I. The facilities of California State University Bakersfield are available primarily for the purpose of conducting the university's academic program. Time, place, and manner of CSUB events and activities shall be determined by the university in accordance with relevant statutes, policies, and procedures.

A. The University Event Scheduling (UES) Office is responsible for coordinating the scheduling of facilities for CSUB events and services required of the University.

B. This policy and procedure relates to events, including meetings that include external participants, programs, conferences, institutes, trainings, camps, socials and other activities, which are scheduled in University facilities.

C. The scheduling of academic classes and classroom use is handled by the Office of Academic Programs/Academic Scheduling and is within the scope of this policy.

D. This policy and related procedures apply to all faculty, staff, students, departments, recognized student organizations, auxiliary organizations, affiliated organizations, and off-campus organizations and individuals utilizing university facilities for CSUB events.

E. All the above entities are required without exception to fill-out a Facility Use Application. The on-site event contact must be a CSUB employee for student events.

F. Athletics facilities use for non-competitive events will require a Facility Use Application.

G. The University Police will sign-off on all use of campus facilities for events and determine the level of need for security dependent on the size and nature of the event.

HISTORY: September 22, 2010
REVIEWED: Laura Catherman, Director of Student Union; Juli Smith, Interim Director of Safety and Risk; Robert Meszaros, Director of Public Relations and Communications; Marty Williamson, Chief of University Police Department
REVISION:
I. This procedure provides guidance for campus and off-campus organizations requesting the use of university facilities.

II. Definitions
   A. Auxiliary Organizations - The current recognized auxiliary organizations of California State University Bakersfield are: Associated Students, Inc., CSUB Foundation and Student Union, Inc. (includes Student Recreation Center)
   B. Campus Organizations - All university departments, affiliated organizations, auxiliary organizations, and university-recognized faculty, staff, student, alumni, and development/support organizations
   C. Off-Campus Organizations - The following non-affiliated groups may use university facilities: governmental agencies, nonprofit, charitable, educational organizations, and other educational and professional groups or individuals
   D. Recognized Student Organizations - Those student organizations who have met the criteria established by CSUB for recognition as a student organization and have been approved through Office of Student Involvement and Leadership (SIL).
   E. Facility Use Application/Agreement (FUA) - The electronic or hardcopy form containing the terms and conditions for use of university facilities are submitted to the University Events Scheduling (UES) Office.
   F. Facility Coordinator - The individual designated by the appropriate authority to be responsible for reviewing space requests and for acting as the liaison to the UES Office.
   G. Facility Operator - The individual designated by the appropriate authority to determine the use of specific University facilities that have special guidelines and/or restrictions.

III. University Facilities
   A. University Facilities include all buildings and properties owned or leased by the University including outside areas.
   B. Please see Appendix A – CSU Bakersfield Facilities Use Rental and Facility Coordinator Contact Information for CSUB space that is available for scheduling.
   C. Approval for the use of university facilities is subject to the availability and suitability of the space requested.
   D. Departments that have conference rooms assigned to them have first priority for use of that particular conference room.
E. While the UES Office may rescind confirmed space on rare occasions, every effort will be made to accommodate campus needs in the best interests of the university.

F. Scheduling CSUB events in academic space is restricted during the first three weeks of each quarter and during final exams.

G. Use of university facilities for commercial purposes is restricted.

IV. Space Scheduling Priorities

A. Approval for use of university facilities is normally granted in the following priority order:

1. Regular university academic program and related administrative activities including new student orientation
2. Broad university academic programs and academically related activities, e.g., drama and musical programs, intercollegiate meets and activities, extended education programs, and other programs that are an integral part of the academic program
3. Activities not directly related to the academic program, but sponsored by affiliated (university-recognized) organizations and intended primarily for a campus audience, e.g. international fairs, health fairs, career fairs, etc.
4. Events related to professional, cultural, or recreational phases of campus life, e.g. information tables, vendors, etc.
5. University co-sponsored activities (see Co-sponsored Events below)
6. Activities supporting the university’s educational mission sponsored by off-campus organizations

V. Facility Use Planning Groups

A. A Facility Use Planning Meeting is convened by the University Advancement Event Coordinator (UAEC), or designee, and provides assistance in coordinating and planning CSUB activities as needed. It is comprised of the event organizer(s) and may include a representative from each of the following areas:

1. Facility Coordinator and/or Operator
2. University Police
3. Facilities Management, Custodial, HVAC and Grounds
4. Procurement, Risk Management and Safety
5. Media Services
6. And other campus departments as requested by the UES Office or Facility Coordinator.

