ACKNOWLEDGEMENT
By reading and signing this form, I acknowledge that I am able to represent the organization listed and understand the regulations and limitations set forth. Additionally, I understand this is a preliminary request and does not guarantee any reservation until all required University documents are completed and signed.

Name of Sponsoring Organization  Date

Printed Name of Representative  Date

Signature of Representative  Date
FACTORS FOR APPROVAL
Requests for exclusive use of a SRC facility are considered based on the following factors:
- Facility availability based on established schedule and impact to primary users (primary users are SRC informal recreation users and SRC sponsored programs).
- Compatibility of activity with facility use, function, and regulations. Events requiring tables and chairs are limited to the Solario de Fortaleza, Gymnasium, and Conference Room.
- Health and safety considerations for participants and potential damage to equipment.
- Availability of appropriate supervision for safety response and facility protection.

PRIORITY
Priority for scheduling and use of the SRC facilities is, as a general policy, extended as follows:
1. SRC Informal Recreation.
2. SRC Sponsored Programs (Intramural Sports, Sport Clubs, Group X, Health & Wellness Workshops, SRC Special Events).
3. CSUB Recognized Student Clubs & Organizations – event limited to CSUB.
4. CSUB Recognized Student Clubs & Organizations – event open.
5. CSUB Departments and Offices – event limited to CSUB.
6. CSUB Departments and Offices – event open.
7. Off-Campus Non-Profit Organization - recognized by the IRS as a 501(C)(3) corporation.

GUIDELINES
- Requests for events that are fitness, health, recreation, or sport based are given preference.
- One day or short-term use requests are given preference.
- Events should encourage participation and not be primarily spectator events.
- Events must allow for informal recreation to occur in other areas of the facility.
- Events should be scheduled during regular facility operating hours. There is a limited opportunity for events to occur outside regular hours. Availability is based on overwhelming need and the demonstrated inability for the event to occur during regular hours.

SELECTED FACILITY DESCRIPTIONS

#121 & 123 SOLARIO DE FORTALEZA - MAXIMUM OCCUPANCY = 147
(1482 & 1458 = 2940 SQ. FT.)
- Urethane resilient athletic flooring and mirrored walls.
- Available rental for meetings, receptions, etc. - requires floor covering.

#131 GYMNASIUM (19,692 SQ. FT.) - MAXIMUM OCCUPANCY = 1,313
- Floating panel maple hardwood sports floor system for basketball and volleyball.
- One court equipped with resilient athletic flooring for badminton, indoor soccer, basketball and volleyball.
- Equipped with one divider curtain between courts.
- Available rental for meetings, receptions, etc.- requires floor covering.

#232 CONFERENCE ROOM (296 SQ. FT.)
- No conference table - open seating for 11.
- 50” LCD Television.

#106 SIERRA STUDIO (1237 SQ. FT.) - MAXIMUM OCCUPANCY = 25
- Specialized shock-absorbing hardwood flooring system.
- Not available for events needing tables & chairs.

#162 & 163 SEQUOIA STUDIO - MAXIMUM OCCUPANCY = 45
(1084 & 1110 = 2194 SQ. FT.)
- Specialized shock-absorbing hardwood flooring system and mirrored walls.
- Not available for events needing tables & chairs.

SRC FIELD
- Natural grass field.
- Approximately 120 yards long x 70 yards wide.
- Lighted.
COSTS - CONTINUED
- All exceptions to SRC rental costs must be approved in writing by the University President.
- All rentals for off-campus non-profit organizations require a non-refundable 50% deposit of all estimated charges at least seven day in advance of the event. Failure to provide same will cause cancellation of event.
- Organizations that are 120 or more days in arrears of payment for previous rental of either SRC or Student Union, Inc. facilities will not be permitted use of facilities until full payment is received.
- All costs are estimates and are not final until an invoice is issued.

CONSIDERATIONS
- These SRC Rental and Reservation policies are in addition to the Facility Use Application and any and all other required University documents.
- Projected sound (sound system, boom box, laptop, etc.) is permitted with prior approval. SRC staff members reserve the right to determine acceptability of music volume and lyrics.
- Food and beverage is limited to lobby area, the conference room, and, when the protective floor covering is in place, the Gym and Solario de Fortaleza.
- Glass, gum, tobacco, alcohol or illegal substances are not permitted in SRC facilities.
- Spitting in drinking fountains or on any facility floor is not permitted.
- Non-marking, closed-toe athletic footwear must be worn during physical activity events in SRC facilities. SRC staff members reserve the right to determine acceptability of footwear.
- For sport competitions, games rules must be reviewed and approved by the SRC Intramural Sports staff prior to the event. Rules should be consistent with Intramural Sports rules.
- The SRC staff has the final authority in all decisions related to participant, spectator, and staff safety, potential facility damage, or non-compliance with facility regulations, or staff requests. This includes the authority to modify or discontinue any activity. Event organizers are expected to support and assist the staff in all decisions.
- The role of SRC staff at events is to protect SRC and CSUB property and equipment. Additionally, they will assist with safety issues. All other aspects of event staffing are the responsibility of event organizers.

GUIDELINES - CONTINUED
- After hour use is also possible for events reaching a large portion of the campus population that are sponsored for the express purpose of providing positive alternatives to unhealthy leisure pursuits.
- Reservation request should include set-up time, event time, and take-down time.

