

University Student Center Reservations Policy

Purpose

It is the policy of the University Student Center (SC) to provide accountable services and safe facilities for campus activities and other events. This document outlines the policy that addresses the guidelines for requesting, reserving, and scheduling the use of facilities by a reserving party.

This policy is written to facilitate the use of SC facilities, promote safety within the SC facilities, as well as to ensure the personal safety of the Stanislaus State community and campus visitors, meet legal and regulatory requirements set forth by SC and CSU policy as well as federal, state, and local laws, and provide a mechanism to resolve conflict between the SC and the reserving party.

Scope of Policy

This policy pertains to the reservations and use of all SC facilities for events, activities, programs, meetings, and other activities.

For purposes of this policy, "SC facility" shall include all spaces under the jurisdiction of the SC including the grounds and buildings owned, leased, and/or operated by the SC.

Definitions

Campus/University: California State University, Stanislaus sites and locations in their entirety.

Campus Activities and Programs: functions, proceedings, projects, services, and tasks important to the academic and campus life experience offered to students and staff.

Reserving party: includes the University Student Center, Associated Students, Inc., recognized student organizations, on-campus departments, campus community, or off-campus 3rd party groups.

Campus Community: students, staff, faculty, administration, and/or alumni of California State University, Stanislaus.

Student Organizations: student organizations that are registered with the office of Student Leadership and Development (SLD), including clubs, fraternities, sororities, coordinating councils, academic associations, and student associations. Student organization names appear on the roster of active, student organizations published and maintained by the SLD Office.

Policy

1.0 Compatibility with the Mission of the SC – The University Student Center of California State University, Stanislaus is the hub of campus life. As a not-for-profit organization, our mission is to provide quality facilities, services and programs to complement and enhance the academic

experience. The Student Center is designed to create a sense of belonging, a welcoming environment, and a safe space for students, faculty, staff, alumni and the community.

2.0 Priority for Use

- 2.1** University Student Center
- 2.2** Associated Students Inc.
- 2.3** Recognized student organizations
- 2.4** On-campus departments
- 2.5** Private use by campus community
- 2.6** Off-campus 3rd party groups

3.0 Reservation Timeframes

- 3.1** Reservations will be made available to specific groups during designated timeframes determined by the order stated under **Priority for Use**
- 3.2** Exceptions to priority reservations include events that occur traditionally on an annual basis. Such events are as follows and may be reserved up to one year in advance:
 - 3.2.1** New Student Orientation, Warrior Welcome, Career Fairs, Cesar Chavez Celebration
- 3.3** Approval of reservations one-year in advance for other annual events not listed are at the discretion of the SC Executive Director or their designee

4.0 Use of the University Name/Advertisement – The right to use SC facilities does not confer the right to use the Stanislaus State or SC logo, or branding, or to imply Stanislaus State or SC sponsorship or endorsement of an event. All agreements for use of SC facilities shall include terms to ensure that the SC and Stanislaus State name is protected.

5.0 Event Approval

- 5.1** The SC Executive Director and/or the SC Assistant Director of Operations shall designate the responsibility for coordinating all SC facility scheduling to an employee of the SC.
- 5.2** The SC Executive Director, the SC Assistant Director of Operations, or designee shall have the right to approve or deny requested events (both university and non-university) prior to the reservation confirmation; as well as to approve a cancellation in matters of non-compliance with policy or an emergency.

6.0 Fees and Charges

As per the Fees and Charges Matrix:

- 6.1** ASI will not be charged the SC facility fees or equipment fees.

- 6.2 Recognized student organizations** will not be charged SC facility fees during normal business hours for conference rooms. A reduce fee will be charged for the Event Center, Warrior Steps, Multi-use and Warrior Grill. Minimal charges will apply for equipment and staffing.
- 6.3 On-campus departments** will be charged a reduced fee for the use of the SC facilities. Minimal charges will apply for equipment and staffing.
- 6.4 Students, faculty, staff, administration, and alumni**, will be charged a fee for the use of the SC facilities including conference rooms for private use. Charges will be added for equipment and staffing.
- 6.5 Off-campus groups** will be charged for the use of the SC facilities.
- 6.6** The Executive Director and the Assistant Director of Operations will approve Facility Use Fees each year.
- 6.7** The prepayment of all use fees will be required for all facility reservations for events and activities by off-campus groups, **24 hours prior to event**.
- 6.8** When two or more parties falling into different fee categories sponsor events, the highest facility use rate shall be implemented.
- 6.9** Under circumstances where it is in the best interest of the SC, the Executive Director may reasonably reduce or waive the facility use fee charged to the users of certain facilities. *Application for the reduction or waiver of a facility use fee must be submitted in writing. Individual departments or organizations cannot negotiate co-sponsored facility use fees.*
- 6.10 Delinquent Accounts:** The SC reserves the right to deny departments or student organizations from any reservations or events until balance is paid.

