

# **POLICY AND PROCEDURES FOR USE OF UNIVERSITY FACILITIES**

## **California State University, Bakersfield**

CSUB facilities are primarily for the purpose of conducting its educational programs. For several reasons the University does permit campus and off-campus organizations to use its facilities. Some programs, although not part of the University curriculum, add immeasurably to CSUB students' educational experience. Others meet a community need and generate positive community relations. Finally, judicious scheduling that permits off-campus groups to use campus space when such use does not interfere with its educational programs can generate income for the campus, which helps meet continuing maintenance costs and provides monies for major renovations and replacements.

In this case, the rental of an outside group will occur only when the property is not needed for campus purposes and the time covered by the rental and the lease will not interfere with the requirements of the campus.

Possible disruption of University educational programs is the major consideration in permitting off-campus groups to use University facilities. The nature of the facility, the cost of maintenance, and the campus's ability to support the activity planned by the off-campus organization will dictate the type of, and frequency of use of facilities.

At times assigning a higher priority to an off-campus sponsored event will be in CSUB's best interest. For this to occur an organization will need to present a convincing case and will need the approval of the campus president. In the event that such a change created a hardship for a University group, it can appeal to the campus president.

### Use

Use of University's facilities is normally granted in the following order:

- 1) The regular University instructional program and related administrative activities.
- 2) The broad University academic programs, e.g., drama and musical programs, intercollegiate games, events and activities, education programs, and other programs that are integral parts of the instructional program.
- 3) Activities not directly related to the academic program but sponsored by University recognized organizations and intended primarily for a campus audience.
- 4) Events concerned with professional, cultural or recreational phases of campus life.
- 5) University co-sponsored activities.
- 6) Activities sponsored by off-campus groups.

### Arrangement

All individuals and/or groups must arrange for the use of University facilities through the appropriate facility coordinator as follows:

- Classrooms and academic space .....Office of Academic Scheduling
- Stiern Library .....Director of Libraries
- ITV .....ITV Program Coordinator
- Teleconferencing.....Director of Media Services
- Athletics/Athletic Field.....Business Manager of Athletics
- Doré Theatre .....Dean of Arts and Sciences
- Amphitheatre.....Personnel Office
- Cafeteria/Stockdale Room .....Foundation Manager
- Albertson Room.....President's Office
- Health Center Conference Room .....Dean of Students Office
- Residence Halls.....Residence Hall Manager
- Student Union .....Student Union Director
- Campus Grounds/Soccer Fields .....Personnel Office

### Master Calendar

In order to maintain a coordinated master calendar for the campus, all individuals and/or groups must arrange for use of University facilities with the facility coordinator, complete and sign an application to use a facility, and certify adherence to all University policies concerning campus facilities. Facility coordinators will clear dates and other pertinent information with the Office of Academic Scheduling. No agreement is complete without the proper signatures and proof of insurance. A contract will be issued by the University.

### Exemption

Programs which are a part of the normal instructional activities held in regularly scheduled classrooms, as well as department and faculty meetings, need not be cleared for inclusion in the master calendar. Those arrangements are made at the beginning of each academic year. Except where noted, these procedures apply to University facilities. While the University Student Union has its own board of directors and has policies that are similar, as a part of the University campus it is governed by these policies and procedures.

### Responsibility Authority

The responsibility for coordinating the use of campus facilities for major events has been given to the Office of Academic Scheduling and is under direction of the Associate Vice President

for Academic Affairs. The Associate Vice President will find it necessary on certain occasions to consult with the appropriate faculty, student affairs personnel, public affairs personnel and the Associated Students, Inc.

