

UNIVERSITY LICENSING
Administrative Policies

CONTRACT POLICIES:

1. **PREPAYMENT.** All Licensing events require a prepayment for all costs related to the event.
2. **CONTRACTS WITH FACILITIES FEES OF UNDER \$100.00.** A \$40.00 administrative fee will be charged to a client for any contract with facilities fees of under \$100.00. This excludes contracts with waived facilities fees.
3. **ADMINISTRATIVE FEES:** An administrative fee will be applied to all events where facilities fees are waived. The fee will be calculated based on 10% of the 'waived facilities fees,' with a minimum of \$50.00 and a maximum of \$200.00.
4. **LIAISON FEES/GRAVEYARD RATES:** An onsite liaison will be assigned to each Licensing event. (a) For events in the Valley Performing Arts Center, the hourly liaison fee is \$60.00 per hour. (b) For events in all other campus locations, the hourly liaison fee is \$42.00 per hour. (c) Graveyard rates are applied between the hours of 11pm – 6am. The graveyard rate for the Valley Performing Arts Center is \$90.00 per hour. The graveyard rate for all campus locations is \$63.00 per hour.
5. **PAYMENT TRANSFERS:** In the event the payment for an event is handled by transferring funds between two trust accounts, a \$50.00 administrative fee will be applied.
6. **SERVICE PROVIDER REQUESTS.** All agreements that are only service provider requests (i.e. parking) will be billed an additional ten percent (10%) of the total amount for service (to cover TUC costs) plus a Licensing administrative fee.
7. **DISTRIBUTION TO DEPARTMENTS.** Licensing liaisons must report the number of hours a production spends in each University facility. The number of hours spent in a facility is multiplied by the hourly rate for that facility; the Department receives fifty percent (50%) of the total facility fees.
8. **DISTRIBUTION FOR VPAC FILMING.** For all film-related events occurring at the Valley Performing Center, ninety percent (90%) of the filming fee is returned to VPAC accounts.
9. **NORTH CAMPUS REVENUE DISTRIBUTION.** Revenue collected for rental of North Campus for events is retained in the North Campus Park Development Corporation. Rental revenue of North Campus for Parking usage is transferred to University Parking Services.
10. **UNIVERSITY INSURANCE REQUIREMENTS:** Licensee requesting use of University premises are notified of insurance requirements by letter. Licensee is required to sign a Licensing agreement, which clearly outlines the Universities insurance policy. A separate endorsement page is also required, which adds The University Corporation, The State of California; the Trustees of the California State University; California State University, Northridge; and their officers, agents, volunteers and employee to be included as additional insured on the policy.
11. **REFUNDS.** Licensee will not receive a refund if the refund amounts to five percent (5%) or less of the total fees for the event. Security deposits shall be refunded after an event is complete and any additions and/or damages have been assessed. University Licensing will retain ten percent (10%) of all refundable deposits.

12. **ADVANCE RESERVATIONS.** Due to high usage of all campus facilities, requested dates can only be submitted up to 6 months in advance. Event dates for July to December, can only be submitted during the first week of January. Event dates for January to June, can only be submitted during the first week of July. Reservation requests will be confirmed by the Licensing office at least 4 weeks prior to the event and on a month to month basis for clients who request facilities for multiple dates.

ROOM RESERVATIONS:

13. **TIME BLOCKS.** University Licensing prices each classroom by each half day or full day of usage. Additional hourly charges may be applied. Prices and room rates are posted on the Licensing website.

14. **VOLUME DISCOUNT.** When a minimum of one hundred (100) units/classrooms are reserved in a single contract, a forty percent (40%) discount is applied to the facility fees.

15. **ADMINISTRATIVE FEES:** An administrative fee will be applied to classroom reservations when they are made with fewer than five (5) working day's notice. The fee will be calculated based on 10% of the facility fee.

16. **ANNUAL ROOM RESERVATION CONTRACTS.** There will be a \$200.00 administrative fee applied to every annual room reservation contract.

17. **ANNUAL ROOM RATE ADJUSTMENTS.** Due to ever increasing operational costs, room rental rates will be increased annually based on the consumer price index.

18. **ROOM RESERVATION CANCELLATIONS.** There will be a \$40.00 cancellation fee applied to room reservation contracts when they are made with fewer than five (5) working day's notice.

FILMING:

19. **USE OF MULTITUDE OF LOCATIONS BY FILM COMPANIES.** Per the Licensing agreement, use of multiple locations will warrant additional fees. Facility fees will be assessed for use of each major location (smaller locations, such as classrooms or an outside lawn area, may be bundled as a major location). In the case of multiple camera crews working in different locations, a police officer and a liaison will be assigned to each location and billed accordingly.

- a. **For a major location plus lawn/classroom/auditorium** – no additional fees.
- b. **Use of additional location (other than the lawn/classroom/auditorium)** – twenty-five percent (25%) additional facilities fees for each additional location used.

20. **USE OF TWO CAMERA CREWS ON ONE AGREEMENT.** University Licensing will increase location fees by forty percent (40%) when two camera crews are used on a film shoot.

21. **SECURITY DEPOSIT.** The following Security Deposit amount should be applied; Still Photo: \$1,500-\$2,500; Commercial: \$5,000; Television: \$10,000-\$15,000; and Feature Film: \$10,000-\$20,000. Amount is subject to change per project requirements.

ATHLETICS:

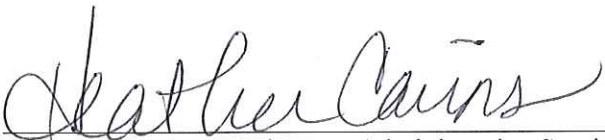
22. DISCOUNTS AND WAIVERS ON ATHLETICS FACILITIES. Groups that include individuals in the 9th grade or above are NOT PERMITTED discounts or waivers for use of Athletics facilities, in accordance with NCAA regulations (NCAA by-law 13.11.3:3).

23. USAGE OF ATHLETICS FACILITIES ON NCAA CAMPUS. The NCAA explicitly prohibits contact of any kind between college coaches and high school students or their coaches at practices. CSUN Athletics staff members can have no involvement with the conduct or administration of any high school athletics activities.

24. BACKGROUND CHECKS.

- a. All CSUN Coaches, CSUN Athletic personnel and their employees (volunteer or paid) who conduct sports camps/clinics for minors on the CSUN campus are required to undergo background checks which includes fingerprint submission to the Department of Justice. Background checks are administered in the Police Services Building where fingerprints will be taken. University Licensing will verify compliance with the Athletics Department where copies will be kept on file.
- b. All community/outside groups and/or individuals who conduct sports camps/clinics for minors on the CSUN campus are required to submit background checks for themselves and all employees.
 - i. Background checks should be in compliance within a two year period.
 - ii. Background checks are due at least two weeks prior to the commencement of the camp/clinic along with a background check staff list.

25. APPAREL WITH CSUN BRAND. All requests to print CSUN brand on apparels must be signed off by Licensing Office and Associate Director of Retail Operations before production.

Approved by: 
Heather Cairns – Director, Administrative Services,
The University Corporation

Updated on December 17, 2015