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University Student Union
Facility Use and Reservations Policies

1. USU POLICY FOR USE OF THE EVENT CENTER, CAROL BURKE STUDENT LOUNGE, GAMES ROOM, LAKESIDE, STANISLAUS AND WARRIOR CONFERENCE ROOMS

A. Chartered student organizations and clubs:

i. Event Center

1. There is no charge for the use of the facility. The fee is waived. There is a minimal charge for use of audio visual equipment, stage and back drapes. In addition, there will be an hourly charge for a Building Manager who is on site beyond the normal business hours of the University Student Union.

ii. Carol Burke Student Lounge:

1. There is no charge for the use of the facility. The fee is waived. There is a minimal charge for use of audio visual equipment and stage. In addition, there will be an hourly charge for a Building Manager who is on site beyond the normal business hours of the University Student Union.

iii. Game Room:

1. No charge for the use of the facility. The fee is waived. There is a minimal charge for use of audio visual equipment, and stage. In addition, there will be an hourly charge for a Building Manager who is on site beyond the normal business hours of the University Student Union.

iv. Lakeside, Stanislaus and Warrior Conference Rooms

1. There is no charge for the use of the Lakeside, Stanislaus and Warrior Conference Rooms within the Student Union. The fee is waived. There is a minimal charge for use of audio visual equipment.

B. Faculty and staff and currently enrolled Students for the sole purpose of

University Business:

i. The Event Center

1. There is a reduced charge for the use of the facility. There is a reduced charge for use of audio visual equipment, stage, and back drapes. In addition there will be an hourly charge for a Building Manager who is on site beyond the normal business hours of the University Student Union.

ii. The Carol Burke Student Lounge

1. There is a reduced charge for the use of the facility. There is a reduced charge for use of audio visual equipment, and stage. In addition there will be an hourly charge for a Building Manager who is on site beyond the normal business hours of the University Student Union.

iii. The Game Room

1. There is a reduced charge for the use of the facility. There is a reduced charge for use of audio visual equipment, and stage. In addition there will be an hourly charge for a Building Manager who is on site beyond the normal business hours of the University Student Union.

iv. The Lakeside, Stanislaus and Warrior Conference Rooms

1. There is no charge for the use of the conference rooms within the Student Union. The fee is waived. There is a minimal charge for use of audio visual equipment.

C. Students for private use:

i. The Event Center

1. There is a reduced charge for the facility. There is a charge for use of audio visual equipment, stage, and back drapes. In addition there will be an hourly charge for an onsite Building Manager who must be present throughout the entire event.

ii. The Carol Burke Student Lounge

1. There is a reduced charge for the use of the facility. There is a

charge for use of audio visual equipment, and stage. In addition there will be an hourly charge for an onsite Building Manager who must be present throughout the entire event.

iii. The Game Room

1. There is a reduced charge for the use of the facility. There is a charge for use of audio visual equipment, and stage. In addition there will be an hourly charge for an onsite Building Manager who must be present throughout the entire event.

iv. The Lakeside, Stanislaus and Warrior Conference Rooms

1. There is a reduced charge for the use of the conference rooms within the Student Union. There is a charge for use of audio visual equipment. In addition there will be an hourly charge for an onsite Building Manager who must be present throughout the entire event.

D. Faculty, Staff and Alumni for private use:

i. The Event Center

1. There is a reduced charge for the use of the facility. There is a charge for use of audio visual equipment, stage, and drapes. In addition there will be an hourly charge for an onsite Building Manager who must be present throughout the entire event.

ii. The Carol Burke Student Lounge

1. There is a reduced charge for the use of the facility. There is a charge for use of audio visual equipment, stage, and drapes. In addition there will be an hourly charge for an onsite Building Manager who must be present throughout the entire event.

iii. The Game Room

1. There is a reduced charge for the use of the facility. There is a charge for use of audio visual equipment, stage, and drapes. In addition there will be an hourly charge for an onsite Building Manager who must be present throughout the entire event.

iv. The Lakeside, Stanislaus and Warrior Conference Rooms

1. There is a reduced charge for the use of the conference rooms within the Student Union. There is a charge for use of audio visual equipment, stage, and drapes. In addition there will be an hourly charge for an onsite Building Manager who must be present throughout the entire event.