VI. Co-sponsored Events

A. Co-sponsored events are initiated and coordinated by university departments or recognized student organizations and are the primary event contact on the Facility Use Application.

B. Co-sponsorship is appropriate when there is a clear connection with or contribution to the university.

C. It is intended that the educational mission of the co-sponsoring campus department or campus organization will be enhanced by the event.

D. Campus organizations that co-sponsor events are responsible for the event and any related liabilities or costs associated with the event.
VII. Cancellation Requirements
A. A written cancellation of an event should be communicated to the UES Office and/or the Facility Coordinator at least fourteen (14) calendar days prior to the beginning of the event.
B. The event organizer assumes financial responsibility for any labor or direct costs incurred by the cancelation.

VIII. Rates, Fees, and Charges
A. The Rates and Charges Schedule includes reimbursement of the costs of maintenance, upkeep & repair; additional custodial services and supplies needed to restore facilities to their normal use; equipment; parking; university police; technical services; and other types of assistance as needed for the event. Please see Appendix B for the Schedule of Fees for External Group Use of Campus Facilities and Space.
1. Equipment such as tables and chairs may be rented through Facilities Management or an approved vendor such as Walker Lewis, Knight’s Pumping, etc.
2. Parking fees start at $1.00 per car for on-campus users and $2.00 per car for off-campus users. For more information on parking and pricing regulations, please reference CSUB Parking Regulations.
3. The University Police will sign-off on all use of campus facilities for events and determine the level of need for security dependent on the size and nature of the event.
4. Technical Services – Includes ITSS (internet) and Media Services (screens, microphones, podiums, etc.)
5. Custodial, Grounds and HVAC Services
6. Insurance, permits and/or licenses
B. Event organizers are responsible for the cost of any damage resulting from the event.
C. Prior unpaid event charges must be paid in full before any subsequent request for use of facilities by the same group will be approved.
D. Labor and other service costs will be charged regardless of funding source.
E. The appropriate Vice President for each of the facilities or service area will submit, on an annual basis, recommendations for rates and charges for University facilities, equipment, and services to the President for review and approval.
F. The Student Union Board of Directors and the CSUB Foundation Board establishes rates for the Student Union and Dezember Leadership Development Center.

IX. Use of Name/Motion Picture/Video/Photography
A. The right to use University facilities does not confer the right to use the University name or to imply University sponsorship or endorsement of an event. The University name and/or logo may be used only if it is in the best interest of the University as determined by the Director of Public Affairs and Communications. All agreements for use of University facilities shall include terms to ensure that the University name is protected.
B. Use of university facilities, including those under license agreement to an auxiliary, for filming of motion pictures, video, or still photography is governed by procedures outlined in the Guidelines to Motion Picture/Video/Photography and coordinated through the UES Office. The guidelines can be found on the UES Web site at http://www.CSUB.edu/events.

X. Protocol for Campus Organizations, Departments, and/or Individuals Requesting Use of University Facilities

A. Campus organizations (university departments, affiliated organizations, auxiliary organizations, recognized student organizations, faculty, staff, students, alumni) must comply with all university, and/or auxiliary organization policies and procedures and pay all costs as invoiced by the UES Office or Facility Operator.

B. Requests for Facility Use

1. On-campus organizations must file a Facility Use Application (FUApp) via fax or email with the appropriate Facility Coordinator for use of university facilities for campus events. Other documents such as Hold Harmless Statement, Health Permits, Auto and/or Workman’s Compensation Insurance, Fire Marshall, Bio Survey, etc. may be required based on the nature of the event.

2. Completed FUApp’s should be submitted to the Facility Coordinator at least three (3) weeks prior to the event.

3. Campus organizations are required to follow the campus policy on “ADA accommodations for CSUB University Events” found at http://www.CSUB.edu/events.