### Reservation Agreements

- 1) In all cases of rental of University facilities, the sponsor is required to sign the application form, and to show proof of insurance. The agreement is not complete without a copy of the insurance certificate or memorandum of coverage.
- 2) Individuals or groups using University and/or University Student Union facilities must adhere to policies regarding the use of facilities and are required to sign to that effect on the application form.
- 3) Approval for the use of University facilities is subject to the availability and suitability of the space requested and conformity of the proposed event with University policy.
- 4) Event planners and facility coordinators will consult with University Public Safety to determine safety issues. Extra police officers, if needed, will be billed to event sponsors.
- 5) The University reserves the right to rescind space previously confirmed. Only in extreme instances, and after every effort has been made to accommodate the requesting party, will any confirmation of space be rescinded.
- 6) Prior event charges for University facilities, which are unpaid, must be paid in full before any subsequent request for facilities by the same group will be approved.

### Cancellation

Cancellation of a facility rented by the sponsor must be communicated in writing to, and received by, the facility coordinator a minimum of seven (7) calendar days prior to the scheduled beginning of the event.

The sponsor assumes financial responsibility for any labor and/or direct costs accrued as a result of a scheduled event prior to the cancellation of that event. Reservations canceled after the established deadlines will be assessed a percentage of rental and maintenance fees and all labor and special costs associated with the event.

### Rates and Charges for Use of University Facilities

Pricing of the use of the facilities is predicated on the fact that constant use incurs not only operational expenses but also a need for systematic repairs, renovation, and replacement of furnishings and equipment.

- 1) Monies derived from rental of University facilities are deposited in different accounts depending on the facility. Fees for maintenance, upkeep and repair are assessed against all non-instructional events scheduled in University facilities and placed in a special reserve fund. Funds are carried forward in order to replace and refurbish facilities and equipment in accordance with the approved expenditure plan.

- 2) The Vice President for Business and Administrative Services of the University will submit, on an annual basis, recommendations for rates and charges for University facilities, equipment, and services to the President for review and approval.
- 3) The Student Union Board of Directors establishes rates for the Student Union.
- 4) Under special circumstances, fees can be adjusted. Those situations require the written approval of the cabinet officer of the unit sponsoring the event and approval of the President.

#### Charges Assessed by the University

- 1) Deposits - The University may require a deposit of up to 100% of the estimated charges from individuals or groups requesting use of facilities or equipment.
- 2) Equipment Charges - Charges will be made to faculty, staff, recognized campus organizations and outside groups for any equipment utilized.
- 3) Equipment Technician Charges – Charges will be made for the services of a technician when using University equipment. The use of a campus technician may be waived if the renting agency or individual manning the equipment are properly trained and certified in that area.
- 4) Labor Charges - Charges will be assessed for all labor costs incurred. An estimated labor charge will be given to a group or individual prior to an event, but will only be charged for the actual cost of each employee working an event.
- 5) Damages - Charges will be assessed for any damage that has occurred in relation to an event.
- 6) Campus Organizations - Faculty, staff, and recognized campus/student organizations will be charged only incremental costs if no fees or admission charges are levied for the scheduled events. If fees or admission charges are charged, rent, maintenance, upkeep and repair and replacement and incremental costs will be charged.
- 7) Off-campus Organizations - University facility rental, maintenance, upkeep and repair, and parking fees shall be charged for all associated facilities and equipment according to the fee schedule authorized by code and policy and reviewed and approved by the President.
- 8) Co-sponsored Events - In the case of co-sponsored events, the presumption is that off-campus rates and charges will apply.

#### Insurance

Individuals or groups using University facilities must provide an insurance certificate and an ISO endorsement covering specific events at least five days in advance of the event.

Government agencies which have self-insured programs must provide a hold harmless statement along with proof of self-insurance for all events.

All other non-university organizations must provide a hold harmless statement and an insurance certificate for one million dollars liability with an ISO endorsement for all events, naming the State of California, the Trustees of the California State University, California State University, Bakersfield, and their officers, agents, and employees of each of them as additional insureds.

### Food and Beverages

Individuals or groups selling or serving food during an event must submit a Request for Authorization to Prepare, Sell or Serve Perishable Foods on Campus to the director of campus dining. The University's contract with campus dining gives that organization first right of refusal to all food services on campus property.

