

U-SU
CALIFORNIA STATE UNIVERSITY, LOS ANGELES
RESERVATION POLICIES AND PROCEDURES

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Event Details

To allow for proper scheduling and staffing, event details must be finalized ten (10) business days prior to the event. This includes any special arrangements such as complex audio/visual requirements, telephone or data lines, production technicians, lighting, etc.

Changes in the physical set-up of reserved space must be submitted to the Information & Event Services Office no later than forty-eight (48) hours prior to the event. Labor charges will be incurred (depending on the extent of the change) if changes are requested less than forty- eight (48) hours prior to the event

Catering/Food Service

The dispensing of food or beverages of any type at an event open to the public in U-SU facilities requires the submittal of a Temporary Food Facility Permit. Applicants will receive a copy of the food safety guidelines published by the University's Environmental Health and Safety (EH & S) Department, and will be expected to comply with the requirements.

Campus groups/individuals wishing to dispense prepackaged food or beverages of any type at events not open to the public in U-SU facilities may do so by informing the Information & Event Services Office in writing at least ten (10) business days prior to the event.

The University Auxiliary Services (UAS) Golden Eagle Hospitality and the Information & Event Services Office may also request further information about proposed food operations.

The EH&S Department reserves the right to inspect food handling at the event. All groups/individuals are expected to leave the room in the condition in which it was found. Food and beverage items must be picked up and properly disposed of. Linen must be placed on all catering tables and can be reserved through the Information & Event Services office for a fee. Direct cleaning expenses will be billed to the group/individual if excessive cleaning of the room is required about and beyond the normal cleaning conducted.

Catering Fees

Reservations that have catering will be assessed a catering/cleaning fee by the Information & Event Services Office. Catering in the U-SU is defined as the dispensing or consumption of food or beverages of any type at an event open or not open to the public. The fee structure is on a per person basis as follows:

- Breakfast: \$0.25 per person
- Lunch: \$0.50 per person
- Dinner: \$0.75 per person

The rate that will be assessed will be determined at the time of the reservation request. Cleaning fees for events utilizing all of the U-SU facilities, a \$150.00 minimum cleaning fee will be charged. The need to charge is dependent upon the scope of the reservation. In general, a minimum cleaning fee may be charged if an event sponsor fails to conduct minimum cleaning upon the conclusion of the event or if additional cleaning is required due to damage as a result of an event.

Estimated minimum cleaning fees:

Los Angeles Room ABC:	\$150.00
Alhambra, San Gabriel, Pasadena, and Montebello Rooms:	\$75.00
El Monte, Board Room N&S:	\$50.00
U-SU Plaza & U-SU Theater:	\$100.00

In the event that cleaning labor charges exceed the estimated minimums established, the event sponsor will be billed for the actual expenses.

Note: Linen may be reserved through the Information & Event Services Office (for a fee and is based upon availability) or provided by the sponsor or approved caterer. Linen and table skirts reserved through the Information & Event Services Office will be set on tables by Student

Union personnel. Linen orders must be made and/or canceled at least two (2) weeks prior to the event. For more information and prices, contact the Information & Event Services Office.

Reservation Confirmations

Once a reservation is made, a Reservation Confirmation will be provided to the person making the reservation for confirmation and signature. A copy of the Reservation Confirmation will be given to the sponsor and the signed copy of the Reservation Confirmation will be kept on file in the Information & Event Services Office. A reservation is not official and/or confirmed unless a Reservation Confirmation has been generated by the Information & Event Services Office and signed by the reservation contact.

Reservations requiring payment, ticket agreements, alcohol serving permits, catering approval and/or insurance, are considered "tentative" until all appropriate documents and approvals have been obtained. Reservations are subject to automatic cancellation if the supporting documents are not submitted by the established deadline date.

Reservation Confirmations will reflect an estimate of charges (if applicable). The charges noted on the confirmation are estimates only, and final charges may be significantly different depending on the scope of the event. In some cases, a deposit or pre-payment of the estimated charges may be required prior to when the full payment is due.

