



MEMORANDUM

DATE: March 16, 2018

TO: Campus Faculty and Staff

FROM: Victor Martin, Vice President for University Advancement and Executive Director, CSUB Foundation

SUBJECT: Event Fees and Costs

The President's Cabinet is issuing a clarification of our campus-wide policy regarding event charges.

Direct Costs

No fees considered to be direct event costs may be waived. Examples of such fees include, but are not limited to:

- University Police Department (UPD) personnel or parking;
- Information Technology Services (ITS) labor or services;
- Facilities Management labor or services; and
- Safety and Risk Management fees and related fees.

The President or the appropriate Vice President (VP) may choose to pay for some or all of these direct costs and pass the savings on to the event host/organization; however, direct costs are not "waived."

Facilities Rental Fees

A facility rental fee applies only to the rental of the space and does not include direct costs or fees for labor, supplies, or services.

The President, appropriate VP or Dean may choose to absorb a facility rental fee for events in their respective areas. To absorb or underwrite a facility rental fee, or a portion thereof, a 'Facility Rental Fee Support Request' must be signed by the President, appropriate VP or Dean, processed and saved with related event documents by the Facility Scheduler at least seven (7) business days prior to the event date. This form, with more details, can be found on the Office of Events webpage: <http://www.csub.edu/events>.

This change will reflect our continuing commitment to excellence in event services at CSUB. Receiving appropriate funds from events will help University departments more effectively manage operations, including maintenance of facilities and product inventory.

For questions, please contact Ellie Fergon, Director of Events, in the Office of Events by phone at (661) 654-3977 or by e-mail at events@csub.edu.