SAFETY AND INSURANCE
- Requests should explain the event supervision plan and safety plan. In some cases, at least one of the attending individuals must have current CPR/AED/First Aid certifications and be present at all times.
- In order to satisfy the supervision and safety needs, it may be determined that a SRC Facility Supervisor and/or University Police Officer be present during an organization’s event. The sponsoring organization is responsible for this cost.
- Injuries must be reported to a SRC staff member immediately.
- Depending on the nature of the event and participants, signed waivers of liability may be required and a Certificate of Insurance with additional insured endorsement may also be required.
- Animals are not allowed except those assisting individuals with disabilities. Service animals should be registered with the CSUB Office of Services to Students with Disabilities.
- Bicycles, skateboards, scooters, etc. are not allowed in SRC facilities.
- Security cameras are in place to monitor access doors and activity areas.

CONDUCT
- The goals of the SRC are to offer a broad range of recreational opportunities to meet the needs of the campus community, encourage physical wellbeing, promote interaction that develops a sense of community, emphasize safety, demonstrate service, and support the appropriate use of resources. Any conduct that interferes with these goals or detracts from the enjoyment of others is detrimental to the program and may result in disciplinary action.
- The SRC staff reserves the right to refuse service to any participant or event attendee who violates any policy or engages in verbal or physical abuse.
### RATE SCHEDULE
- There is no cost for recognized student organizations requesting facilities exclusively for use by the campus community. (Except for Gym and Solario de Fortaleza use requiring floor covering).
- The **HOURLY RATE** for all other requests is as follows:

<table>
<thead>
<tr>
<th>SRC Facility</th>
<th>Student Organization – Event Open</th>
<th>Campus Department – Event Limited to CSUB</th>
<th>Campus Department – Event Open</th>
<th>Off-Campus Non-Profit Organization</th>
<th>Floor Covering Set Up/Take Down Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gym – One Court (2 courts open for use)</td>
<td>$25</td>
<td>$35</td>
<td>$50</td>
<td>$100</td>
<td>—</td>
</tr>
<tr>
<td>Gym – Two Courts (1 court open for use)</td>
<td>$50</td>
<td>$70</td>
<td>$100</td>
<td>$200</td>
<td>$170</td>
</tr>
<tr>
<td>Gym – All Three Courts</td>
<td>$75</td>
<td>$105</td>
<td>$150</td>
<td>$300</td>
<td>$230</td>
</tr>
<tr>
<td>Sequoia Studio – One Side</td>
<td>$25</td>
<td>$35</td>
<td>$50</td>
<td>$75</td>
<td>—</td>
</tr>
<tr>
<td>Sequoia Studio – Both Sides</td>
<td>$50</td>
<td>$70</td>
<td>$100</td>
<td>$150</td>
<td>—</td>
</tr>
<tr>
<td>Sierra Studio</td>
<td>$50</td>
<td>$70</td>
<td>$100</td>
<td>$150</td>
<td>—</td>
</tr>
<tr>
<td>Yosemite Studio</td>
<td>$35</td>
<td>$50</td>
<td>$75</td>
<td>$125</td>
<td>—</td>
</tr>
<tr>
<td>Solario de Fortaleza – One Side</td>
<td>$35</td>
<td>$50</td>
<td>$75</td>
<td>$125</td>
<td>$50</td>
</tr>
<tr>
<td>Solario de Fortaleza – Both Sides</td>
<td>$50</td>
<td>$75</td>
<td>$125</td>
<td>$200</td>
<td>$80</td>
</tr>
<tr>
<td>Mojave Studio</td>
<td>$35</td>
<td>$50</td>
<td>$75</td>
<td>$125</td>
<td>—</td>
</tr>
<tr>
<td>Conference Room</td>
<td>$15</td>
<td>$25</td>
<td>$50</td>
<td>$75</td>
<td>—</td>
</tr>
<tr>
<td>Recreation Field</td>
<td>$75</td>
<td>$105</td>
<td>$150</td>
<td>$300</td>
<td>—</td>
</tr>
<tr>
<td>Rock/Bouldering Area (Staffing Required)</td>
<td>$10</td>
<td>$15</td>
<td>$20</td>
<td>$25</td>
<td>—</td>
</tr>
<tr>
<td>Sand Volleyball Courts -- Entire Facility (3 Courts)</td>
<td>$20</td>
<td>$25</td>
<td>$35</td>
<td>$50</td>
<td>—</td>
</tr>
<tr>
<td>Tennis Courts -- Entire Facility (6 Courts)</td>
<td>$15</td>
<td>$15</td>
<td>$15</td>
<td>$25</td>
<td>—</td>
</tr>
</tbody>
</table>

**Tables & Chairs—cost per item**
- Folding Chair (50 Available) | $1 | $1 | $1 | $1 | — |
- 6' Rectangular Folding Table (12 Available) | $5 | $5 | $5 | $5 | — |

### COSTS
- Facilities may not be used for commercial purposes or personal gain. A fee may be charged for philanthropic or fund-raising events with prior written approval from appropriate campus personnel.
- The sponsoring organization is responsible for the hourly rate for costs associated with required set-up/take-down as determined by the SRC Coordinator for Facilities and/or SRC Director.
- The sponsoring organization is responsible for the hourly rate for costs associated with required SRC staffing as determined by the SRC Coordinator for Facilities and/or SRC Director.
- Gym and Solario de Fortaleza use requiring floor covering is a minimum three hour charge plus additional set up/take down charge.

### COSTS - CONTINUED
- Any reservation over 8 hours is charged a daily rate equal to the 8 hour total.
- After hours use requires $95 per hour utility charge plus additional supervision and increased supervision cost.
- If the other courts in the gym are not available for SRC participant use, the rental rate for the entire gym will apply.
- The SRC has 50 folding chairs and twelve 6'-folding tables available for rent for use in the SRC. All other arrangements for tables, chairs, podium, stage, technology, etc are not provided through the SRC and are the responsibility of the sponsoring organization.
- The sponsoring organization is responsible for the cost for damage and/or excessive clean up for facilities or equipment.