Reservations must be confirmed in person at the Information & Event Services Office or via fax within two (2) business days of when the reservation was made by signing the reservation confirmation. All reservations are tentative until the Information & Event Services Office has received a signed copy of the reservation confirmation.

Events Considered Major Events

Reservations considered major events require the approval of the U-SU Executive Director or designee. Requests must be made in writing. Major events are categorized as events utilizing more than four (4) rooms simultaneously or are on more than one day.

Major event reservation requests must be made in writing and should include the pertinent details as requested on the Meeting Room Request Form and/or Student Organization Event Registration Form. Major event reservation requests are considered and facilities assigned based on the following factors:

- A) Date submitted
- B) Nature of event
- C) Number of students affected by or involved with the event
- D) Interest of event to the University at large
- E) Comparison of facilities requested with those available elsewhere.
- F) Preference is given to requests for annual events that require months of advanced planning (as determined by Information & Event Services staff).

RESERVATION PAYMENT, PRE- PAYMENT, & INVOICING FOR EVENTS Off-Campus Reservations

- Reservations cancelled more than ten (10) business days in advance, one-hundred percent (100%) of deposit will be refunded.
- Reservations cancelled less than ten (10) business days in advance, but more than two (2) business days, fifty percent (50%) of collected fees will be refunded (if Tentative Reservation was provided); linen fees still apply.
- Reservations cancelled less than two (2) business days prior to the event will not be refunded.

On-Campus Reservations

- Reservations cancelled more than ten (10) business days in advance will not be invoiced
- Reservations cancelled less than ten (10) business days in advance, but more than two (2) business days will be invoiced for fifty percent (50%) of meeting space rental fee (if Tentative Reservation was provided); linen fees still apply.
- Reservations cancelled less than two (2) business days prior to the event, will be invoiced in full. If a purchase order has been deposited in lieu of payment, the sponsor will be billed for the total charges.

Payment and Pre-Payment for Events

- Reservations requested more than thirty (30) days in advance will require a fifty percent (50%) deposit ten (10) business days after receiving a Tentative Reservation, and full payment no later than ten (10) business days prior to the event or via a Purchase Order.
- Reservations requested less than thirty (30) days in advance will require a fifty percent (50%) deposit, ten (10) business days after receiving a Tentative Reservation, and full payment no later than ten (10) business days prior to the event date.
- Reservations requested less than ten (10) business days in advance will require payment in full two (2) business days prior to event date.

Invoicing For Events

If applicable, an estimate of charges will be printed on the reservation confirmation at the time the reservation is made. Potential charges include the room rental, staff/personnel, extended hours, cleaning, AV equipment and linen fees.

Final charges may be significantly different than the original estimate depending on the scope of the event.

Invoices are processed within five (5) business days after the event date.

Payment is due upon receipt of invoice.

Prior event charges for the U-SU and University facilities must be paid in full before any subsequent facility usage by the same group will be approved.

If payment is made by check and the check is not honored, a \$25.00 service charge will be assessed. The original charges and the service fee must then be paid with cash, money order, or cashier's check.

Certain events may be eligible for waived room rental fees (other fees are applicable). Interested sponsors must complete a Facility Use Fund application (in person), available at the Information and Event Services Office, and submit it for review no later than ten (10) business days prior to the event. All applications are subject to the approval of the U-SU Executive Director or designee.

STUDENT CLUBS & ORGANIZATIONS

Student Clubs/Organizations must be in good standing and officially recognized by the University through the Center for Student Involvement. Only designated members listed on the Officer Information Form will be allowed to make reservations in U-SU facilities.

With the exception of the organization's general membership meetings and walkway information tables, all reservations require a completed Event Registration Form as provided by the Center for Student Involvement.

Weekly/Bi-Weekly Meeting (U-SU)

Student Organizations requesting reservations for weekly or bi-weekly meetings may submit their requests (1) month before Organizational Development Conference (ODC) for Fall Semester and Spring Semester. Food is allowed in Weekly/Bi-Weekly Meetings and these types of reservations will not count towards the complimentary reservations.

Meeting must meet the following criteria:

- Meeting is held on the same day, same time, and same location, based on availability
- Must be held in one meeting space only
- Cannot exceed two (2) hours in duration
- Cannot be a co-sponsored event

Weekly/Bi-Weekly Meeting (Classrooms)

University classrooms can be requested for use by student clubs and organizations for weekly/ bi-weekly meetings only. The request(s) should be submitted to the Information & Event Services Office. Request is then sent over to the campus Scheduling Office for availability and confirmation. Please allow up to 10 business days for classroom requests.

General Meeting

These are meetings that meet the following criteria:

- Must be held in one U-SU meeting room only
- Cannot exceed two (2) hours in duration
- Cannot be a co-sponsored event

***NOTE:** General meeting reservations should not be submitted more than 15 business days prior to meeting date. Food is allowed in General Meetings and these types of reservations will not count towards the complimentary reservations.

The following meetings would not be considered general meetings:

- Exceeds 2 hour limit
- Anything other than the club/org's general meetings
- Using 1 or more rooms
- Having special speakers
- Using the U-SU Theatre

Walkway Information Tables

The Union Plaza Tabling and Walkway spaces are available for student organizations and clubs to provide the campus community with information regarding their club or organization, its activities, or issues of concern. Student Organizations requesting information tabling reservations may submit their requests (1) month before Organizational Development Conference (ODC) for Fall Semester and Spring Semester.

Note: There are no events allowed on the U-SU Walkway for the first 2 weeks of Fall Semester and Spring Semester.

On-campus and Off-campus sponsors are not permitted to reserve tabling spaces in the Union Plaza. Those interested in walkway information tables should contact the campus Facilities Use Coordinator for designated areas on campus where tabling is permitted.

Parameters

- Tables must be reserved through the Information & Event Services at least (10) business days prior to the date of the tabling event.
- Sponsors are prohibited from approaching or attempting to stop individuals on the walkway. Representatives must distribute information from behind their reserved table.
- Sponsors are prohibited from soliciting donations.
- Food and Beverages may not be dispensed without prior approval from the Information & Event

Services, U.A.S. U.A.S. Golden Eagle Hospitality Services, and the Environmental Health and Safety Department. Required forms are available at the Information & Event Services Office.

- Unlimited reservations for the U-SU Plaza or Union Walkway can be made (only 1 table will be provided).
- The standard set up in the designated U-SU Plaza spaces are one (1) 6x30 foot table and two chairs.
- The U-SU does not provide equipment to locations outside of the U-SU Plaza.

External tabling request(s), outside of the U-SU Plaza and U-SU Walkway (i.e. the bookstore, library, main walkway, etc.), should be submitted directly to Mylissa Magallanes, Facilities Use Coordinator, to FacilitiesUse@calstatela.edu Please allow up to 10 business days for classroom requests.

Event Reservations

A maximum of eight (8) complimentary reservations per semester. These reservations are applicable for single use rooms and one-time single events, and are based on availability.

One-time single events are allowed up to a maximum of four (4) meeting rooms and cannot exceed four (4) hours in duration. If the one-time single event occurs on two (2) consecutive days, then the two (2) days are considered as two (2) event reservations.

NOTE: Unused complimentary reservations cannot be carried over to the next semester. Student organizations may request additional reservations above their complimentary reservations by submitting a written request to the U-SU Executive Director or designee one (1) month prior to the requested date. There is no charge for audio/visual equipment; however, labor, security, or cleaning fees may be assessed depending on the scope of the event.

CANCELLATION AND NO-SHOWS

The Information & Event Services Office reserves the right to cancel reservations without notice if required permits, event details or payments have not been submitted by the deadlines specified above.

Complimentary Reservations

Reservations must be canceled by the individual whose name appears on the reservation confirmation, no later than forty-eight (48) hours prior to the event.

Reservations canceled within forty-eight (48) hours of the event will be considered a No-Show and will count as a complimentary reservation.

No-Show Procedures

The following procedures will be enforced for recognized clubs/organizations in the event of a No- Show:

First Occurrence: The Information and Event Services office will send an e-mail notification of warning to the club/organization outlining the No-Show policy. The club/organization's advisor and a representative from the U-SU Center for Student Involvement will be copied on the e-mail.

Second Occurrence: The club/organization will be suspended from making any new reservations for a period of 10 weeks. For meeting room no shows, if the club/organization wishes to reinstate reservation privileges, they must pay fifty percent (50%) of the on-campus meeting space rental fee for reserved space. Tabling no-shows cannot be re-instated.

The Information & Event Services office will send an e-mail notification to the club/organization outlining the No-Show policy. The club/organization's advisor and a representative from the Center for Student Involvement will be copied on the e-mail.

Third Occurrence: The Information & Event Services office will send an e-mail notification of warning to the club/organization outlining the No-Show policy. The club/organization's advisor and a representative from the Center for Student Involvement will be copied on the e-mail. Cancellation of all existing reservations in U-SU facilities, and suspension of all new reservation privileges for a period of ten (10) weeks will occur. If the club/organization wishes to reinstate existing reservations, they must pay the full on-campus meeting space rental fee for reserved space. However, payment of this fee will not reactivate the club/organization's privileges to make new reservations for a period of 10 (10) weeks.

U-SU PLAZA STAGE

The U-SU Plaza Stage is a designated public free speech area on campus. It is available for public use on a first come, first served basis without a reservation for non-amplified public and free speech activities unless previously reserved. Users must comply with all University and U- SU policies.

Student Organizations and other on-campus entities may reserve the Union Plaza Stage for programming through the Information & Event Services Office. Off-campus sponsors requesting for outdoor space only would need approval from U-SU Director of Operations. Equipment (tables, chairs, AV) can be arranged at the time the reservation is made and no later than two (2) days prior to the event. Equipment rental fees may be applicable. Reservations for the Union Plaza Stage are not available during Finals Week or when there are concurrent or conflicting events on the campus.

AV Technicians are required to support events scheduled in the U-SU Plaza Stage and U-SU Multi-Purpose Theater. The charge for AV Techs is \$17.00 per hour and they are scheduled at a minimum of two (2) hour increments.

Outdoor Amplified Sound

Amplified sound is allowed from 10:00am-9:00pm, Monday-Friday and 10:00am-6:00pm on Saturdays (one event per day for a maximum of 2 hours). Special permission for outdoor amplified sound must be obtained from the Operations Director or designee. Sound will be monitored and cannot exceed 80 decibels.

Outdoor amplification is not allowed during Finals Week or when there are concurrent or conflicting events on the campus.

BANNERS, POSTERS, AND FLYERS

Banner posting or advertising is not permitted on any of the railings or balconies of the U-SU and in the U-SU.

Banner may be posted at the U-SU Plaza stage wall during an event.

Parameters and Restrictions:

- Use of banner posting is for University departments and student organizations for the promotion of campus events and services. No space will be provided for off-campus entities.
- Banners of a personal nature will not be displayed.
- Banners shall be 6 feet long and 3 feet high. Vinyl banners with grommets for hanging are preferred. Paper banners are permitted, but will be removed at the discretion of the U-SU Operations Staff if they become damaged.
- Banners making references to drugs/alcohol/tobacco will not be displayed.

Unauthorized Postings

U-SU personnel will remove any materials posted on windows, doors, pillars, walls, or other unauthorized areas. Posters, flyers or other materials may not be displayed on meeting room's walls without advance permission and instruction from the Information & Event Services Office. Groups/individuals sponsoring events in the U-SU facilities will be held responsible and charged for any damages to meeting rooms as a result of the posting of any materials.

DECORATIONS

- Decorations must be approved in advance by the Information & Event Services Office.
- NO CONFETTI, STICKERS, GLITTER, RICE, OIL LAMPS, OR OPEN FLAMES ARE ALLOWED.
- Candles may be allowed provided the candle and flame are enclosed in proper holders. ALL candles/holders must be approved by the Information & Event Services Office and are subject to inspection by the Operations Director or designee on the day of the event.
- Decorations may not obstruct entrances or fire exits.
- All decorations must be constructed of non-flammable materials.
- Organizations should be aware that for liability reasons, the U-SU cannot provide ladders over eight (8) feet tall or allow the use of the hydraulic lift for decorating use. If such equipment is needed, a U-SU employee will be required to assist the organization and applicable labor charges must be paid by the organization.
- It is the sponsoring organization's responsibility to remove ALL decorations. Failure to do so will result in the assessment of a cleaning fee. Groups may make prior arrangements to pay applicable cleaning fees for the U-SU staff to remove decorations. Any damages to the facility as a result of decorations will be charged to the sponsoring organization.

PROCEDURES FOR A DANCE

Parameters

Student organizations in good standing and officially recognized by the University through the Center for Student Involvement may hold dances in the U-SU facilities (only one dance per quarter). Student organizations must submit a completed Dance Rules and Regulations Form and an Event Registration Form as provided by CSI.

These forms may be obtained from the Information & Event Services office in U-SU Room 107

On-campus and off-campus sponsors may hold dances in the U-SU at the discretion of the Executive Director or designee.

- Dances may only be held in the Los Angeles Room 308 ABC (maximum capacity of 300).
- Dances are limited to Saturday evenings only.
- Only one (1) dance per evening and weekend will be allowed.
- No dances will be held during Finals Week.
- All reservations must be for a minimum of four (4) hours and may not go past 12:00a.m.
- CSULA students with a valid student identification card can bring two (2) guests.
- Ticket prices specified on the Dance Rules and Regulations Form cannot be changed once the form is processed.
- Complimentary tickets are included in the maximum capacity.
- There is no exception to the maximum capacity due to fire and safety code.

Reservation Procedures and Follow-Up:

Student organizations may make dance reservations nine (9) months in advance. If the nine-month cut-off falls on a weekend, the following business day will apply. Dance reservations will not be accepted if the request is made with less than one (1) month's advance notice.

All dance reservations are considered tentative until the Dance Rules and Regulations Form is completed.

A meeting will be scheduled through the Information & Event Services office to discuss details of the event and associated fees. Information & Event Services, University Police, and two (2) of the sponsoring organization's offices must be present at this meeting.

Information & Event Services will generate a Reservation Confirmation for the event.

The charges noted on the Reservation Confirmation are estimates only, and final charges may be significantly different depending upon the scope/outcome of the event.

The sponsoring organization will be required to pay for all personnel, security, cleaning, and extended building hour expenses. These expenses will be debited from the gross ticket sales collected on the night of the event. The sponsoring organization will be issued a check for the balance. Check processing will take approximately ten (10) business days. If the amount collected from ticket sales does not cover expenses, the sponsoring organization will be required to pay the difference.

No Admission Charge Dances

Student organizations that wish to sponsor a dance but will not be charging admission must follow the same parameters and procedures as stated above. The U-SU Executive Director or designee will review the proposal and make appropriate changes and recommendations before the event can be approved.

Staff requirements will be identical to those for dances with an admission charge. Changes in staffing requirements are at the discretion of the U-SU Executive Director or designee in consultation with the Information & Event Services office and University Police.

Pre-payment for staff expenses must be submitted no later than ten (10) business days prior to the event. Failure to pre-pay all estimated expenses by the deadline date will result in automatic cancellation of the dance.

Cancellation Procedures

All dances are subject to the general U-SU Cancellation Policy.

Advertising

All advertisement must conspicuously specify the dance policies (CSULA students only, two guests per CSULA student, ID required, event start/end time, and ticket prices). Drafts of all announcements, flyers and invitations must be approved by the Center for Student Involvement prior to dissemination. If non-approved promotional material is disseminated, the dance will be canceled and the sponsoring group will lose dance privileges for ten weeks.

Dance Facilitators

The sponsoring organization must provide four (4) dance facilitators. Two (2) will be positioned at the ID Check/Hand-Stamp/Wristband table, and two (2) by the search area/metal detectors (if applicable).

Dance Safety

The University’s Department of Public Safety will determine the type of security necessary based on the public safety needs of the event being held. Each event will be considered on a case-by-case basis to determine appropriate staffing. The University will assess security needs, and assess fees for security provided by the University, based only on factors that are not related to viewpoint, such as the size of the crowd expected at an event, the location of the event, the time of day when the event is held, and the availability of parking in proximity to the event. Expenses will be paid for by the sponsoring organization.