E. Non-Affiliated Off Campus Groups:

i. The Event Center

1. There is a charge, based upon local market conditions, for the use of facility. There is a charge for use of audio visual equipment, stage, and drapes. In addition there will be an hourly charge for an onsite Building Manager who must be present throughout the entire event.

ii. The Carol Burke Student Lounge

1. There is a charge, based upon local market conditions, for the use of facility. There is a charge for use of audio visual equipment, and stage. In addition there will be an hourly charge for an onsite Building Manager who must be present throughout the entire event.

iii. The Game Room

1. There is a charge, based upon local market conditions, for the use of facility. There is a charge for use of audio visual equipment and stage. In addition there will be an hourly charge for an onsite Building Manager who must be present throughout the entire event.

iv. The Lakeside, Stanislaus and Warrior Conference Rooms

1. There is a charge, based upon local market conditions, for the use of the conference rooms within the Student Union. There is a charge for use of audio visual equipment. In addition there will be an hourly charge for an onsite Building Manager who must be present throughout the entire event.

NOTE: Set-up, use of tables, chairs, and podium are included in the stated fee. Individual pricing may be reviewed and adjusted by the Executive Director on a case-by-case basis.

2) RESPONSIBILITY OF CLIENTS RESERVING UNIVERSITY STUDENT UNION FACILITIES

- A. All clients are required to follow campus policies and regulations pertaining to their activity or program.
- B. All clients are required to follow University Student Union policies and procedures.
- C. Clients reserving University Student Union facilities are responsible for the conduct of their members and guests.
- D. Clients shall be held financially responsible for any damage caused to University Student Union property and/or equipment by their members or guests.

3) GENERAL RESERVATION POLICIES

A. University Student Union facility reservations are approved only by the University Student Union.

B. Reservations for events or meetings will be granted on a first come, first served basis. Reservations can be made up to one (1) year in advance.

C. On weekdays during the Fall and Spring semesters, use of meeting rooms is limited to four (4) hours per meeting for all clients. This time limit may only be exceeded with the prior approval of the ASI/USU Director/designee.

D. All facilities must be scheduled in advance. All details associated with the use of facilities must be provided by the deadline date. The deadline date will be determined according to the

following schedule:

- 1. Meetings - must be finalized three (3) business days prior to the meeting date.

2. Minor Events - events which require no special staffing or extensive set-up, have simple audio-visual requirements, or exclude alcohol service must be finalized ten (10) business days prior to the event date.

3. Major Events - dances, banquets, concerts and other events that require special staffing or extensive set-up, have complex audio-visual requirements, or include alcohol must be finalized fifteen (15) business days prior to the event date.

E. A facility must be reserved through the campus online reservation system, R-25 via the University website.

F. All verbal requests for facilities are considered tentative until the request has been processed via the online campus reservation system, R-25, and approved by the University Student Union.

G. All reservations are subject to automatic cancellation without notice if the details and full payment are not provided by the deadline date.

H. Clients may not advertise a meeting or event until it has been confirmed and approved by the University Student Union

I. The individual responsible for the event must provide all reservation details and must be in attendance at the event. For student clubs and organizations, club advisors must be in attendance during the event.

The University Student Union must be informed in advance of any change to the individual responsible for an event. Failure of a client to comply with this policy may result in the immediate loss of all scheduling privileges.

J. No client may reserve space on behalf of another organization. Clients may not sell, sublease, or transfer reservations to another individual or organization. The client must be the primary organizer and the sponsor of the event. Failure to comply with this policy may result in the immediate loss of all scheduling privileges.

K. The University Student Union reserves the right to cancel any event not in

compliance with the general policies of the University Student Union and/or the University.

- L. Reassignment of space may occasionally be necessary and shall be done at the discretion of University Student Union staff. Whenever possible, the University Student Union will notify clients of any facility change in advance. The University Student Union reserves the right to cancel an event or modify the extent of services provided in the event of utility interruptions, campus emergencies, or threats of imminent danger.
- M. The University Student Union has the discretion to deny a reservation from any organization or individual if they have a prior outstanding balance due to the University Student Union. The Student Union space includes the Event Center, Carol Burke Student Lounge, Game Room and 3 conference rooms.

