
<tr>
<td>BSC 101</td>
<td>(Multi Use Space)</td>
<td>1127 ft(^2)</td>
<td>Desks: 64</td>
</tr>
</tbody>
</table>

**BSC 100 & 101**:  
1. Schedule through the Plant Operations Department.  
2. Lectures take precedence.
BIBLICAL STUDIES CENTER
(Second Floor)

BSC 200
(Multi Use Space)
2089 ft²

Maximum Occupancy:
Desks: 125

BSC 206
(Multi Use Space)
660 ft²

Maximum Occupancy:
Desks: 45

BSC 205
(Multi Use Space)
908 ft²

Maximum Occupancy:
Desks: 45

BSC 202
(Multi Use Space)
655 ft²

Maximum Occupancy:
Desks: 46

BSC 203
(Multi Use Space)
885 ft²

Maximum Occupancy:
Desks: 45

BSC 200–206:
1. Schedule through the Plant Operations Department.
2. Lectures take precedence.
**Bross Gymnasium:**

1. Schedule through the Administrative Assistant in Athletics.

2. This is a restricted space, please consult the Bross Gymnasium policies and procedures in Appendix A.
BROSS GYMNASIUM

(Second Floor)

BG 1:

1. Schedule through the Plant Operations Department.

2. Lectures take precedence.
BTEC 100:
1. Schedule through the Plant Operations Department.
2. Lectures take precedence.
BTEC 201
(Multi Use Space)
346 ft²

Maximum Occupancy:
Desks: 18

BTEC 200
(Multi Use Space)
454 ft²

Maximum Occupancy:
Desks: 24

BTEC 200 & 201:
1. Schedule through the Plant Operations Department.
2. Lectures take precedence.
CISB A1
(Multi Use Space)
500 ft²

Maximum Occupancy:
Desks: 25 tables/chairs
DORMITORIES
C.W. Smith Dorm is a three story dormitory and can house up to 162 people.

This facility is available only during the summers when school is not in session.
DIXON DORMITORY

Dixon Dorm is a two story dormitory and can house up to 88 people.

This facility is available only during the summers when school is not in session.
HOTCHKISS DORMITORY

Hotchkiss Dorm is a two story dormitory and can house up to 192 people.

This facility is available only during the summers when school is not in session.
SLIGHT DORMITORY

Slight Dorm is a two story dormitory and can house up to 112 people.

This facility is available only during the summers when school is not in session.
Sweazy Dorm is a two story dormitory and can house up to 88 people.

This facility is available only during the summers when school is not in session.
WALDOCK DORMITORY

Waldock Dorm is a two story dormitory and can house up to 84 people.

This facility is available only during the summers when school is not in session.
DUNKIN STUDENT CENTER

(Second Floor)

Restricted Area:
Dining Center
EHC 100
(Multi Use Space)
2262 ft²

Maximum Occupancy:
Dining: 151
General Assembly: 323

EHC 101
(Multi Use Space)
297 ft²

Maximum Occupancy:
Desks: 15

EHC 102
(Multi Use Space)
394 ft²

Maximum Occupancy:
Desks: 24

Conference Room
(Restricted Space)

EHC 100-102:
1. Schedule through the Plant Operations Department.
2. Lectures take precedence.
HE 1
(Multi Use Space)
380 ft²

Maximum Occupancy:
Desks: 25 (dining)
MUSIC CENTER
(First Floor)

MC 105/ Executive Dining Room
(Multi Use Space)
372 ft²
Maximum Occupancy:
40 Tables/Chairs

MC 104
(Multi Use Space)
372 ft²
Maximum Occupancy:
Desks: 30

MC 103
(Multi Use Space)
498 ft²
Maximum Occupancy:
Desks: 24

Music Recital Hall
(Restricted Space)
4242 ft²

Maximum Occupancy:
General Assembly: 606
Dining: 283

MC 103-108:
1. Schedule through the Plant Operations Department.
2. Lectures take precedence.

MUSIC RECITAL HALL (MC 101 & 102):
1. MUST BE scheduled through the Music Events Coordinator.
2. Please review and agree to the Music Department’s specific policies found in Appendix A.
MC 203:
1. Schedule through the Plant Operations Department.
2. Lectures take precedence.
REESE CENTER FOR SCIENCE AND MATHEMATICS
(First Floor)
## Reese Center for Science and Mathematics

(Second Floor)

<table>
<thead>
<tr>
<th>RCSM 22</th>
<th>RCSM 21</th>
<th>RCSM 20</th>
<th>RCSM 23</th>
<th>RCSM 25</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Multi Use Space)</td>
<td>(Multi Use Space)</td>
<td>(Multi Use Space)</td>
<td>(Multi Use Space)</td>
<td>(Multi Use Space)</td>
</tr>
<tr>
<td>720 ft²</td>
<td>576 ft²</td>
<td>720 ft²</td>
<td>1092 ft²</td>
<td>1092 ft²</td>
</tr>
<tr>
<td><strong>Maximum Occupancy:</strong></td>
<td><strong>Maximum Occupancy:</strong></td>
<td><strong>Maximum Occupancy:</strong></td>
<td><strong>Maximum Occupancy:</strong></td>
<td><strong>Maximum Occupancy:</strong></td>
</tr>
<tr>
<td>Desks: 40 (tiered)</td>
<td>Desks: 35</td>
<td>20 Tables</td>
<td>Desks: 75 (tiered)</td>
<td>10 desks</td>
</tr>
</tbody>
</table>

### RCSM 20-25:

1. Schedule through the Plant Operations Department.
2. Lectures take precedence.
RUTHERFORD ADMINISTRATION BUILDING
(First Floor)

Legacy Room:

1. Schedule through the Executive Assistant to the President and Provost

2. This is a restricted space, please consult the Legacy Room policies and guidelines in Appendix A.

Legacy Room
(Restricted Space)
1051 ft²

Maximum Occupancy:
Seats: 18
RUTHERFORD ADMINISTRATION BUILDING
(Second Floor)

Rutherford Conference Room:

1. Schedule through the Executive Assistant to the President and Provost

2. This is a restricted space, please consult the Rutherford Conference Room policies and procedures in Appendix A.
APPENDIX A: Restricted Space Policies and Procedures
All use of Bross Gymnasium and Reese Field by campus groups or off-campus entities must be scheduled in advance and entered into the campus’ facility scheduling software.

(Reservations for either of the TMC owned buses is also scheduled by this employee.)

**STEPS TO FOLLOW:**

1st step: Contact the Administrative Assistant for Kinesiology and Athletics, who serves as the facility scheduler for the sport facilities at 661.362.2761.

2nd step: The Admin Asst. will check for the availability of the facility and confirm with any necessary campus staff that the event can be accommodated.

3rd step: The Admin Asst. will confirm with the group requesting the space regarding the availability (and any accompanying rental/supervision fees for non-TMC organizations)

4th step: The Admin Asst. will enter the reservation into the facility scheduling software, which will generate an email confirming the facility has been reserved and scheduled.

**EVENT PRIORITIZATION:**

Here is the general priority structure for facility usage requests:

- Academic Courses
- Chapel
- Intercollegiate Athletics
- Intramurals / Student Activities
- Entities and Organizations from outside the campus (on a first come, first served basis)
**LEGACY ROOM**

Weekly Hours of Operation:

*The Master’s College is pleased to make available the Legacy Room at the following times. Please be aware that due to special events and meetings, this schedule is subject to change.*

Sunday:
7:30am-12:00am: Open to student usage via Powell Library.

Monday-Thursday:
8:00am-4:00pm: Admissions usage and any booked reservations.
4:00pm-12:00am: Open to student usage via Powell Library.

Friday:
8:00am-4:00pm: Admissions usage and any booked reservations.

Saturday:
12:00pm-10:00pm: Open to student Usage via Powell Library.

**Legacy Room Usage Policies:**

*Out of a desire to pursue excellent stewardship of our resources, we kindly ask that you observe the following policies when using the Legacy Room. Please be advised that failure to comply with these policies may result in temporary loss of usage of the Legacy Room. Thank you.*

1. Please do not bring food or drink of any kind into the Legacy Room.
2. Please respect the posted hours of operation.
3. Please do not touch the lighting settings in the room for any reason.
4. Please do not place any backpacks, shoes, or any other object not related to studying upon the table.
5. Please be aware that occasional meetings will occur in the Legacy Room, so if you find the door locked, do not force it open.
6. Students requesting to schedule a group study session during student usage hours, please contact Dr. John Stone in Powell Library.
7. Faculty/Staff requesting to schedule a meeting, please contact Sharon Staats at staats@masters.edu or extension 2220.
8. Please keep in mind that the Legacy Room will not normally be available for regular business meetings—only for “special” meetings. The Rutherford Boardroom is made available for regular business meetings.
EXECUTIVE DINING ROOM

The Executive Dining Room is a dining space reserved for events sponsored by the President’s and Provost’s offices. However, this space is made available to all departments at The Master’s College, and you are more than welcome to use this space for your needs.

Once an event is completed, the space must be rearranged to accommodate for immediate use as an Executive Dining Room.

Additionally, this room is made available to outside parties. They will be approved on a case by case basis.

Room Usage Policies:

1. Food and drink are allowed in the Executive Dining Room. However, please be courteous and clean up after yourself.
2. Please contact Tricia Hulet to reserve this room. thulet@masters.edu; Ext 2824.
The Rutherford Conference Room is a common conference space made available to all departments at The Master’s College. You are welcome to use this space for regular meetings, conferences, and department activities.

Room Usage Policies:

3. Food and drink are allowed in the Rutherford Conference Room. However, please be courteous and clean up after yourself.
4. Please contact Sharon Staats to reserve this room. sstaats@masters.edu; Ext 2220.
MUSIC RECITAL HALL (MRH) POLICIES & PROCEDURES

General Information:

The daily/classroom state of the MRH is divided into two rooms, MC101/MC102

- MC101 is the choir side, normally housing 2 grand pianos, 8 choir risers, organ, 40 chairs and 20 music stands.
- MC102 is the instrumental side, normally housing four 6' handbell tables, 1 grand piano, percussion instruments for a 60 piece orchestra, and 40 chairs and music stands. Also in MC102 is the Audio Recording Studio.

Reservations:

- Reserving MRH, either as a whole or just one side is subject to availability keeping in mind the following considerations and should be requested through the Music Events Coordinator (currently Tricia Hulet ext. 2824)
- Regularly scheduled classes, lessons and student practice time takes precedence as these are degree completion requirements
- When requesting the space, set up and tear down times must be taken into consideration (i.e. Plant Operations hours if tables or other set up is needed from them, prep time for Bon Apetit, MRH Crew availability, or even though the actual timeframe requested may be open, it may not be possible to accommodate the set up and tear down of music equipment necessary to hold the extra event, etc…)
- Only the MRH Crew is allowed to move instruments – if there is a need for a non-music event in the hall, the department responsible for the event will be charged for the time of the crew – the availability of this crew (students) must also be taken into consideration in reserving the space
- The entire hall cannot be opened (necessitating the removal of normal music set up) if another room on campus (EHC100) would be able to accommodate that size and taste of event

Non-TMC Reservations:

- Regularly scheduled TMC classes, practices and music department concerts and recitals will always take precedence
- Set up and tear down must be taken into consideration when determining this availability (i.e. Plant Operations hours if tables or other set up is needed from them, prep time for Bon Apetit, MRH Crew availability, or even though the actual timeframe requested may be open, it may not be possible to accommodate the set up and tear down of music equipment necessary to hold the Extra event, etc…)

Room Capacity:

- MC101 - 150 seating and 110 Dining
- MC102 – 125 seating and 100 Dining
- MRH opened up – 303 seating and 142 Dining

Cost:

- Regular non-TMC use - $100/hour
- On campus groups - $170/day
- Special groups/alumni/etc… - $300/day
APPENDIX B: FORMS
THE MASTER'S COLLEGE
ACTIVITY SCHEDULING FORM

Date of Request ___________________________  □ Ongoing Event  □ Single Event
Event Date(s) ___________________________  □ Mon □ Tue □ Wed □ Th □ Fri □ Sat □ Sun
Event Name _______________________________  Estimated # of people ________________
Contact Person _____________________________  Phone # ____________________________
E-mail address: ______________________________
Department _________________________________  Approved by/Dept. Chair: ________________

Space Requested______________________________________________________________

Time space needed: From _______________ To _______________

PLEASE NOTE if space requested is:
In the Music Center – RETURN FORM to Tricia Hulet, Box #13, ext. 2824
In the Gym or Athletic Field – RETURN FORM to Athletics, Box #14, ext. 2761
Occupied by a class, or class schedule has not yet been finalized - RETURN FORM to Registrar,
Box #42, or ext. 2812
Otherwise: Please return form to Plant Operations Box #39 and wait for confirmation

PLANT OPERATIONS REQUESTS

Is Plant Operations needed for Set Up or Tear Down?  Yes □  No □
If Yes, please indicate needs: __________________________________________________________
What time(s) is the room available for set up & tear down? ____________________

Please note: Plant Operations daily hours: 7am-4pm Monday - Friday

FOR OFFICE USE ONLY:
Music Center Notes: ________________________________________________________________
Coordinator Signature: ____________________________ Date: ____________________________

Athletics Notes: ________________________________________________________________
Coordinator Signature: ____________________________ Date: ____________________________

Registrar Notes: ________________________________________________________________
Coordinator Signature: ____________________________ Date: ____________________________

Plant Operations: ________________________________________________________________
Coordinator Signature: ____________________________ Date: ____________________________
Comments: ______________________________________________________________________
EXTERNAL PARTIES CONTRACT
THE MASTER'S COLLEGE AND SEMINARY

FACILITY USE AGREEMENT

It is The Master's College (the "College") desire that all parties who periodically use a facility or athletic field on-campus (the "Facility") are able to fully enjoy their experience. This agreement has been set in place to achieve that goal.

The person signing this agreement and the organization on whose behalf the Facility rental is being made (collectively the “Renter”) are responsible for compliance with this agreement. All Renters are required to read and sign the Facility Use Agreement as part of the rental. Please read carefully, fill out Facility, Renter, and event sections, initial at the bottom of each page, and sign in the signature page at the end of this document.

1. FACILITY INFORMATION

Name of Facility ___________________________________________________

Address/Area/Location of Facility _______________________________________

2. RENTER INFORMATION

Contact name________________________________________________________

Tel.: Home __________________ Work ________________________________

Organization _______________________________________________________

Address, City, State, Zip _____________________________________________

3. EVENT INFORMATION

Description of event _________________________________________________

Date of event __________________ Estimated attendance _________________

Time event begins (incl. set up) _______ Time event ends (incl. clean up)_____

Open to the public? Yes No Will minors be present? Yes No

Admission fee charged? Yes No

Will food be served?* Yes No Will food be sold? Yes No

*Catering services, Bon Appetit on-campus are provided by Bon Appetit Management Company unless other arrangements are approved in advance by the College.
4. **CONDITIONS OF USE**

The Renter is required to adhere to all of the College’s policies, regulations, guidelines, Code of Conduct, and all local, state and federal laws concerning health, safety and public order. Failure to comply with these policies may result in restriction of privileges, termination of this agreement and/or immediate removal from campus.

