

<u>Subject:</u> Scheduling University Facilities for Concert Events	<u>Department Name:</u> Business & Finance University Reservations Office	<u>Effective Date:</u> March 1, 2007 <u>Issue Date:</u>
	New Policy	<u>Approval:</u> Hamid Shirvani signature on file

CALIFORNIA STATE UNIVERSITY, STANISLAUS CONCERT EVENTS POLICY

I. Purpose

The purpose of this policy is to establish criteria, standards, and guidelines to be used in scheduling California State University, Stanislaus facilities and grounds for non-university concerts (e.g., live performances, including but not limited to entertainers, bands, D.J's, comedians, etc.) and all other amplified-sound events (herein called concert events). This policy does not supersede the CSU Stanislaus *Policy on Scheduling University Facilities for Purposes Other Than Scheduled University Credit Instruction* (Facility Scheduling Policy); it adds additional guidelines and restrictions for concert events. For student event guidelines refer to Student Affairs Special Events Standards.

II. Scope

For purposes of this policy, "university facility" shall include all grounds, parking lots, buildings, and spaces under the jurisdiction of the university, including buildings owned and/or operated by auxiliaries and self-support units. This policy does not affect academic events in the Snider Music Recital Hall.

III. Use of the University Name

The right to use university facilities does not confer the right to use the University name, logo, or branding, or to imply university sponsorship or endorsement of an event. All agreements for use of university facilities shall include terms to ensure that the university name is protected. University Communications has the right to approve all use of the University name, logo, or branding in brochures and publications or similar printed materials. Any merchandise bearing the University name/logo must be licensed and pre-approved by the University.

IV. Scheduling Authority

- A. The University President has designated the University Reservations Office to have responsibility for coordinating all facility scheduling other than for scheduled University credit instruction. However, the University President retains ultimate approving authority.
- B. The University Reservations Office, Public Safety/University Police, Risk Management, and Facilities Services all have the right of review and recommendation of proposed events (both university and non-university) prior to the reservation confirmation. The Student Activities Office must also approve all student organization activities.

V. Concert Event Scheduling Criteria

- A. Concert Event Season: Concert events will only be scheduled for the period of April 15 through October 31, with only weekends available when the Spring/Fall semesters are in session.
- B. Number of Concert Events During Concert Event Season: The maximum number of concert events that may be scheduled during the concert event season will be ten (10), excluding any student sponsored concert event. The number of events and time frame between scheduled concert events will be determined by the University Reservation Office based upon other scheduled events and the staff and service requirements for the concert event planning. Timing of the event must be approved and confirmed in the written event contract.

- C. **Concert Event Standards:** Each concert event will be approved based upon a set of criteria, including but not limited to, the following:
- a. A proposal deposit to hold the requested date (refunded if approval denied).
 - b. References for a minimum of three past events.
 - c. Agreement to conform to the noise guidelines (See Section VII).
 - d. Agreement to provide song lyrics and abide by requests to temper offensive language or actions.
 - e. Ability to provide or be approved for event insurance meeting the University insurance requirements.
 - f. All signage pertaining to the concert event must be pre-approved by the University and locations on campus must conform to the University Posting Guidelines ([www.http://web.csustan.edu/BF/Documents/index.html](http://web.csustan.edu/BF/Documents/index.html)).

VI. Facility Use Fees and Charges

- A. A bid preparation fee will be collected prior to preparing a formal bid for a concert event. The fee for bid preparation for events with less than 3,000 participants is Five Hundred Dollars (\$500.00); the bid preparation fee for events with more than 3,000 participants is One Thousand Dollars (\$1,000.00). The bid preparation fee is non-refundable.
- B. All concert events will be charged a facility use fee that includes a reimbursement for standard services. The Vice President, Business & Finance, will approve Facility Use Fees each year.
- C. All concert events will be charged for University event monitors (number to be based on event size) to be in attendance during concert event setup, performance, and tear-down, as well as total reimbursement of additional service charges (e.g., University Police, custodial service, grounds maintenance, and outside service providers).
- D. Security/Reservation deposits will be required and collected by the University Reservations Office.
- E. The prepayment of all use fees and deposits will be required for all concert event reservations a minimum of thirty days prior to the concert event.
- F. Facility use fees, deposits, and service charges will not be refunded if the concert event is shut down due to violation of rules, regulations, or for security issues.

VII. Noise Guidelines

All users of a University facility will comply with the City of Turlock Municipal Code Section 9-2 (300 series) and the University Noise Guidelines regarding noise.

VIII. Security

- A. The University Police provide oversight of all special events held on campus and take intervention measures as appropriate to provide protection for participants and attendees as well as appropriate measures for the security of university property. The number and type of security personnel required for each concert event will be determined by the University Police.
- B. The University Police will provide support to university personnel managing the concert and charged with enforcing any portion of this policy and/or contractual agreements.
- C. The University Police have authority to shut down a concert when it is determined that to continue the event would place the welfare and/or safety of spectators, performers, or other persons at immediate risk of serious injury or death or risk of significant property damage. The senior Officer on scene shall take into account the totality of the circumstances and whenever possible notify the Chief or Lieutenant prior to taking action. However, notification is not necessary when an imminent threat exists and further delay would jeopardize health and/or safety.

IX. Insurance

The University has the authority to refuse use of university facilities for events that would pose an unacceptable level of risk to people or property. The use of university facilities requires public liability and property damage insurance in the appropriate amount for the event as determined by the University Risk Manager against any liability to the public, incidental to the use of or resulting from, any accident occurring in or about said premises.

X. Parking

Vehicles parked on campus are required to display a CSU Stanislaus parking decal, daily permit, visitor permit, or be parked in an area reserved for a specific event (parking moratorium) that is issued by the Department of Public Safety/University Police. Event sponsor can recover from patrons the cost of parking, not to exceed the University's parking charge.

XI. Catering Services

A. Campus Dining is the University caterer, and has exclusive rights to provide food and beverage service at all campus facilities and outdoor areas (except Teague Park and Stockton Center at University Park).

B. Alcoholic beverages (beer and wine only, no hard liquor allowed on campus) may be served and/or consumed in designated areas only with appropriate University approval and authorization. Such approval can be denied for any event, or discontinued at any event, based upon security and risk management concerns. All Federal, State, local restrictions, and campus policies governing the sale and/or serving of alcohol shall be strictly enforced.

XII. Facility Use Rules

A. All campus facilities shall be used in accordance with Federal, State, and local laws, and shall not be used for the purpose of organizing or carrying out unlawful activities.

B. All campus policies will be adhered to including, but not limited to, the following (available at web.csustan.edu/BF/Documents/FacilitySchedPolicy.pdf):

1. Facility Scheduling Policy & Guidelines
2. Alcohol Use Policy
3. Posting Guidelines (signage)

XIII. Merchandise

All merchandise to be sold at the concert event must be pre-approved by the University. The concert event contract will stipulate the merchandise to be sold, sale locations, and participation by the University in sales proceeds.