4) RAIN PLANS

- A. All reservations intended as "rain plans" will be considered tentative until a final decision is made about the reserved facility. In the event a second client wants to reserve the facility during the same day and time as the client with the rain plan, the University Student Union will attempt to contact the rain plan client and ask for a final decision regarding the reserved facility. If the rain plan client elects to keep the reservation, it assumes responsibility for all normal facility use fees and charges. If the rain plan client elects to forfeit the reservation, the second client will be allowed to schedule the facility. If the rain plan client cannot be contacted, the rain plan reservation will be honored.
- B. To cancel a rain plan reservation, the client must notify the University Student Union no later than three (3) business days before the event date. If the client fails to provide such notification and if the physical set-up of the facility has been completed, then the regular facility use fee will be charged.

5) CHANGES IN RESERVATIONS

- A. The University Student Union may not be able to accommodate last minute requests for changes to a reservation. The feasibility of making last minute changes will be determined by University Student Union staff on a case-by-case basis.
- B. Changes in reservations requested after the given deadline will result in a fee

to be determined by the University Student Union based solely upon the nature of the requested change.

6) CANCELLATION OF RESERVED FACILITIES

- A. If an on-campus client fails to notify the University Student Union of the cancellation of a meeting room reservation in advance, the client will be considered a "no show."
1. After the first "no show," the client will be issued a written warning.
 2. After the second "no show" within the same semester, the client will be charged \$10. This fee must be paid within five (5) business days, or by the next reservation, whichever comes first. The client will not be allowed to book any further reservations until the fee is paid. Additionally, any reservations currently on the books will not be honored until the fee is paid.
 3. After the third "no show" within the same semester, the client will be charged \$20. All reservations currently on the books will be immediately cancelled and the client will not be allowed to make any further reservations until the fee is paid.
- B. Labor charges will be assessed for canceled events when costs have been incurred.
- C. Any on-campus client who fails to notify the University Student Union of a canceled event will be responsible for the payment of the facility use fee.
- D. The facility use fee and all deposits will be refunded to off-campus clients who cancel reservations 30 days prior to the event date. Cancellation of an event with less than 30 days notice will result in the loss of the facility use fee and deposits.

7) SCHEDULING OF PUBLIC AREAS

- A. The director/designee may at his/her discretion schedule "public space" for activities which do not conflict with the intended purpose of the area being reserved. University Student Union "public space" includes the Game Room and Main Lobby.

8) AUTOMATIC SCHEDULING OF FACILITIES

- A. From time to time, the University Student Union staff may determine that certain established events should be automatically scheduled if it has been determined that these events are in the best interests of the campus and the University Student Union.
- B. (bylaw)

9) AUDIO-VISUAL EQUIPMENT

- A. Audio-Visual (AV) equipment is available to all users approved for scheduling University Student Union facilities and will incur a fee based upon the equipment needs
- B. Groups or individuals using University Student Union AV equipment shall be held financially responsible for all damage to or loss of equipment reserved for their use.
- C. All users will be charged the appropriate hourly rate for the services of a Building Manager when required.

10) USE OF EQUIPMENT OUTSIDE THE UNIVERSITY STUDENT UNION

- A. University Student Union property shall generally not be available to individuals or groups for use on premises other than the University Student Union. The University Student Union director/designee may grant exceptions for:
 - 1. University Student Union sponsored activities or events.
 - 2. Special events which support the general mission of the University Student Union.
- B. Charges for such equipment will be required when appropriate.

11) CLEANING AND DECORATING

- A. The University posting policy must be observed by all users.
- B. The set-up and removal of all decorations is the responsibility of the user. Clients causing damage to University Student Union facilities, furniture or equipment shall be charged for the replacement, repair and/or cleaning required to restore such facilities, furniture or equipment to original condition.
- C. The use of tacks, staples, nails, tape and similar materials on doors, windows, walls, ceiling, and equipment is prohibited. Failure to comply with this requirement will result in additional charges as determined by the University Student Union.
- D. The use of confetti, hay, straw, glitter, rice, spray string or similar materials are strictly prohibited. Failure to comply with this requirement may result in additional charges.
- E. All decorations must be fireproof. All pillar candles must have an enclosed flame and must have heat-proof protection underneath. Use of all candles must be approved in advance by the University Student Union.
- F. The University Student Union will provide standard clean-up after all events as long as excess trash and all decorations are removed. If the University Student Union staff determines that these conditions are not met, the client will be charged the standard hourly rate.
- G. The displaying of banners in public areas must receive prior approval from the ASI/USU Executive Director/designee.

