

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE UNIVERSITY STUDENT UNION

FACILITIES/COMMERCIAL SERVICES POLICY FACILITY USE POLICY & PROCEDURES

Statement of Purpose

University Student Union (USU) facilities are operated to meet the USU missions of providing facilities and services to the California State University Northridge (CSUN) student body. This policy sets forth the conditions under which Chartered Student Clubs & Organizations, Campus Departments and off campus organizations may utilize USU facilities.

Facilities use is defined as the use of a USU facility, including open-space areas, for an event or activity or series of events or activities promoted and/or coordinated by a Chartered Student Clubs & Organizations, Campus Departments and off campus organizations group or groups that is not part of or defined as academic instruction, or an activity. USU facilities are available when use is consistent with the mission of the USU and when all of the prescribed conditions are met.

Reserving USU Facilities

Only authorized representatives of a sponsoring group may make reservations on behalf of that Chartered Student Clubs & Organizations, Campus Departments and off campus organizations. The individual making the reservation(s) assumes all responsibility for the event.

Chartered Student Clubs & Organizations, Campus Departments and off campus organizations and individuals, are not permitted to reserve space on behalf of other Chartered Student Clubs & Organizations, Campus Departments and off campus organizations and individuals or other organizations or individuals or transfer reservations to another Chartered Student Clubs & Organizations, Campus Departments and off campus organizations and individuals, or sublet USU facilities.

Chartered Student Clubs & Organizations, Campus Departments and off campus organizations participating in these actions will have all reservation privileges (including existing reservations) suspended for a six (6) month consecutive period, not including interim, Summer or break periods.

Reservations may only be made by those Chartered Student Clubs & Organizations, Campus Departments or off-campus organizations that are in good financial standing with the USU

Chartered Student Clubs & Organizations, Campus Departments, and off campus organizations that have accounts that are over ninety (90) days past due will be placed on the "HOLD" list and will not be allowed to make additional reservations. The existing reservation(s) will be cancelled until account is paid in full.

The University Student Union reserves the right to verify the identification of persons making reservations by asking for valid photo identification or other forms of identification.

Types of Reservations

Reservations are divided into two categories: simple and complex.

A simple reservation must meet the following criteria:

1. The reservation time conforms to the established building hours.
2. A Building Manager, Audio Visual Technician, security staff or other personnel are not required.

A complex reservation includes one or more of the following:

1. The reservation time exceeds the established building hours.

2. An admission fee is collected at the door and/or admission tickets are sold in advance of the program.
3. A Building Manager, Audio Visual Technician, security staff of other personnel are required.

All complex reservations must be made at least thirty (30) working days in advance. Complex events may require at least one (1) Building Manager. Chartered Student Clubs & Organizations may be required to obtain an advisor's approval and attend an event planning workshop for all complex events scheduled. Event planning workshops must take place at least three (3) weeks prior to the event.

Complex reservations may include but are not limited to dances, concerts, fashion shows, talent shows, conferences, banquets, variety shows, comedy shows, lectures, and guest speakers.

Payment Schedule

Chartered Student Clubs & Organizations receive two (2) spaces per week in standard set-up at no charge for facility use. Each meeting can be a maximum of two (2) hours, excluding the Northridge Center, Grand Salon, and the entire Red Ring Court. Chartered Student Clubs & Organizations wishing to reserve space for more will be charged the normal rental charge. In all cases, Chartered Student Clubs & Organizations will be charged for room set-up if the room is not used in the standard set-up, and all request equipment rental, and for all needed personnel services. Payment in full is due at least two (2) weeks prior to the event.

Campus Departments are required to have a client data form on file with the USU before a reservation can be made. The USU will also accept a purchase order, or Direct Pay Stamp indicating the correct account number, and Departmental requisition Number and appropriate authorization signature. Cash payment also accepted.

Off-campus individuals and organizations are required to pay at least 50% at the time the reservation agreement is signed. Balance is to be paid in full at least two (2) weeks prior to the event dates. Individuals booking less than forty-five (45) days prior to the event date are required to pay all estimated charges in full at least two (2) weeks prior to event.

Groups that are over sixty (60) days past due on any invoices will not be allowed to make further reservations until account is cleared. Any existing reservation(s) may be cancelled.

Facility Cleaning

It is the responsibility of the event sponsor to leave all facilities used in their original condition. Complex reservations require special cleaning will be charged \$21.00 per hour for a minimum of four (4) hours.

Special cleaning include but are not limited to clearing of excessive trash, boxes, pamphlets, and other event supplies, removing flyers, posters, directional signs, anything affixed, attached, or sprayed on windows, doors, and walls, and cleaning up spills and leftover food will be charged a minimum of \$25

Damage to Facilities

It is the responsibility of the event sponsor to leave all facilities used in their original condition. Facilities that require repair due to damage by event hosted by sponsor will be repaired by the USU or licensed contractor contracted by the USU. All charges for repairs will be charged back to the event sponsor.

Room Set-up Arrangements

All rental facilities in the USU are arranged in pre-determined or "standard" set-ups which vary from room to room. Alternate room set-ups may be requested by event sponsors. Set-ups requests must be submitted at least (7) working days prior to the event. Set-up requests that are received less than seven (7) working days in advance will be subject to an additional set-up fee.

