

Campus Coordination (ext. 5816) works in cooperation with the Office of the Registrar to schedule Biola-sponsored events around the university's Academic Class Schedule. Once the Academic Class Schedule is established by the Office of the Registrar, Campus Coordination begins to reserve facilities on campus for non-academic purposes. Campus Coordination is also responsible for maintaining the [Campus Calendar](#) and coordinating reservations via [25Live](#) for most facilities on campus, including the athletic fields, auditoriums, classrooms (non-academic use), conference rooms, courtyards, dining rooms, the Gymnasium, most outdoor areas, and walkways. The Campus Coordinator also serves as the event planner's representative to the Public Events Board. Events that are hosted by an individual employee, student, or off-campus group are arranged through Conference Services (ext. 4510), which processes an event request through [25Live](#) on the requestor's behalf.

Campus Calendar

To determine availability of the university's facilities, visit the [Campus Calendar](#) or log onto [25Live](#).

Biola Website Events Calendar

To post an event on the [Events Calendar](#) on Biola's website, a confirmation from Campus Coordination is required first. Once received, visit biola.edu/events and click the link, "Submit an Event", or contact University Communications & Marketing.

Reservations

To secure a reservation on campus, it is necessary to submit a request using the Event Wizard in [25Live](#). You must have a valid Banner Organization number, which is obtained from the Biola department sponsoring the meeting or event.

Student clubs should submit their requests after consulting with either the SPA Club President or their faculty/staff advisor. All requests should be made at least three weeks in advance. Requests are processed on a first come, first served basis, so planning in advance is recommended. Approval by the Public Events Board may be required for events hosting over 50 guests. The Campus Coordinator will process the reservation and send the requestor a confirmation. Once the confirmation is received and PEB approval obtained, the requestor can begin advertising the event.

Setup Requests

All setup or resource needs should be included in the original request for the space reservation done on [25Live](#). Changes with date, time, or location should be directed to the Campus Coordinator and changes in resources or setup should be directed to Event Services. Please note that 25Live automatically sends notification to Event Services when resources are added to the request. After Event Services reviews your request, it will either be approved or denied in 25Live. If approved, Event Services will send a Work Order Confirmation to confirm all setup details.

Setup Charges and Fees

See Employee Handbook, section 6.32, Facilities Management Work Order System, for policy and service charges detail or visit the Event Services [website](#).

Media Equipment

If media equipment is needed for the event, check the location within [25Live](#) for standard capabilities as most locations have built-in equipment. If the event is within a large venue where events frequently occur, visit the Event Services [website](#) for more detailed information. If Event Services will not provide equipment and services, the requestor may contact [Tech Commons](#) directly to reserve equipment.

Food Services

All requests for food services are made directly through Bon Appétit Food Service. See Employee Handbook, section 6.2, Food Service and Catering, for information and special instructions. Bon Appétit may notify the requestor that additional equipment is needed in order to cater the event. It is the requestor's responsibility to notify Event Services if there is any additional setup needed, due to catering.

Vendors & Exhibitors

All vendors must be approved and coordinated through the Biola Bookstore. The Campus Coordinator will consider exhibitors of a political nature on a case-by-case basis. Exhibitors for employment opportunities may seek approval and coordination through Career Development. Campus Club activities will send their requests directly through Campus Coordination.

Employee-Sponsored, Non-Biola, or Off-Campus Groups

Conference Services is responsible for coordinating reservations of facilities for employee (personal) use and for events/conferences hosted by an off-campus group. Employees may act as "host" for an off-campus group to which they have an affiliation (e.g., church group) and obtain the employee rate provided that the employee accepts responsibility for an official signed agreement, insurance, or other rental requirements for the group and is the group's formal liaison with Biola. The "Biola Employee Rate" is set to cover routine university costs associated with the facility the employee is renting. To reserve campus facilities for personal or off-campus group use, an application and a mission/purpose questionnaire must be completed and returned to Conference Services. Conference Services can be reached off-campus at (562) 906-4510 and on-campus at extension 4510.