7.0 Insurance

- 7.1** The University Student Center has the authority to refuse the use of SC facilities for events that would pose an unacceptable level of risk to people or property.
- 7.2** The use of University Student Center facilities requires general liability and property damage insurance in the appropriate amount for the event as determined by the SC Human Resource and Risk Manager to protect against any liability to the public, incidents resulting from the use of the facilities, or any accident occurring in or about said premises.
- 7.3** If an outside vendor or group is coming on campus to use campus facilities for any purpose, or to provide a contracted service, it must comply with insurance requirements mandated by the SC.
- 7.4** The contractor will provide a certificate of insurance verifying comprehensive gen A certificate of insurance (COI) and an additional insured endorsement must be provided with the following coverage limits.

- 7.5** Liability Coverage – Comprehensive or commercial form of minimum limits (higher limits may be required due to the nature of the event or the number of people in attendance)
 - 7.5.1** Each Occurrence \$1,000,000
 - 7.5.2** General Aggregate \$2,000,000
- 7.6** Coverage must be placed with a company of A.M. best rating of A:VII or higher.
- 7.7** The COI must be provided showing specific information as to the date/s and event for which it is being issued
- 7.8** Accompanying the COI must be a separate endorsement (as mentioned above) to the policy naming: The State of California, the Trustees of the California State University; the California State University, Stanislaus; and their Auxiliaries, employees, volunteers, officers, directors, representatives and agents, and each of them as additional insured (AI) for the duration and purpose of the event/s being held.
- 7.9** When hosting an outside group, the responsible department must also submit a certificate of insurance no later than 14 days prior to event day. The University must be listed as an additional insured party on the certificate. General liability/Property Damage coverage required:
 - 7.9.1** Each Occurrence \$1,000,000
 - 7.9.2** General Aggregate \$2,000,000

8.0 Access

- 8.1** Access to the SC facilities are limited to Stanislaus State students, faculty and staff, community members 18 years of age and over, and individuals under the age of 18 when accompanied by and under the supervision of a current Stanislaus State student, faculty or staff member, or community member 18 years of age or older. Inappropriate use or access to facilities is subject to immediate suspension of SC privileges and University disciplinary sanctions. SC reserves the right to refuse service to guests if the use of the facilities is not compatible with SC's mission statement.

9.0 Facility Usage

- 9.1** SC facilities are intended to be used for activities and programs which complement and do not interfere with the educational purpose of the university. Additionally, all users should comply with the intended use for which the facilities were designed and abide by all state law and university and SC policies. Only the Executive Director or designee may grant exceptions to the Facilities Use policy.

10.0 Public Spaces

- 10.1** Areas of the facilities in which the general campus population is allowed to congregate without the need for a reservation or exclusive use during regular

operating hours are considered public spaces. The following areas are considered public spaces:

- 10.1.1** Main Lobby Lounge
- 10.1.2** First Floor Lounge
- 10.1.3** First Floor Game Center
- 10.1.4** Second Floor Lounge
- 10.1.5** Second Floor Patio

11.0 Public Safety

- 11.1** The Executive Director or their designee and/or the University Police may determine that in the interest of public safety, University Police officer(s) or other security personnel must be present at certain events. All non-university security personnel must be approved by the University Police prior to the event. The sponsoring group will be responsible for the payment of services provided by the University Police or any other security agency as deemed necessary.
- 11.2** The appropriate SC staff or University Police Department representative have the authority to close any event if they believe it would be in the best interest of the SC or Stanislaus State.
- 11.3** Security camera systems are for the use of the University Police and approved SC Staff only.

12.0 Storage of Property

- 12.1** Temporary storage of equipment and supplies for events or programs held in SC facilities may be approved on an individual basis only after the Release of Responsibility for Stored Objects has been filled out with the SC (charges incurred). Storage will be on a short-term basis only if available.

13.0 Parking

- 13.1** Vehicles parked on campus are required by University policy to display a valid Stanislaus State parking decal, daily permit, or visitor permit.
- 13.2** Parking rules are enforced at all times.
- 13.3** SC Reservations Department does not facilitate parking arrangements or use of CSU Stanislaus parking lots. All arrangements for parking, permits, and lots are to be facilitated through the University Police Department.

14.0 Catering

- 14.1** The contracted university caterer, has exclusive rights to provide food and beverage service at all university facilities and outdoor areas (see the Campus Food Policy). Alcoholic beverages (beer and wine only, no hard liquor allowed on campus) may only be served in designated areas, and only with appropriate CSU approval and authorization. All federal, state, and local laws, and CSU Alcohol Policy restrictions governing the sale, consumption and/or serving of alcohol shall be strictly enforced.

14.2 SC is not responsible for any arrangements, contracts, or prices made between responsible parties and the contracted university caterer. The contracted university caterer is a separate entity from the SC. All catering and food arrangements should be facilitated through the university caterer.

