

**UNIVERSITY LICENSING
Administrative Policies**

CONTRACT POLICIES:

- I. **PREPAYMENT.** All licensing events require a prepayment for all costs related to the event. Pre-payment exception applies to events where a department account transfer of funds is required such as events organized by a CSUN college / department student group. In these cases, the payment will be collected by TUC after all event costs are reconciled.
- II. **ADMINISTRATIVE FEES.** An administrative fee will be applied to all events and film shoots. The fee will be calculated based on 10% of the “refundable security deposit” with a minimum of \$20.00 and a maximum of \$1,000.00.
- III. **LIAISON FEES/GRAVEYARD RATES.** An onsite liaison will be assigned to each Licensing event. The hourly liaison fee is \$50.00 per hour plus overtime (OT) for hours worked over 8 hours and double time (DT) for over 12 hours. Graveyard rates are applied between hours of 11pm – 6am. The graveyard rate for all campus locations is \$75.00 per hour.
- IV. **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.
- V. **SERVICE PROVIDER REQUESTS.** All agreements requiring service provider assistance (i.e. parking, custodial, grounds, etc.) will be billed an additional fifteen percent (15%) of the total amount for service (to cover TUC costs) plus a Licensing administrative fee.
- VI. **DISTRIBUTION TO DEPARTMENTS.** Licensing liaisons must report the number of hours a production spends in each University facility. The Department receives fifty percent (50%) of the total facility fees revenue generated from the film shoot or rental spent in their facility.
- VII. **DISTRIBUTION FOR THE SORAYA FILMING.** For all film-related events occurring at the Younes and Soraya Center for the Performing Arts, ninety percent (90%) of the filming fee is returned to the Soraya trust accounts.
- VIII. **NORTH CAMPUS REVENUE DISTRIBUTION.** Revenue collected for rental of North Campus for events retained in the North Campus Park Development Corporation. Rental revenue of North Campus for Parking usage is transferred to University Parking Services.
- IX. **UNIVERSITY INSURANCE REQUIREMENTS.** Licensee requesting use of University premises are notified of insurance requirements by letter or e-mail. Licensee is required to sign a Licensing agreement, which clearly outlines the University’s insurance policy. Separate endorsement letters/pages are 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 employees to be included as additional insured on the policy.

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

ROOM RESERVATIONS:

- XII. **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.
- XIII. **VOLUME DISCOUNT.** When a minimum of one hundred (100) unites/classrooms are reserved in a single contract, a forty percent (40%) discount is applied to facility fees.
- XIV. **ADMINISTRATIVE FEES.** An administrative fee will be applied to classroom reservations. The fee will be calculated based on 10% of the Refundable Security Deposit but no less than \$50.00.
- XV. **ANNUAL ROOM RESERVATION CONTRACTS.** Clients reserving facilities on an on-going basis throughout the fiscal year will be charged a one-time Admin Fee on the first invoice. The Admin Fee will range between \$20.00 - \$1,000.00 with rental requiring more campus support (i.e. sporting events) charged on the higher end.
- XVI. **ANNUAL ROOM RATE ADJUSTMENTS.** Due to ever increasing operational costs, room rental rates may be increased annually based on the consumer price index with university approval.
- XVII. **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 days' notice.

FILMING:

- XVIII. **USE OF MULTIPLE 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 as holding areas – no additional fees will be applied.
 - B. Use of additional locations (other than talent holding areas) can be bundled under a single full-day rate. However, additional fees for prep and strike will apply.

- XIX. **USE OF TWO CAMERA CREWS ON ONE AGREEMENT.** University Licensing will increase location fees by forty percent (40%) when two cameras (splinter crews) are used on a film shoot. If the second camera crew is conducting still photography only a twenty five percent (25%) upcharge will be applied.
- XX. **SECURITY DEPOSIT.** The following Security Deposit amount should be applied; **Still Photo:** \$2500; **Online/Video:** \$3,500; **Commercial:** \$5,000; **Television:** \$10,000-\$15,000; and **Feature Film:** \$10,000-\$20,000. Amount is subject to change per project requirements.

ATHLETICS:

- XXI. **DISCOUNTS AND WAIVERS ON ATHLETICS FACILITIES.** Groups that include prospective student athletes (7th grade and older for men's basketball, softball and women's volleyball; 9th grade and older for all other sports) are NOT PERMITTED discounts or waivers for use of Athletics facilities, in accordance with NCAA regulations (NCAA by-law 13.11.3:3), unless generally available to other groups.
- XXII. **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. The following stipulations are applicable:
- A. Nonscholastic practice or competition by any group containing prospective student-athletes in men's basketball (7th grade and older) is strictly prohibited.
 - B. Nonscholastic practice or competition by any group containing prospective student-athletes in men's basketball (9th grade and older) is strictly prohibited.
 - C. Noninstitutional camps or clinics that include prospective student-athletes in men's basketball (7th grade and older) are only allowed in June, July, and August, or any calendar week (Sunday through Saturday) that includes days of those months.
 - D. Noninstitutional camps or clinics that include prospective student-athletes in women's basketball (9th grade and older) are only allowed in June, July, and August, or any calendar week (Sunday through Saturday) that includes days of those months.
- XXIII. **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 area required to undergo background checks with Livescan which includes fingerprint submission to the Department of Justice. Background checks are administered by the CSUN Human Resources department and Livescan through the Department of Police services where fingerprints will be taken. University Licensing will verify compliance.
 - 1. Background checks should be in compliance within 1 year period.
 - 2. CSUN coaches must submit a staff list of all employees working the camp/clinic.

B. All community/outside groups and/or individuals who conduct sports camps/clinic for minors on the CSUN campus are required to conduct background checks for themselves and all their employees who will have contact with minors.

1. Background checks should be in compliance within a two-year period.
2. Background checks should be completed prior to the commencement of the camp/clinic.

XXIV. **APPAREL WITH CSUN BRAND.** All requests to print CSUN brand on apparel must be signed off by Licensing Office before production.

Heather Cairns

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

Approved Date: December 13, 2022

Last Revision: December 17, 2015