4. The maximum amount of time that events may be scheduled in advance is 18 months

5. The UES Office and/or Facility Coordinator is delegated authority to approve FUApps for Non-Academic Space.

6. Individuals or groups using University facilities must adhere to policies regarding the use of facilities and are required to sign to that effect on the application form.

7. 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.

8. 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.

9. 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.

10. Approval of event is subject to review by Safety & Risk Management. Please reference Insurance for University Events Policy and Procedure for specific requirements for each event.

C. Facilities Use Planning Group Meeting – The UES Office and/or Facility Coordinators will contact campus organizations to request participation in the Facilities Use Planning Group meeting, if necessary.
D. Food Service – All food served on campus must be provided by a caterer approved by the CSUB Foundation or if they meet the Catering Policy Requirements. A list of approved caterers can be found on the UES website [http://www.CSUB.edu/events/](http://www.CSUB.edu/events/). If an event has food sales, please review the CSUB Food and Event Guidelines.

E. Alcoholic Beverage Service
   1. Individuals or groups wishing to serve alcoholic beverages at an event must submit an Alcohol Approval Request Form. This form and the corresponding Alcohol Use Policy & Procedure can be found online at [http://www.CSUB.edu/events/](http://www.CSUB.edu/events/).
   2. A completed Alcohol Approval Request Form is required before a space reservation request can be confirmed if alcohol is being served.
   3. Members of student clubs and organizations may not sponsor or promote an event with alcohol.
   4. The President has final approval on any event planning to serve or sell alcohol.

F. Use of State Funds for Hospitality Expenses
   2. A completed Hospitality Form may be required before a space reservation request can be confirmed.

G. Advertising, Tickets and Admissions for student organizations events
   1. A clear procedure for inviting off-campus guests to student events is outlined below.
      a. The focus of the advertisements should be for CSUB students. These include flyers, Facebook, Twitter, Email, texting, Electronic Message Board and other forms of social media.
      b. All advertisements must have the starting and ending time of the event, date, cost, location and name of sponsoring organization(s).
      c. All advertisements must state that all CSUB students must have valid CSUB ID’s and CSUB guests must have valid picture IDs and tickets, or be on a guest list. CSUB guests’ age range will be determined by the approved FUApp.
      d. All advertisements and tickets must state that no one will be admitted no later than 12:00 midnight.
      e. Advertisements must state if event tickets will be available.
   2. Procedure for limiting the number of guests based on the capacity of the event venue and other considerations.
      a. When the event numbers reaches the amount stated on final approved FUApp, the event will be closed.
      b. All tickets must be approved by Director of Student Involvement and Leadership or designated advisor.
      c. Any tickets remaining on the date of the event after 6:00 pm may be sold or distributed through the Advisor to CSUB Students and their guest with valid photo ID no later than 12:00am. When tickets are sold at the door,
names of CSUB Students and their guests will be written on a list at the check-in area.

d. Events will be limited to number stated on the approved Facility Use Application and that is suitable for the facility and event.

e. Advance ticket sales begin three (3) weeks prior to the date of the event. The tickets will be printed and sold at the CSUB Cashier’s Office. CSUB students may purchase up to (2) two tickets for non-CSUB students. All CSUB students and guests must present their valid picture ID and advance purchased ticket at the door.

f. Sponsoring organization(s) must use wristbands and/or hand stamps for event attendees. CSUB guests must have a different color wristband or stamp than CSUB students. All attendees are required to wear a wristband and/or stamp during the entire course of the event.

j. Guests must be at least 18 years of age.

3. Procedure for ending admission to an event when the number of participants is reached.

a. UPD and Event Contact/Faculty/Staff/Advisor or On-Site Event Contact will immediately respond to problems as they arise within the event.

b. Events will begin as stated on the approved FUApp. Doors will be closed for admittance no later than 12:00 midnight. After the doors are closed, no one will be allowed to enter the event unless the individual shows the distinguishable wristband/stamp for reentry.

c. The UPD and/or Event Contact/Faculty/Staff/Advisor or On-Site Event Contact will inform CSUB students and guests attempting to attend the event that they will not be admitted when the event has reached capacity as stated on the approved Facility Use Application and/or the doors have been closed no later than 12:00 midnight.

d. UPD and Event Contact/Faculty/Staff/Advisor or On-Site Event Contact will work together to respond to problems inside and outside of the facility and work to clear the area after the event is over.