### Alcoholic Beverages

Individuals or groups serving alcoholic beverages on campus must submit a Request to Serve Alcoholic Beverages During an On-Campus Event form. University policies on serving alcoholic beverages on campus must be adhered to at all times. If permission is granted, a license for serving alcoholic beverages must be secured from the Alcoholic Beverage Control Board of California and be registered in the name of the sponsoring organization.

### Noise

All persons using University facilities must comply with the City of Bakersfield ordinance code on amplified sound. The person signing the agreement for the sponsoring organization is responsible for controlling sound to those standards.

### On Campus Tables

All arrangements for tables will be made through the Office of Academic Scheduling. The area normally scheduled for tables is Dorothy Donahoe Hall.

Tables may be used only for approved publications, distributions, and selected sales. Approval is by the Office of Academic Scheduling.

### Health and Safety

University officials have an obligation to maintain the campus free of unsafe and hazardous conditions. The Department of Public Safety and the Office of Plant Operations are jointly responsible for promulgating and enforcing policies and regulations necessary for maintaining campus buildings and grounds in a safe and secure condition.

### Misuse of Facilities/Grounds

All campus facilities shall be used in accordance with federal, state, and local laws and shall not be used for the purpose of organizing or carrying out unlawful activities. A misuse of campus facilities by anyone or the unauthorized use of facilities by employees or students is grounds for disciplinary action by the University and is considered a misdemeanor and punishable as such (California Education Code 89031).

## **PROCEDURES**

The procedures for renting and using a University facility involves three basic steps: 1) submitting an application and providing the requested information; 2) reading the policies and guidelines booklet on use of facilities and signing the agreement of adherence; and 3) signing the University contract.

I. The Office of Academic Scheduling and the Office for University Advancement, and facility coordinators provide interested users with facility utilization information and referral services for the scheduling of University facilities. Persons experienced in using University facilities generally plan directly with the appropriate facility coordinator.

II. Consultation, scheduling, and logistics are arranged with the appropriate facility coordinator. Time, date, location and a brief description of confirmed events are forwarded to the Office of Academic Scheduling for review and inclusion in the Master Calendar.

III. The Master Calendar of events and activities is maintained by the Office of Academic Scheduling. Calendar information is included in a variety of University publications and access is provided on the World Wide Web.

IV. Use of Campus Facilities Application is not complete until **all** parties have signed the request. The signature of Academic Scheduling and the Cabinet Officer whose area sponsors the program/event is mandatory. A contract will be drawn by the University and signed by the appropriate authorities.

## **RESPONSIBILITIES OF UNIVERSITY OFFICES**

### Responsibilities of Facility Coordinators

- 1) Serves as a liaison between clients and other units.
- 2) Processes reservations for their designated facility.
- 3) Arranges parking needs with University Public Safety.
- 4) Submits evidence of client insurance coverage to Business Office/Procurement.
- 5) Submits client signed application to Business Office/Procurement.
- 6) Researches and resolves all related scheduling problems, conflicts, etc.
- 7) Submits proposal of Planned Event to Office of Academic Scheduling for inclusion in the Master Calendar.
- 8) Prepares cancellation notice and sends to Academic Scheduling and Public. Affairs, University Public Safety, Plant Operations and client.
- 9) Submits a report of final billing to Business Office.
- 10) Makes recommendations concerning operating procedures for compliance with University policies regarding facility usage.

### University Police

The University Public Safety Office works with facility coordinator in providing appropriate traffic flow and safety and security.

### University Parking

The University Campus Public Safety Office works with the facility coordinator in parking arrangements.

### Plant Operations

The Plant Operations Office works with facility coordinators in coordinating all work requests for labor, maintenance, etc.

### Business Office

The Business Office/Procurement works with facility coordinator as follows:

- 1) accepting insurance verifications.
- 2) preparation of contracts.
- 3) billing clients.

### Public Affairs

The Public Affairs Office works with facility coordinators and Office of Academic Scheduling on listing of appropriate events in University publications.