A. **RESERVATIONS**

1. Renters desirous of a Facility should make reservations at least six weeks prior to the desired date of the event.

2. A Facility is not considered rented until (1) Renter delivers to the Facilities Services Coordinator at the College the Facility Use Agreement, rental fee, deposit, certificate of insurance and any other items deemed necessary by the College and (2) the College, in its sole discretion, approves such rental in writing.

3. A person who is at least eighteen (18) years of age must sign this agreement.

4. Renter shall provide the College’s Facilities Services Coordinator with a single contact who is to serve as the representative for Renter’s activities.

5. Renter shall be responsible for securing all required permits and licenses.

6. The facility shall be used for the purpose stated in this agreement. No other use will be permitted.

7. Renter shall not use the College’s name to suggest endorsement or sponsorship of the event without prior written approval of the Chief Financial Officer. Renter’s publicity of the event shall clearly and accurately identify the name of the sponsoring organization or individual.

8. Renter shall permit any College officers, employees, or agents to visit the event described in this agreement.

9. Renter shall be responsible for picking up the keys to the Facility, if any, from the Facilities Services Coordinator prior to the event. Renter shall return keys immediately following the event to the Facilities Services Coordinator.

10. Under no circumstances shall Renter sublease or allow any other organization or individual to use the Facility for the period for which Renter has contracted.
B. GUARANTEED NUMBER OF PARTICIPANTS

1. One week (7 days) prior to event date, a guaranteed minimum number of participants must be submitted to the Facilities Services Coordinator.

2. If actual number of participants is below the guaranteed minimum for meals, charges will be based on the guaranteed number.

C. FEES

1. The College may require a rental fee and/or a deposit from Renter.

2. A deposit is required to reserve the above services and facilities. Full payment is due upon arrival, payable to: The Master's College.

3. Cancellations/Refunds: Except as otherwise provided herein, in the event that this activity is not held as scheduled through no fault of the College, the deposit shall be forfeited if notice is not received in the Services and Facilities office eight weeks prior to the event.

4. Any person or agency holding a reservation for the use of facilities and desiring to cancel such reservation may be subject to the withholding of a portion of or the entire rental fee for the Facility.

5. The College may charge an additional amount of double the regular rental rate for any event continuing past the ending time stated in this agreement.

6. Renter is responsible for any lost keys, and any costs that the College might incur to replace and/or re-key the Facility.

7. In the event the Facility is left damaged, Renter shall be charged for any and all janitorial and/or repair fees incurred by the College as a result of same and these fees shall be billed to Renter.

D. INDEMNIFICATION AND INSURANCE

1. Renter shall indemnify, defend, and hold harmless the College, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with Renter’s use or occupancy of the Facility and adjoining property, unless solely caused by the gross negligence or willful misconduct of the College, its officers, employees, or agents.
2. The Renter shall protect, indemnify, save, and hold harmless College against and from any penalty or damage or charges imposed for any violations of any law or ordinance, whether occasioned by the neglect of the Renter, its guests, employees, successors or assigns, and also will protect, indemnify, save, and hold harmless College against and from any and all claims and against and from any and all loss, cost, damage, liens, or expense arising out of any failure of the Renter in any respect to comply with and perform all the requirements and provisions of the Agreement.

3. The Renter shall procure general liability insurance covering any and all claims for injuries to persons or property in or upon the premises of College, including any damage to any part of the real property, personal property, fixtures, or facilities of College or other appurtenances now or hereafter erected on the premises of College, and insuring the indemnity agreement contained in this section. Such insurance shall be in the amount of, not less than:

- $1,000,000.00 combined single limit bodily injury and property damage
- $1,000,000.00 personal & advertising injury, and
- $2,000,000.00 general aggregate

4. The Renter (if applicable) shall also procure Worker's compensation and occupational disease insurance (statutory limits complying with the laws of the State of California) and employer's liability insurance with not less than the following limits:

- Bodily Injury by Accident $1,000,000.00 each accident
- Bodily Injury by Disease $1,000,000.00 policy limit
- Bodily Injury by Disease $1,000,000.00 each employee

Such insurance shall be in strict accordance with the applicable workers' compensation laws in effect during the term of this agreement.