Audio Visual Equipment

An inventory of audio visual equipment is available on a rental basis for events. Sponsors wishing to use USU equipment must request equipment at least fourteen (14) working days in advance of the event date. Inventory is limited and subject to availability.

Sponsors who wish to use their own audio visual equipment must notify the USU at least ten (10) working days in advance. An equipment test may be necessary for outside equipment to ensure compatibility, and must be scheduled prior to the event. The USU assumes no responsibility for equipment brought into the facility.

Audio visual equipment belonging to the USU may only be used on USU premises.

Amplified Sound

See USU Amplified Sound policy

Food & Beverages

See USU Food and Beverage Policy

Alcohol Service

See USU Alcohol Service Policy

Smoking in Facilities

Smoking is not permitted indoors at any of the USU facilities.

Personnel

At least one (1) USU employed Building Manager is required for all events scheduled during times the USU is not regularly scheduled to be open and/or for major events which, due to the nature and complexity of the event requires additional support staff. Building Managers are assigned and charged one-half (½) hour prior to the event access time and one-half (½) hour after the last person leaves the facility. Building Managers must be scheduled at least ten (10) working days prior to the event date.

Should the USU require the assistance of an outside sound and/or lighting contractor for complex events, the event sponsor will be responsible for all applicable charges.

Security for Events

University employed Police Officers are required for events involving crowd control, cash handling, and alcohol. Security may be required for other complex events and deployment is at the discretion of the University Chief of Police/designee and the USU executive Director/designee.

All security must be scheduled at least thirty (30) business days prior to the event date. A four (4) hour minimum per officer is required. The USU will arrange through the Department of Public Safety for all required security.

Sponsoring organizations are responsible for all security charges incurred. This includes, but is not limited to, the deployment of the Los Angeles Police Department or other law enforcement agencies or private security companies which may be called to respond to incidents related to the sponsor's event.

Parking

The University Parking office regulates all parking areas on campus. Individuals or organizations visiting the USU for events will be required to purchase a daily parking pass to park in any campus parking area. Off Campus organizations with guests of 300+ will be required to pay additional parking charges.

Late Add or Changes to Reservations

See USU Reservation Late Add and Late Change Policy

Reservation Cancellations

The USU reserves the right to cancel any event/reservation without notice if the required information and/or necessary approvals are not provided by the reservation deadline. Sponsors must notify the Meeting Services Office in writing of the cancellation of a confirmed reservation at least two (2) working days in advance for simple reservations and at least five (5) working days in advance for complex events.

Cancellations made by off campus organizations after the stated deadlines will be subject to a cancellation fee of \$50.00.

Chartered Student Clubs & Organizations and Campus Departments who fail to cancel scheduled meetings or other events with the USU will be penalized as followed:

Simple Events and Weekly Meetings:

First Occurrence: Student Clubs & Organizations and Campus Departments will forfeit all deposits. Regular rental rates will be incurred and letter of warning issued.

Second Occurrence: Student Clubs & Organizations and Campus Departments will forfeit all deposits. Regular rental rates will be incurred. Future existing reservations will be suspended for one (1) semester not including interim, summer, or break periods.

Complex Events:

First Occurrence: Student Clubs & Organizations and Campus Departments will forfeit all deposits. Any related charges for rental, set-up, personnel or equipment will be incurred and letter of warning issued.

Second Occurrence: \$50.00 cancellation fee will be charged.
Student Clubs & Organizations and Campus Departments will forfeit all deposits. Any related charges for rental, set-up, personnel or equipment will be incurred. Future and existing reservations will be suspended for (1) semester not included interim, summer, or break periods.

Use of Decorations

Decorations and signage may be used as indicated below:

- Decorations and signage, including flyers and posters may not be affixed to windows.
- Only masking tape may be used to affix decorations or event signage. Tacks, nails, or non-masking tape is not permitted.
- It is the sponsor's responsibility to remove all decorations and signage, including tape. Failure to do so will result in a cleaning fee of at least twenty-five (25) dollars per room. Damage to facilities due to postings of decorations or signage will be repaired by the USU and charged back to the event sponsor.
- Decorations and signage must not obstruct entrances or fire exits. All decorations and signage must be constructed of non-flammable material.
- Open flames, including candles, are not permitted.

Changes in Room Assignments

The USU reserves the right to change any room assignment if necessary accommodate as many reservations as possible. The USU reserves the right to cancel any event or modify the extent of services provided in the event of utility interruptions, campus emergencies threat of imminent danger, or act of nature.

Co-sponsorship

See USU Reservation Co-sponsorship Policy

Insurance Requirements

The USU reserves the right to request the following insurance for any organization utilizing USU facilities:

A) Entity must provide a certificate of insurance and an accompanying signed endorsement that includes the following:

-General Liability: Comprehensive or Commercial Form	
Minimum limits each occurrence	\$1,000,000.00
General Aggregate	\$2,000,000.00

B) 30 days written notice must be forwarded to the Union of any modification, change or cancellation of the insurance coverage.

C) Certificate/endorsement must state the following:

The University Student Union, California State University Northridge; the trustees of the California State University; the State of California; and the officers, employees, volunteers or agents of each of them as additional insured.

Exceptions

Exceptions of these policies may be made by the USU Executive Director/designee.

Approved by the USU BOD on February 23, 2015.

Signed by:



4/13/2015 _____

Executive Director