15.0 Facility Use Rules and Regulations

- 15.1** All SC facilities shall be used in accordance with SC and university policy, local, state, and federal laws, and shall not be used for the purpose of organizing or carrying out unlawful activities.
- 15.2** Event reservations and contracts may be interrupted, rescheduled, or terminated for emergency purposes or as mandated by the Executive Director, or the Assistant Director of Operations.
- 15.3 Reassignment of Space-** reassignment of space may be necessary occasionally to accommodate priority university programs. Such reassignments will be determined by the Executive Director, or the Assistant Director of Operations.
- 15.4 Equipment -** Facility rental includes tables and chairs that are regularly housed in the facility. Additional or optional furniture may be rented and will be charged to the responsible party. A/V equipment not included in the facility may be rented and will be charged to the responsible party. In conjunction with access to university owned A/V equipment, an event manager is required to supervise the use of such A/V equipment at a cost. All additional equipment, including furniture, audiovisual equipment, etc., must be requested at the time that the reservation is made.
- 15.5 Security** –The reserving party will be notified prior to their scheduled event if security personnel (provided through the University Police Department) are deemed necessary at a cost to the reserving party.
- 15.6 Custodial** – General housekeeping is included with the facility rental. Additional custodial workers and/or event staff may be required due to set-up/cleanup above and beyond standard cleaning. The reserving party will be notified during or immediately following an event if any such additional janitorial personnel are deemed necessary. If additional cleaning is needed beyond the standard set-up/cleanup, the reserving party may be charged additional fees.
- 15.7 Damages** – The reserving party assumes full responsibility for any and all damages to the physical premises and property of the SC venues. The reserving party also assumes full responsibility for any and all personal injuries that may occur while the premises are being occupied by the reserving party, vendors, or guests caused by the hosting reserving party, responsible event guests, and/or the reserving party’s independent contractor.

16.0 Cancellations

- 16.1 Cancellations of event space or equipment** – Cancellations for any event, equipment, tables, chairs, awnings, etc., must be submitted the SC Reservations department at least 72 hours prior to the event. Failure to notify the SC Reservations department will result in the enforcement of all fees and arrangements made by SC Reservations prior to the event.
- 16.2 Cancellations due to acts of nature** - SC is not responsible for payment should the performance/event be prevented by blackout, fire, epidemics, rain, or other acts of nature, and/or any other causes similar or dissimilar beyond the control of the university or SC.
- 16.3 Rain/Acts of Nature** - The SC is not responsible for events affected by rain or acts of nature. The reserving party will be responsible for making changes to the event due to rain or acts of nature. The reserving party can request a change to an indoor venue but the SC cannot guarantee that the request will be accommodated. Event logistics, capacities, and the nature of the event can impede the event from being accommodated by the SC Reservations Department.
- 16.4 Conference Room Cancellations** – All cancellations of conference rooms must be submitted to the SC Reservations Department at least 48 hours prior to event. The following will occur for no shows during the length of one semester:
- 16.4.1** First offense – written warning
- 16.4.2** Second offense – \$25.00 fine
- 16.4.3** Third offense – \$50.00 fine and cancellation of all remaining semester reservations in the University Student Center facilities.
- 16.5 Conference Room Reservations/Time Limit** – Conference room reservations are limited to 3 hours per reservation during the fall and spring semesters. Time limit can be extended if prior approval was obtained from the Executive Director or the Assistant Director of Operations, or designee.
- 17.0 “No Show”**
- 17.1** Conference room reservations will be considered a “no show” if no one arrives 15 minutes following the start of the reservation time.
- 17.2** Event Center reservations will be considered a “no show” if no one arrives 30 minutes following the start of the reservation time.
- 18.0 Prohibited Activities** - The following activities are strictly prohibited in all SC facilities:
- 18.1** Cigarette, cigar smoking, vaping, or smoking of any other substances.
- 18.2** Confetti, hay straw, glitter, raw rice, spray string, or similar materials

18.3 All décor must be fire proof (*Pillar candles must be enclosed and heat protected below candle. Candle use must receive approval prior to event*)

18.4 Food and beverage in non-designated areas

18.5 Materials nailed, taped, pinned, or tied to any ceilings, walls, floors, or furnishings inside or outside of the building (*exceptions may be made through the SC Reservations department*)

19.0 Event Conclusion – The reserving party is responsible for ensuring that all events conclude no later than the time specified to the SC Reservations department. After that time, the University Student Center will be accessible only to staff designated for the breakdown and clean-up of the event. Premises must be fully vacated no later than 30 minutes after the end time specified to the SC Reservations department.

20.0 Group Representative – The SC Reservations Department will coordinate the event with only one main contact for the event, the responsible party representative.

This policy was voted on and approved by the SC Board of Directors on May 21, 2020

The following signatures by the SC Board Chair and the SC Vice Chair of Finance verify the approval of the SC Board of Directors:

Melannie Castellanos

Melannie Castellanos (May 23, 2020 22:48 PDT)

Melannie Castellanos – SC Board Chair

Date

Teresa Serna

Teresa Serna (May 24, 2020 14:45 PDT)

Teresa Serna – SC Vice Chair of Finance

Date