5. The Renter shall procure Commercial Automobile Liability Insurance (if applicable) including, without limitation, liability arising out of all owned, non-owned, leased and hired vehicles, trucks and trailers, or semi-trailers, including any machinery or apparatus attached thereto, with limits not less than one million dollars ($1,000,000.00) each accident, or limits carried, whichever is greater.
6. The Renter shall ensure that all insurance policies required hereunder remain in force until termination of this agreement. With the exception of the Worker's Compensation policy, all insurance policies required hereunder shall name The Master's College as an additional insured, and the Renter shall furnish College with evidence of such additional insured coverage. All insurance policies required hereunder shall contain a waiver of subrogation in favor of the College. Such insurance policies may not be modified or terminated without 30 days advance written notice to the College.

7. By requiring insurance herein, the College does not ensure that coverage and limits will necessarily be adequate to protect the Renter, and such coverage and limits shall not be deemed as a limitation on the Renter’s liability under the indemnities granted to the College in this agreement. If the Renter liability policies do not contain the standard ISO separation of insured’s provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

8. The Renter alone will determine the appropriate deductible or self-insured retention level for each of the policies of insurance required herein. If the College incurs any cost due to the Renter’s deductible or self-insured retention level, the Renter will reimburse the College for the full amount incurred.

9. Should it become necessary for the College, its agents, successors, employees, or assigns to incur any costs or expenses, whether direct or indirect, including, but not by way of limitation, attorney’s fees, investigator’s fees, collection fees or court costs, in connection with any attempt to recover losses incurred on such claims or demands, or in connection with the enforcement of this Agreement or any portion of this Agreement, the Renter agrees to pay the College such reasonable costs or expenses for which expenditure is made or liability incurred by the College.

10. Renter shall report any personal injuries or property damage arising at any time during and/or arising out of or in any way connected with Renter’s use or occupancy of the College’s facilities and adjoining property to the Facilities Services Coordinator in writing and as soon as practicable.

11. Renter waives any right of recovery against the College, its officers, employees, and agents for fires, floods, earthquakes, civil disturbances, regulation of any public authority, and other causes beyond the their control. Renter shall not charge results of “acts of God” to The College, its officers, employees, or agents.

12. Renter waives any right of recovery against The College, its officers, employees, and agents for indemnification, contribution, or declaratory relief arising out of or in any way
connected with Renter’s use or occupancy of the Facility and adjoining property, even if the College, its officers, employees, or agents seek recovery against Renter.

**E. SECURITY**

1. The College, at its sole discretion, may require a certain number of security officers for the event. Renter shall be responsible for procuring and paying for security officers through the College.

2. Renter is solely responsible for supervising all individuals at the Facility and adjoining property during the event. The College is not responsible for providing this supervision. However, the College may evict individuals from the Facility during the event if their conduct does not align with the Code of Conduct set forth by the College.

**F. CODE OF CONDUCT**

1. Renter agrees to abide by the Code of Conduct attached to this contract in Appendix A.

**G. SET UP / CLEAN UP / DECORATIONS**

1. Renter, caterers, bands, transportation of rental equipment, and related individuals and activities will not be permitted access to the Facility prior to or after the event time period. Renter shall be responsible for arranging access during the time requested for entry and exit of the Facility.

2. Renter shall not prepare or decorate the Facility prior to the event start time, unless Renter provides rental fees, deposits, and insurance for the time of the preparation and/or decoration.

3. Renter shall not drive or permit to be driven nails, hooks, tacks, screws, poles, stakes or other forms of fasteners into any part of the Facility and shall not make or allow to be made any alterations of any kind therein.

4. Renter shall be responsible for all clean up of the Facility, including adjacent grounds, at the end of the rental. Renter shall pick up, bag, and remove all trash generated by all activity in any way connected with its use of the Facility, leaving the Facility clean and free of all trash and litter. Renter shall also leave all fixtures, if any, in good working condition.

5. Renter shall not store any equipment or materials at the Facility or adjoining property without the prior written approval of the Facilities Services Coordinator.

6. Renter shall be responsible for any and all damage to the Facility and/or its contents during use. In the event damage occurs or excessive cleaning is necessary, Renter shall be charged for any and all janitorial and/or repair fees incurred by The College as a result.

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*Initial Agreement:*
H. EQUIPMENT / ACCESSORIES

1. Renter shall not remove, relocate, or take College property outside of the Facility for any reason without the prior written approval of the Facilities Services Coordinator.

2. Renter shall not use the College equipment, tools, or furnishings located in or about the Facility without the prior written approval of the Facilities Services Coordinator.

3. Renter shall not drive motorized vehicles on field or green space.

4. The Chapel Media Department provides Audio/Visual support at an additional fee. Should the Chapel Media department refuse service, the Renter, at its own cost, may bring these systems into the Facility for their use.

5. Renter shall secure the approval of the College before using audio/visual systems, public address systems, and live or recorded amplified music. Renter shall not record, televise, or broadcast the event or any portion thereof without prior written approval of the Chief Financial Officer.

I. MISCELLANEOUS

1. Renter shall comply with all local, state, and federal laws and regulations related to the use of the Facility.

2. Renter shall not admit a larger number of individuals than can lawfully, safely, and freely move about the Facility.

3. The following materials are prohibited: tobacco, alcoholic beverages, illegal substances or obscene materials. For community and personal safety, explosives, weapons, fireworks and highly flammable materials are prohibited. Immoral behavior and profanity are also prohibited.

4. Gambling of any kind is not permitted at the Facility.

5. Smoking is not permitted at the Facility.

6. No animals are permitted at the Facility, with the exception of guide dogs.

7. Hot plates or similar appliances are not permitted in rooms. Candles are not permitted in rooms.

8. If Renter violates any part of this agreement or reports false information to the College, College may refuse Renter further use of the Facility and Renter shall forfeit a portion of or all of the rental fee and/or the deposit.
9. The College may impose additional requirements as deemed necessary to protect the health, safety, and/or welfare of the community.

10. Any person aggrieved by the College’s decision with respect to this agreement may appeal to the Chief Financial Officer or his/her designee in writing no later than five (5) days after the College’s decision has been communicated to the aggrieved party.

11. If any provision of this agreement is held to be invalid or unenforceable, the remaining provisions shall remain in full force and effect.

J. ADDITIONAL PROVISIONS FOR OVERNIGHT GUESTS

1. For the consideration of our neighbors in the community and other guests on campus, general quietness should be maintained in the dorms at all times, especially after 10:00 pm. This includes parking lots after 10:00 pm. Full time staff live in dorm apts. Please do not contact them with needs.

2. The swimming pool and Gym are available only if specifically included in your contract. A certified lifeguard or gym monitor will be provided by The College. Diving from pool walls is not permitted. Sun bathing is restricted to the pool area. All swimwear should be modest. No children under the age of 16 are allowed in the pool area without adult supervision. Tennis shoes must be worn while on the gym floor. All equipment will be provided by the Renter.

3. Alteration or damage to rooms or furniture is not permitted. Guests are required to leave the facilities in the condition they were in upon arrival. Removal of windows or window screens is prohibited. Any damages caused by the Renter will be billed separately and paid upon receipt.

4. Guest parking permits (for those staying on campus) must be displayed on the front windshield of all vehicles. Guests are allowed to park in any unmarked space available except for the main parking lot (near the gazebo). The College is not responsible for loss of personal property or damage to vehicles while on the campus.

5. THE COLLEGE employs full-time Security personnel to patrol the campus. If any emergency arises, contact Security or go to the Security booth for assistance. Please report any unsafe condition to the Facilities Services Coordinator (Carol McCabe) at: 661-904-7701, or call a Security officer at x2500 or 661-713-7561.

6. Pedestrians need to use the stairway to access dorms and not the driveway near the guard shack.
7. Internet access (free of charge). If desired, please read and fill out attached forms. A password will be provided to group leader.

8. Every effort will be made to provide housing for additional participants, but housing availability and rates cannot be guaranteed.

9. The Renter shall provide adequate and appropriate supervision of all persons associated with this activity during their stay at The College. This requires an adult-to-student ratio of 1:10.
I am an authorized agent of the organization submitting this agreement. The information provided in this agreement is true and correct. I have read and understand this agreement and agree to all of the aforementioned rules, regulations, and conditions of use.

Signature ______________________________________

Print name _______________________________

Organization _______________________________

Address _______________________________

Telephone: Home ___________ Work____________

In summary, we request (by fax: 661-362-2721; e-mail: cccabe@masters.edu; or mail):

→ Copy of insurance coverage (with certificate naming TMC as additional insured)

→ Signed contract

→ Campus Guest Login Form (if applicable; found in Appendix B)

→ Deposit check (if applicable) made payable to The Master’s College in the amount communicated to you by Carol McCabe, Facilities Event Coordinator.

<table>
<thead>
<tr>
<th>COLLEGE USE ONLY</th>
</tr>
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<tbody>
<tr>
<td>Rental fee _______ Deposit _______ Total paid _______</td>
</tr>
</tbody>
</table>

Approved _____________________
Disapproved ___________________
Date__________________________
By ___________________________

Deposit returned ________________
APPENDIX A: CODE OF CONDUCT
The Master's College: CODE OF CONDUCT

Any organization desirous of using facilities on The Master's College campus must read and agree to abide by the following Code of Conduct set forth by the College regardless of personal agreement with the provisions set forth therein. We also ask that each group agrees to respect the beliefs of the College and agrees to do nothing by word, act, or deed that would detract or be contrary to them. This pertains to any guest or attendee in the group.

The following is prohibited:

1. Possession or consuming of tobacco products or alcoholic beverages.
2. Possession or viewing any pornographic material (video, Internet, video games, or printed).
3. Bringing on campus any kind of weapons, explosives, firearms, bb and pellet guns, airsoft guns, paintball guns, and other objects or materials that the College judges may be harmful to safety.
4. Dancing.
5. Gambling.

OVERNIGHT VISITORS:
1. No pranks or hazing are to take place while residing on the College campus.
2. The College maintains a strict policy regarding separation of men and women’s sleeping rooms.
3. Men and women are not permitted in each other’s rooms at any time.

APPEARANCE AND DRESS CODE:

While it is understood that modesty is often a matter of personal opinion, the College requests that modest apparel be worn on campus at all times. Some guidelines are below:

Appropriate:
- Pants, jeans, skirts, dresses.
- Collared or dress shirts or tops; modest, neat, and appropriate T-shirts.

Inappropriate:
- Short shorts.
- Short skirts and short dresses (whose hem or slit are higher than a hand width from the knee).
- Low-riding pants.
- Revealing shirts and bathing suits (midriff exposed; extremely tight, backless, racerback, strapless, sheer, or lingerie tops; revealing or drawing attention to the bust line).
Campus Guest Login Form (For Internet Services)

User Information

First Name: ____________________________  Last Name: ____________________________

Email: ________________________________________________________

Phone Number: ____________________________

User Needs Access Until: (Date) ____________________________________

User Agreement: I agree to abide by all the standards set forth in The Master’s College “Media Ethics Policy.” (see attached) Misuse of The Master’s College Network will result in loss of all network privileges and any legal recompense which the College deems necessary.

__________________________  ____________________________
Signed                           Date

COLLEGE USE ONLY

☐ Account was enabled.
☐ New password was set.
☐ Expiration Date was set.

Tech Name: ____________________________

Assigned Username:  Assigned Password:

__________________________  ____________________________

Media Ethics Policy Statement

I. Philosophy
Learning to grow in the knowledge and grace of the Lord Jesus Christ is the mission of Christian higher education. We want to educate the heart as well as the mind, desiring to maintain an atmosphere that will be conducive to the development of spiritual maturity and discernment. Because each student coming to The Master’s College professes faith in Jesus Christ, we expect students to grow in that faith through the work of the Holy Spirit.

The Master's College is committed to developing its students into people who obey biblical mandates because they are personally accountable to God and His Word rather than to man alone. College policies are designed by the administration to facilitate an educational environment which honors the Lord.

The student, by virtue of their signature on the application for admission, agrees to live within the framework of the standards of the college both on and off campus while each semester is in session. Though one’s personal convictions may differ with these standards, a student’s choice to become a part of The Master's College community implies a commitment to abide by the established policies.

God calls all believers to submit to the governing authorities (this includes federal, state, and/or local governments and their respective legislation). Romans 13 directs, "Let every person be in subjection to the governing authorities. For there is no authority except from God, and those which exist are established by God…render to all what is due them: tax to whom tax is due; custom to whom custom; fear to whom fear; honor to whom honor" (vv. 1, 7). Current laws governing the use of technology require students to honor these laws as a mandate regardless of personal opinion. Students who are in violation of such laws will face the consequences of campus discipline, as well as, legal liability.

II. Definitions
Electronic Media – Any electronic medium, including but not limited to: email text, chat, email attachments, gaming, web page viewing, video files, audio files, or computer/program files.

TMC Network – Any TMC computer, server, software, program, facility or the hardware/equipment involved in the interconnection and interoperation of these items, or any said device connected to any such device at TMC (for example, any laptop/PC connected to the TMC wired/wireless network).
Hacking – Defined as attempting to gain unauthorized access to systems, networks, or data – this includes any unauthorized attempt to incapacitate, interrupt, view, alter, copy or delete systems, networks or data.

“Video” – Defined as watching audio/visual content (or files of such) via PC, DVD player, Blu-ray player, Television, or any other equipment.

“Foreign” Media – Defined as data, images, programs, games, viruses, etc. which did not originally reside on the TMC network.

Texting – Refers to the exchange of brief written messages between fixed-line phone or mobile phone and fixed or portable devices over a network.

III. Guidelines
Any “unwholesome” [i.e. actions inconsistent with our profession as Christ’s followers committed to holiness, truth, and the proper stewardship of His blessings (possessions, time, etc.)] use of Electronic Media which may include, but not be limited to: email text, chat, email attachments, video files, audio files, electronic/internet gaming, web page viewing or file transfers is expressly forbidden.

Email – Electronic mail which meets the following criteria is prohibited:
Spamming – An attempt by any student(s) to issue unsolicited bulk email to other students, or to anyone outside of The Master’s College.

Spoofing – Any attempt to send an email which appears to have originated from someone other than the actual sender. Unrelated to email, prohibited “spoofing” also includes any attempt to impersonate/borrow another user’s login.

Internet/TMC Network – Internet/TMC Network/MasterNet use is restricted in the following ways:
Web Page viewing – Viewing http, https, ftp, or any Internet site regardless of protocol with illegal, pornographic, or any other immoral material is prohibited.

Chat – Any application used for “Internet Messaging” or “Instant Messaging” cannot be used for illegal file trading (including, but not limited to audio/video files) or to send illicit messages to anyone.

Uploading & Downloading of any type of electronic media file – The use of the Internet or the TMC Network for uploading and/or downloading files which contain unwholesome or illegal content is prohibited. THIS INCLUDES, BUT IS NOT LIMITED TO: ANY CONTENT WHICH IS PROTECTED BY COPYRIGHT LAW. Therefore, any file
sharing involving music, video, audio, computer programs, etc. in which the distributor of the media (web page/site or server) is not a legal and officially licensed distributor of the media is PROHIBITED. Stated alternately, all “pirated” material is clearly prohibited. Simply because media is accessible, or free of charge, does not make it legal. Whether an individual “thinks” such a file transfer/download is legal is irrelevant; Copyright Law indicates it is stealing.