12) SET-UP, TEAR-DOWN, AND STORAGE

- A. To insure the safety of University Student Union customers and guests, only authorized University Student Union staff shall be permitted in areas where set-ups, tear-downs, or repairs and maintenance are in progress.
- B. Storage areas located within the University Student Union may be utilized only by authorized University Student Union staff unless other arrangements have been made in advance.
- C. The University Student Union is not responsible for the loss of or damage to any equipment or materials brought to or left in the University Student Union

by an individual or group.

- D. Any equipment or materials left in the University Student Union must be removed immediately, unless other arrangements have been made in advance.

13) EVENT STAFFING

- A. Charges for staffing and service will be made to all clients.
- B. The University Student Union director/designee shall determine the number of staff required for all events in the University Student Union.
- C. All off-campus individuals and groups who have reserved a facility within the University Student Union will be required to have a Building Manager present throughout the entire event and will be charged accordingly.

14) SECURITY PERSONNEL

- A. The CSUS Office of Public Safety, in consultation with the University Student Union director/designee, shall determine whether campus public safety officer(s) must be present at events scheduled in the University Student Union.
- B. Clients may not make separate arrangements for security.
- C. The client shall be responsible for the payment of services provided by the Office of Public Safety.

15) FOOD AND BEVERAGE SERVICE

- A. Sodexho Corporation is the only organization authorized to engage in catering and/or food and beverage sales within University Student Union facilities except when it waives its right to such sales.
- B. No client shall be permitted to cater its own banquet, luncheon or other occasion without prior approval from the food service director/designee, the campus environmental health and safety officer, and the University Student Union director/designee.
- C. The University Student Union may assess cleaning charges and/or deposits for meetings and events that include any type of food service.

16) FACILITY USE CHARGES

- A. The University Student Union Director/Designee shall approve room rental and other facility charges on an annual basis or when submitted by the director for revision.
- B. When clients falling into two different fee categories elect to co-sponsor an event, the higher facility use rate shall be used to determine facility use fees.
- C. The University Student Union director/designee may elect to waive normal room charges for programs and events which are of general interest to the campus community and which meet the following criteria:
 - 1. The program is open and of interest to CSUS students in general;
 - 2. The sponsoring group has initiated campus-wide publicity;
 - 3. There is no charge for admission or donations solicited.

The official, state-funded functions of academic departments, administrative units, or other components of the University shall not be considered exempt from facility use fees under this policy. However, academic departments and administrative units which comply with the criteria listed above may be eligible for special consideration under this policy.

- D. The "private use by campus community" category of the University Student Union schedule of charges shall apply to students, faculty, staff, and alumni who wish to reserve University Student Union facilities for their personal use (e.g., graduation parties, weddings, retirement celebrations). Reservations for the purpose of hosting organizational activities of any type shall be scheduled under other appropriate categories.
- E. Students, faculty, staff, or alumni scheduling University Student Union facilities shall be qualified for "private use by campus community" rates only if the campus community member is the main contact and primary planner of the event.
- F. Facility preparation for all events, programs and meetings occurring on University Student Union premises is the responsibility of authorized building operations staff. Clients reserving the University Student Union facilities may not elect to provide their own set-up and/or clean-up to reduce rents, fees or

other charges.

- G. Off-campus clients reserving University Student Union facilities must provide at their own expense, a certificate of comprehensive liability and property damage insurance in the amount of one million dollars (\$1,000,000) single limit. This policy must contain the following special endorsement:

?The University Union of California State University, Stanislaus, Incorporated; the State of California; Trustees of the California State University; and all their several departments, boards and commissions, and their several officers, employees, and agents are hereby declared to be additionally insured under the terms of this policy.?

- H. The University Student Union will charge a \$25 fee, payable by cash or money order, for all returned checks.

17) SECURITY DEPOSITS

- A. All off-campus clients will be required to pay a \$150 security deposit at the time of reservation. Any costs for breakage, loss, or excessive cleaning will be deducted from the security deposit. If these costs exceed the amount of the security deposit, the user will be billed for the additional costs.
- B. Security deposits are not normally charged to on-campus clients. However, a security deposit may be required when there is a reason to believe that a scheduled meeting, event or activity may result in intentional or unintentional damage, misuse or theft of University Student Union property or facilities. The amount of such deposits shall be determined by the University Student Union director/designee.

18) DEPOSITS

- A. All off-campus users will be required to pay a non-refundable deposit at the time of reservation. This deposit will be credited toward the final amount due.
- B. Deposits are not normally charged to on-campus users. The necessity and amount of such deposits shall be determined by the University Student Union director/designee.