4. Events will end by 12:50 a.m. The event attendees must be evacuated by 1:20 a.m. All required security staff, Event Contact/Faculty/Staff/Advisor or On-Site Event Contact and facility staff must stay until everyone else leaves the facility. No loitering in the University Facility or campus areas is allowed after events.

5. No alcohol or drugs will be allowed. As appropriate to the event, all attendees will be checked by security and/or CSUB Police for weapons, alcohol or drugs. Individuals selling or distributing drugs or alcohol will be prosecuted to the fullest extent of the State law and/or University policy.

6. CSUB reserves the right to restrict or inspect any packages, bags, backpacks, bottles, including water and/or any other items deemed inappropriate for the event and they may not be allowed into event.

H. 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.

I. Misuse of Facilities and 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).

J. Use of Campus Facilities Application is not complete until all parties have signed the request. The signature of the Facility Coordinator, University Police and the Cabinet Officer whose area sponsors the program/event is mandatory.

XI. Protocol for Off-Campus Organizations Requesting Use of University Facilities

Off-campus organizations must comply with all University, Student Union, CSUBF and/or auxiliary organization policies and procedures and pay all costs as invoiced by the UES Office or Facility Operator/Coordinator.

A. Application for Facility Use

1. Off-campus organizations must file the following documents with the UES Office to request use of university facilities for campus events:
   a. Facility Use Application (Appendix C) form in hardcopy must be received by the UES Office or designated Facility Operator no less than six (6) weeks prior to the event.
   b. Signed “Facility Use Agreement” (Appendix D)
   c. Certificate(s) of Insurance as evidence of required insurance (as detailed in Exhibit A of the Facility Use Agreement)
   d. Other documents such as Hold Harmless Statement, Health Permits, Auto and/or Workman’s Compensation Insurance, State Fire Marshal Permit, Bio Survey, etc. may required based on the nature of the event.

2. The maximum amount of time that events may be scheduled in advance is 12 months.

3. The UAEC is the delegated authority to approve FUApps.

4. The Director of Procurement has final signature on all FUAgmts.

B. The Office of Academic Scheduling and the University Event Scheduling Office through coordination with each facility coordinator 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.

C. Consultation, scheduling, and logistics are arranged with the appropriate facility coordinator.

D. The Master Calendar of events and activities is maintained by the Office of Events and the Office of Public Affairs and Communications. Calendar information is included in a variety of University publications, media outlets, and other marketing outlets such as the CSUB marquee and access is provided at www.CSUB.edu/events.

E. Facilities Use Planning Group Meeting - The UES Office will contact off-campus
organizations to request participation in the Facilities Use Planning Group meeting, if necessary.

F. Food Service – All food served on campus must be provided by a caterer approved by the UES Office. A list of approved caterers can be found on the UES website http://www.CSUB.edu/events/. If event has food sales, the CSUB Food and Event Guidelines must be followed.

G. Alcoholic Beverage Service
1. Individuals or groups wishing to serve alcoholic beverages at an event must submit an Alcohol Approval Request Form and follow the corresponding Alcohol Use Policy & Procedure found online at http://www.CSUB.edu/events/.
2. The Alcohol Use Policy & Procedure must be adhered to at all times.
3. The University reserves the right to remove any person or persons from the premises for violation of this policy.
4. A fully executed copy of the Alcohol Approval Request Form must be received by the UES Office before a space reservation will be confirmed.
5. If the use of alcohol is requested after an event has already had space confirmed, the space will be placed on hold until the fully executed Alcohol Approval Request Form has been received in the UES Office.
6. The President had final signature on all events that alcohol is being served.

H. 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.

I. Misuse of Facilities and 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).

J. Financial Responsibilities
1. Off-campus organizations may be required to provide deposit(s) as required in the Facilities Use Agreement.
2. Invoice balances are due within thirty (30) days of receipt.

K. Facilities Use Application is not complete until all parties have signed the request. The signature of the Facility Coordinator, University Police and the Cabinet Officer whose area sponsors the event is mandatory. A Facilities Use Agreement will be drawn by the University and signed by the appropriate authority, Director of Procurement or designee.