The illegal distribution of copyrighted materials, including unauthorized peer-to-peer file sharing, may subject students to criminal and civil penalties. A summary of the penalties for violation of Federal copyright laws can be found at http://www.copyright.gov/title17/92chap5.html. Any student found to be in violation of these policies could be subject to institutional discipline in addition to criminal and civil penalties.

Hacking – Any usage of the TMC Network for activities that are directly or indirectly, advertently or inadvertently considered “hacking” are prohibited. Any attempt to bypass security or content restrictions (such as web page filtering) is considered “hacking.”

Foreign Media – Any attempt to introduce “foreign”, harmful, and/or inappropriate media to The Master’s College Network is clearly prohibited (this includes, but is not limited to: viruses, worms, etc.). Complete responsibility for such actions lies with the student(s) who introduce it. Intentional introduction will be treated as hacking and the destruction of property.

Usage for Internet/Server-The TMC network is not to be used to set up a personal “server.” The server prohibition includes, but is not limited to: file sharing, DCHP, WINS, DNS, Directory Services and Web Services. For an extended definition, see the Network Use Policy (Network Policy).

Phone Usage - Illicit or harassing phone calls are prohibited. This includes calls to phone services with sexual content, or any type of inappropriate calls with/to other students. Texting – Illicit or harassing texting is prohibited. This includes texts with sexual content, or any type of inappropriate texts with/to other students.

Printing/Scanning – Printing or scanning or illegal, pornographic, or any other immoral material is prohibited.

**IV. Consequences**

Each student bears full responsibility for his/her actions as they relate to the use of the TMC Network or any electronic media. Discipline for all infractions of the Media Ethics Policy
will be under the direction of Student Life. This may include, but is not limited to, the suspension and/or revocation of network and Internet access and services.

All legal consequences involving the use/misuse of the TMC Network or equipment lie solely with the user.

The cost of damages caused by any student(s) enrolled at TMC will be born solely by the student(s) responsible individually; they shall not hold the college responsible in any way for their use/misuse of the Network whatever the ramifications of that use/misuse.

Departures from the Media Ethics policy or any misuse of the TMC Network which may by “technicality” fall outside of this policy but which remain within the moral, ethical, and spiritual guidelines intended by the “spirit” of this policy are subject to discipline.

July 23, 2010 (Ver. 1.3)
Chapel Media Department – Media Support Policy

To request support for your TMC sponsored event from Chapel Media please submit a “Media Support Request” form to Chapel Media at TMC Box #44 or scan and email the form to chapelmedia@masters.edu. You can contact our office at ext. 3311 or email at the address above.

Scheduling Support:
• Please submit your Media Support Request 3-6 weeks prior to your event.
• More lead time and coordination may be helpful to secure the level of support needed for large events.
• Requests will be discussed with you and altered, approved or denied within one week after receipt.
• Support is given as personnel and equipment are available. Please understand that our primary responsibility is to chapel & campus ministries events and these will receive priority.
• Support may not be available at all, particularly over winter/summer breaks
• Please note that it is unwise and unfair to advertise an event publicly before securing proper support for it.
• We would be grateful to attend coordination meetings prior to and debrief meeting after your event in an effort to make it as successful as possible

Coordination with Plant Ops:
• Chapel Media works closely with Plant Operations with regards to campus events, but we are not responsible for facility reservations and plant setup (e.g. tables, chairs, stages).
• An Activity Scheduling form should be submitted to Plant Ops concurrently with any Media Support Request
• Reservation of a room does not secure any media support from chapel media apart from a Media Support Request also being submitted.
• Please allow adequate setup and teardown times in your facility reservation to accommodate media setup.

Re-occurring Campus Events Support:
• Annually and semi-annually occurring TMC campus events must still be coordinated with Chapel Media through this request system.
• Seemingly small changes in program and planning can have large effect on the scope of media support needed (e.g. moving an event from indoors to outdoors, room changes, etc).
• Scope changes that aren’t discussed with Chapel Media may not be able to be supported at all or may incur additional charges than in previous years.

Bross Gym “Chapel”-Setup
• Any use of Bross Gym in its “Chapel”-setup must be coordinated with and approved by Chapel Media before facility can be reserved.
• Use that requires an additional setup/teardown will incur an additional facility fee of $350 payable to Chapel Media for labor involved.
• Bross Gym “Chapel”-setup is not currently available over winter and summer breaks in whole or in part.

Fees:
• Fees for labor go directly to student and staff workers.
• Equipment fees go to equipment upkeep and repairs
• Equipment is charged per day used and we charge a 1-week=3-day basis for longer uses.
• Departments will be charged via Journal Entry forms and other campus transfers after an event.