

# California State University, Stanislaus

801 West Monte Vista Avenue, Turlock, CA 95382 Tel: (209) 667-3062 Event Center Tel: (209) 667-3828

## FACILITIES RESERVATION INSTRUCTIONS

**General Information:** University Users are defined as University budget organizations, recognized student organizations, campus committees, official support and auxiliary organizations, academic departments, and official employee organizations and groups. Non-University Users are defined as all entities, groups, or individuals that are not defined as University Users, including University employees using University facilities for personal events. Examples of Non-University Users are as follows: charitable organizations, private parties, other governmental agencies, chambers of commerce, community groups, business entities, other educational institutions, education related associations or agencies, and fund-raising tax-exempt organizations. Organizations and groups using California State University, Stanislaus facilities are responsible for the conduct of its members and guests and must, at all times, follow proper policies and procedures as established by the University. Scheduled events that are open to the public, or charge admission to the public, must be approved by the Facilities/Event Scheduling Office and the Department of Public Safety/Police Services prior to the event.

**Facility Reservations:** Facility Reservations are secured only through the Facilities/Event Scheduling Office, University Student Union, or John Rogers Faculty Development Center. Priority is given at the University to instruction-related activities and University Users.

### Online Reservations For All University Facilities (excluding John Rogers Faculty Development Center)

The California State University, Stanislaus campus community can now check for availability, verify reservations, and request space using the online event calendar. Just click on "Calendar of Events" on the California State University, Stanislaus homepage, then choose 'Master Calendar'. Use the "My Requests" button at the top of the screen to submit a reservation request. Include an account number and any special services or equipment you need, and submit your request. A user ID and password is required, contact the Facilities/Event Planning Office at [tgillihan@csustan.edu](mailto:tgillihan@csustan.edu) to request a logon.

You may check the status of your request by logging on to the "My Requests" page and clicking "Pending" or "Approved." If your event has not yet been processed it will display under the "Pending" screen. If your request has been processed it will display under the "Approved" screen and your event should be viewable on the Master Calendar. If your event is not found under either screen contact Facilities/Event Planning Office for assistance.

### The Reservation Process for University Users

A complete event reservation consists of a request with account number (**required**), the expected number of attendees, and all forms required by other departments for rental items or services. It is the responsibility of the requestor to submit forms to the appropriate department and obtain departmental approval well in advance of the event date. Events may require the following:

- Alcohol Use form for all events serving alcohol, (beer, wine or champagne only) and one-day license (may be required if the event is held outside of Campus Dining facilities)
- Media rental forms for portable equipment and equipment permanently installed in a facility (MSR media, OIT media, and University Student Union media for non-student groups)
- Rental of tables and chairs from DUR
- Work orders for custodial services and set-up of rental items,
- Event insurance if deemed necessary by the campus risk manager,
- Catering and/or concession arrangements for food and beverage through Campus Dining for ALL food and beverages offered at the events on campus,
- Housing arrangements for camps.
- A food preparation permit from Environmental Health Safety Office (required for all foods prepared on campus by anyone other than Campus Dining).

### Facility Use Fees

- University users are not charged a Facility Use Fee, but charges may apply for items and/or services listed above. Knowingly understating the terms of your event (e.g., number of attendees, food service requirements) to avoid fees may result in limitations to your reservations of facilities.
- Non-University Users reservations are provided by the Facilities/Event Planning Office as a fee-based service to our customers and as described in the individual contract provided to our customers. Call (209) 667-3062 for more information.

### University users

**Food Service On Campus** All food and/or beverages served or sold on campus at events must be provided by Campus Dining. Campus Dining has an exclusive food service contract with Sodexo Management, Inc. Contact the Campus Dining Catering department at 667-3635 or [catering@csustan.edu](mailto:catering@csustan.edu) to make food and beverage arrangement. Also all beer and/or wine at campus

events must be served by Campus Dining. If donated beer or wine is to be served at University-user events Campus Dining will charge a corkage fee to cover the costs of providing the license, bar set up, and service. Non-University users may not serve donated beer or wine at events using University facilities. Priority in scheduling the Main Dining, North Dining, and South Dining halls is given to events involving food service. Other events will be scheduled in the Dining Halls only when another room is not available or the group size cannot be accommodated, and when student food service will be unaffected

### **Insurance & Liability**

Liability insurance is required for all Non-University User events and may be required for University-User events. Facility use requests are reviewed by University Risk Management to determine if the University User must obtain event insurance. It is the responsibility of the requestor to ensure that adequate insurance is arranged in advance of the event. The Facility/Event Scheduling Office can obtain event insurance on behalf of the requestor, but an account number must be provided for the insurance charges.

The facility user agrees to indemnify and save harmless the University, its officers, agents, and employees, from any and all loss, damage, or liability that may be suffered or incurred by the University, its officers, agents, and employees, caused by, arising out of, or in any way connected with the use by the renter of said property. A \$1M Liability Certificate of Insurance must be supplied by the renter. The Person-in-Charge and the group or organization and its officers are legally responsible for the event and for any injury to property or persons due to their negligence. Chaperones may be invited by the group, but responsibility remains with the Person-in-Charge. The serving of alcohol involves the potential for considerable civil and criminal liability. **(Submitting an event online indicates acceptance of these terms.)**