Estimated Dance Charges:

Student Union Fees :	
Personnel Fee	\$45.00 per hour
Extended Building Hours Fee*	\$45.00
Cleaning Fee	\$150.00
Set Up Fee	\$100.00
Dance Safety	May vary (See Dance Safety section for more details)

*Fee may be waived for fundraising events only.

EXHIBITS EVENTS

Special exhibits require the approval of the U-SU Executive Director or designee. Requests must be made in writing a minimum of two (2) weeks in advance of the requested date to the Information & Event Services office. The request must contain the following information:

- Detailed information about the exhibit (type of art, purpose of display).
- Type of exhibit (photograph, sculpture, etc).
- Requested exhibit location.
- Requested exhibit time frame.
- Exhibits can be displayed for a maximum of five (5) business days.
- U-SU Executive Director or designee reserves the right to grant or deny extensions.

Parameters

- No nails, tacks, or tape are allowed.
- Sponsor must furnish their own supplies and labor for setup and tear-down of exhibit.
- Security arrangements must be made through the Union Meeting & Event Services Office and will be charged at current rates.
- Exhibitor must provide signage indicating purpose of the exhibit, sponsoring organization and a telephone number for additional information.
- Approved exhibition areas must be returned to original conditions and without damage.
- The U-SU is not responsible for loss or damages. The U-SU reserves the right to modify the exhibit to ensure it is in compliance with the exhibit approval.

CAMPUS ALCOHOL POLICY

Alcoholic beverages may be served in the U-SU facilities with campus approval. The organization's representative responsible for the event must complete a Request to Serve Alcoholic Beverages during an On-Campus Event Form at least (10) business days prior to the event. This form can be obtained from the Information & Event Services Office.

Once approved, a copy of the completed alcohol request form will need to be submitted to the Union Meeting and Event Services Office. The U-SU Executive Director or designee will meet with the sponsoring organization's representative to discuss the parameters of the event.

Responsibilities

In sponsoring a function where alcoholic beverages are served, the organization/individual accepts the following responsibilities and conditions:

- The observance of all applicable state laws, U-SU, University and CSU policies.
- All damages incurred during the activity.
- Any clean-up necessary to restore the facility to its original condition.
- Maintenance of decorum appropriate to the University setting.
- These events are to be open only to the membership of the sponsoring organization/individual and invited guests.
- The availability of alcohol at the event may not be advertised to the public or University community.
- At any event where alcoholic beverages are served, provisions must be provided for the distribution of non-alcoholic beverages and these should be distributed in the same manner as alcoholic beverages.

Additional Policy Information

For additional information and to obtain a copy of the Request to Serve Alcoholic Beverages During an On-Campus Event Form or for a complete copy of the Campus Administrative Procedure regarding the use of alcoholic beverages on campus, stop by the Information & Event Services Office, U-SU.

SPECIAL SERVICES

Accessibility

All U-SU facilities and programs are accessible to individuals with disabilities. For additional information regarding accessibility or requests for additional assistance, please contact the Information & Event Services Office; U-SU Requests for special arrangements or additional assistance should be made at least ten (10) business days prior to event with the Information & Event Services Office

Insurance

The U-SU requires all off campus event organizers to obtain or show proof of insurance for their event. If sponsor cannot show proof of insurance, Special Event Insurance will need to be purchased.

If sponsor has the required insurance, sponsor must name the University-Student Union, the State of California, the Trustee of the California State University, the California State University, Los Angeles, and their officers, agents, employees and volunteers against any and all losses and expenses including attorney's fees and costs or claims for injury or damages by reason of liability imposed or claimed to be imposed by law upon the vendor/sponsor for damage because of bodily injuries, including death at any consequence of the performance of the performance of the terms of this agreement. The general liability limit must be of no less than one million dollars (\$1,000,000.00). A copy of the certificate must be submitted to Information & Event Services Office at least one (1) week prior to the event.

UPDATED: 10/11/18