XII. Schedule of CSUB Facilities and space fees shall be used for each external organization (see Appendix B)
A. Fees shall be reviewed and approved by the President or appropriate Vice President that oversees each facility.
B. No exceptions to these fees may be made without written approval of the President, Vice President or designee that oversees each facility.
XIII. Responsibilities of University Offices

A. Responsibilities of University Event Scheduling Office
   1. Serve as initial liaison between external clients and facility coordinators.
   2. Follow-ups with client and ensures that the facility coordinator is meeting the needs of the client in the planning and implementation of their event.
   3. Greets client and ensures that their event needs are implemented as discussed in the pre-planning and FUApps or FUAgmts.

B. Responsibilities of Facility Coordinators
   1. Serves as a liaison between the UES, clients and other units.
   2. Obtains Facility Use Application (Appendix C) and the Facilities Use Agreement (if needed) from client and obtains required and appropriate signatures.
   3. Processes reservations for their designated facility.
   4. Arranges parking and security needs with University Police.
   5. Submits evidence of client insurance coverage to Safety and Risk Management.
   6. Researches and resolves all related scheduling problems, conflicts, etc.
   7. Submits proposal of planned event to UES for inclusion in the Master Calendar.
   8. If event cancels, prepares cancellation notice and sends to appropriate departments and client.
   9. Submits a report of final billing to Accounting.
   10. Makes recommendations concerning operating procedures for compliance with University policies regarding facility usage.

C. Responsibilities of University Police and Parking
   1. The University Police must sign off on all use of campus facilities for events and determine the level of need for security dependent on the size and nature of the event.
   2. The University Parking Office works with the facility coordinator in parking arrangements.
   3. The University Police works with the facility coordinator in providing appropriate traffic flow, safety and security.
   4. If security is provided for an event, they will
      a. Check for possession of weapons, alcohol and/or drugs.
      b. Monitor main entrances; assist in identifying those students who may be under the influence of drugs and/or alcohol. Students under the influence of drugs and/or alcohol will not be permitted into the event.
      c. Confiscate all alcoholic beverages.
      d. Remove any and all unruly or intoxicated individuals.
   5. If situation dictates due to policy violation, safety or security issues, UPD may authorize the closure of the event.

D. Responsibilities of Facilities Management
1. The Facilities Management Office works with facility coordinators in coordinating all work requests for labor, maintenance, custodial services etc.

E. Safety and Risk Management
1. Reviewing Facility Use Agreements
2. Assessing Risk and Safety
3. Reviewing and/or advising insurance verifications for correctness and accuracy
4. Collaborating with event planner to mitigate risk.
5. Facilitate the purchase of Special Event insurance. Insurance is to be paid for by the sponsoring organization.

F. Procurement
1. Final signature on all Facility Use Agreements
2. Assist with insurance needs, if needed

G. Accounting Department
1. Billing clients
2. Public Affairs and Communications

H. The Office of Public Affairs and Communications works with facility coordinators and the Event Scheduling Office on listing of appropriate events in University publications and the communications.

I. Responsibilities of Event Contact/Faculty/Staff/Advisor or On-Site Event Contact, and Organization when UPD security is assigned.
1. Advisors and CSUB UPD will arrive 30 minutes prior to the event to receive specific instructions from the Facility Operator staff.
   a. Each person will be strategically located inside and outside the event. They will monitor and assist with the overall management of the event.
   b. Monitor entrance and exit doors for proper ticket taking, distribution of additional tickets and/or guest list management.
   c. Inform CSUB students and guests attempting to attend an event that they will not be admitted when the event has reached capacity as stated on the approved Facility Use Application and/or the doors have been close no later than 12:00 midnight.

2. Facility Operator staff, Event Contact/Faculty/Staff/Advisor or On-Site Event Contact and CSUB UPD must stay until the end of the event. All event attendees must vacate the building before the aforementioned staff leave.
   a. Disburse the crowd after the event.
   b. Provide security to outside areas while guests are leaving.
   c. Provide escorts throughout campus to residence halls, etc. when necessary.

HISTORY: September 22, 2010
REVIEWED: Laura Catherman, Director of Student Union; Juli Smith, Interim Director of Safety and Risk; Robert Meszaros,
Director of Public Affairs and Communications; Marty Williamson, Chief of University Police Department

REVISION: