REQUESTOR RESPONSIBILITIES
BY EVENT STATE IN 25LIVE

✳ DRAFT ✳

REQUESTOR RESPONSIBILITY:

- Complete all required fields in event request form, making sure to include chartfields and Authorized Signer.
- Request resources needed for on-campus services.
- Note: Events in "Draft" are not yet on the schedule for the requested time/date/location.

LOCATION SCHEDULER WILL:

- Review your request and follow up if information is missing or needs clarification.
- Assist you with requesting additional resources.
- Add required approval tasks.
- Move complete requests to "Tentative" and onto the calendar.

✳ TENTATIVE ✳

REQUESTOR RESPONSIBILITY:

- Complete any needed work orders and submit to Scheduler for notation in 25Live.
- Arrange for any services needed (on-campus and/or external) and procure insurance or permits as required by policy.
- Inform Scheduler of any changes to event details, and they will update your reservation.

LOCATION SCHEDULER WILL:

- Keep internal notes updated with all information provided by Requestor.
- Upload back-up documents when provided.
- Follow up and ensure approvals are being completed.
- Move event to "Confirmed" when all resources and approvals are complete.

REQUESTOR RESPONSIBILITIES
BY EVENT STATE IN 25LIVE

✴ CONFIRMED ✴

REQUESTOR RESPONSIBILITY:
- Update the Scheduler with any changes to event details. Major changes may necessitate reverting your event to Tentative so it can be re-approved.
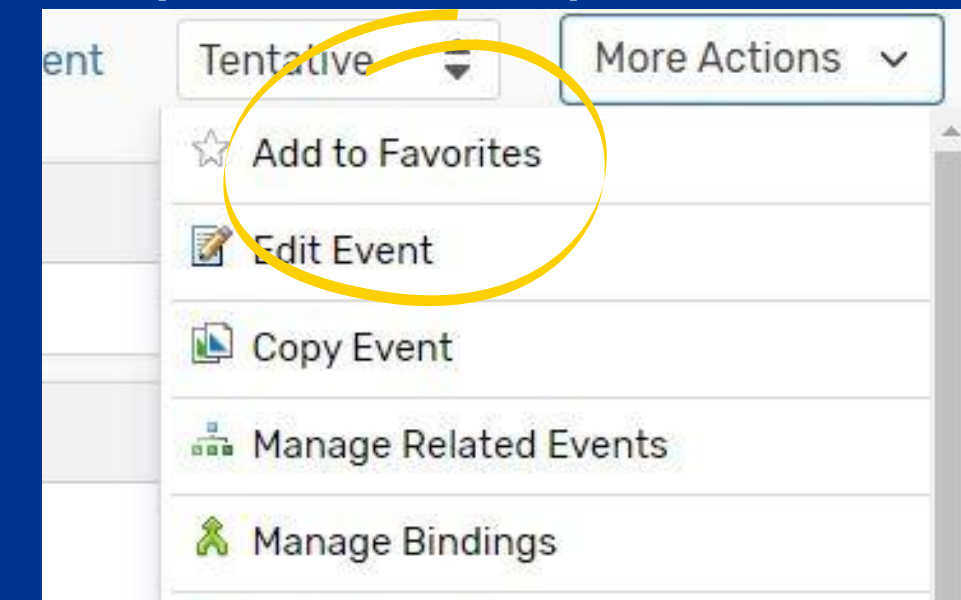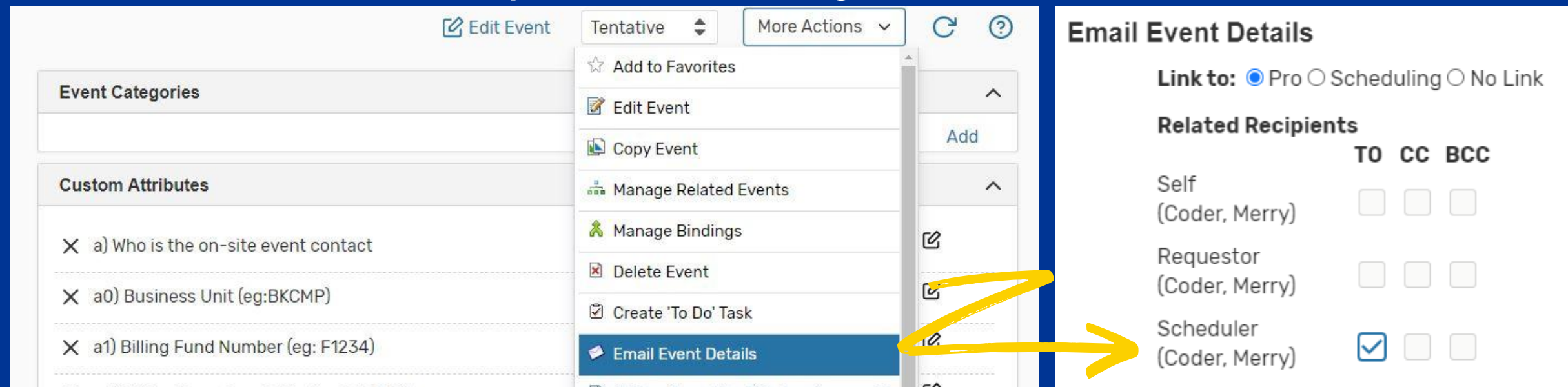
LOCATION SCHEDULER WILL:
- Make sure their space is prepared for your event as requested in your reservation.
- Once the event concludes, confirm pricing and prepare your event for billing.

PRO TIPS

Email your Scheduler right from 25Live.

In your reservation, select "Email Event Details" from the "More Actions" menu.
Then, select your Scheduler as a recipient, type a message into the body of the email, and send.

Add your event to your Favorites.

Use the "More Actions" menu to add your event to Favorites. This makes it easier to find, as it will now appear on your dashboard when you log in.

EVENT PARKING ON CAMPUS

If you are hosting external guests on campus, you will likely need to arrange for their parking. Review this information to pick the best option for your group, and follow the steps to add the request to your 25Live reservation while it is in Draft state.

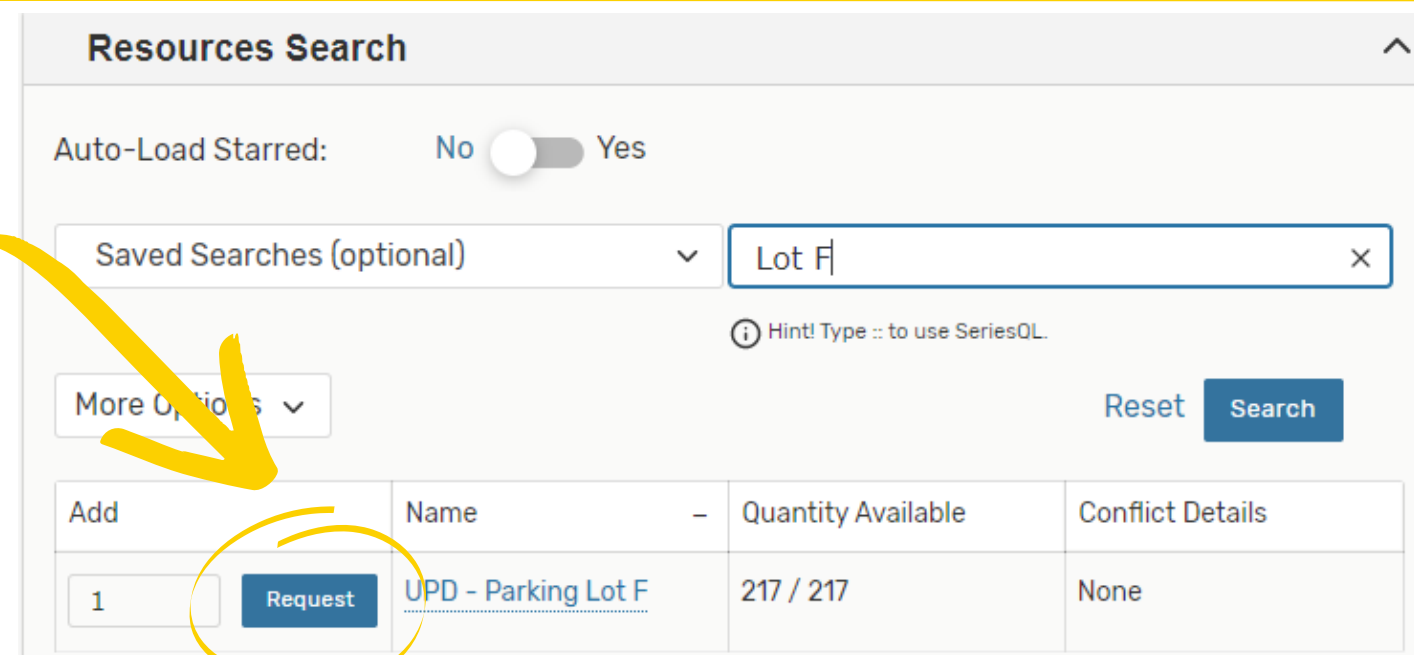## ✳ EXEMPT PARKING ✳

WHAT IS IT?

- Exempting a lot or lots means that anyone parking there will not be ticketed for lack of permit. This includes your event guests and any other campus visitors/faculty/staff who choose to park there.

WHAT DO I NEED TO KNOW?

- Choose a lot that is close to your event space and large enough to accommodate your anticipated guest count.
- Lots are exempt for the duration of your event based on the timing provided in your 25Live reservation. Make sure it is correct, or your guests could be ticketed.
- A parking officer may be assigned to events with exempt parking if the guest count is large enough to require traffic control or there are multiple events happening on campus concurrently.
- This is the most economical way to arrange for large-group parking. You are charged based on anticipated number of cars. All pricing is determined by UPD and subject to change.

HOW DO I REQUEST?

- In your 25Live reservation, search for the lot you'd like exempt in the Resources Search, then click "Request."

Resources Search

Auto-Load Starred: No   Yes

Saved Searches (optional)   Lot F   ✕

ⓘ Hint! Type :: to use SeriesQL.

More Options ⌄   Reset   **Search**

Add		Name	–	Quantity Available	Conflict Details
1	Request	UPD - Parking Lot F		217 / 217	None
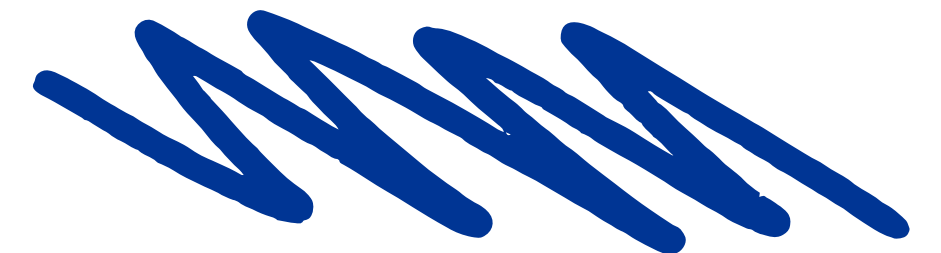
✳ RESERVED PARKING ✳

WHAT IS IT?

- Spots are marked as reserved specifically for your guests.

HOW DO I REQUEST?

- For reserved parking, you need to select your lot and request "Reserved parking set up." Follow these steps.

WHAT DO I NEED TO KNOW?

- Reserved parking is not available in all lots and is limited during school hours.
- This is the most expensive option for event parking and works best for smaller events and meetings. You are charged a fee for each reserved spot in addition to a staffing fee to have UPD mark and reserve the spots.

2.

Resources Search

Auto-Load Starred: No ◯ Yes

| Saved Searches (optional) | reserved parking ✕ |

ⓘ Hint! Type :: to use SeriesQL.

More Options ⌄   Reset **Search**

Add	Name –	Quantity Available	Conflict Details
1 Request	(I) UPD – Reserved Parking	Unlimited	None
1 Request	UPD – Reserved Parking set up	Unlimited	None

Using the Resources Search, request "Reserved Parking set up."

1.

Resources Search

Auto-Load Starred: No ◯ Yes

| Saved Searches (optional) | Lot F ✕ |

ⓘ Hint! Type :: to use SeriesQL.

More Options ⌄   Reset **Search**

Add	Name –	Quantity Available	Conflict Details
1 Request	UPD – Parking Lot F	217 / 217	None

In your 25Live reservation, use the Resources Search to request your desired lot.

3.

⚠ UPD – Reserved Parking set up   ☆

Date	Time	Conflicts	Instructions	Quantity	Available
Wed Aug 12 2020	9:00 am - 10:00 am			1	Unlimited

Remove   View Occurrences

Indicate the quantity of spots you would like.

✴ COUPON CODES ✴

WHAT IS IT?

- Guests who enter your assigned coupon code at any of the campus parking kiosks are issued a permit valid for parking in any public lot.

WHAT DO I NEED TO KNOW?

- This is a good option for events where you have close contact with attendees ahead of time and can provide them with the code and instructions.
- During peak hours, parking in some lots can be limited. Coupon codes allow your guests to select a lot with available spaces.
- Coupon codes can be redeemed only on your event day.
- UPD does not charge a fee to generate a code for your group. You are only charged for how many times the code is redeemed.

HOW DO I REQUEST?

- In your reservation, use the Resources Search to find "Parking Coupon Codes."

UPD PARKING

Parking Code Confirmation   Date: January 29, 2020

COUPON CODE EVENT DETAILS

Event Name: Wonderful Scholar Kick Off
Requested by: Merry Coder
Reference #: 2020-AAMDZX

Here is how your coupon code works.

It becomes available January 30, 2020 at all parking permit machines.

Press #(pound)
Then enter your code   7753986
Then press OK (the "D" lettered button on the permit machine)

Resources Search

Auto-Load Starred:	No ⬤ Yes

Saved Searches (optional) ⌄	coupon ✕

ⓘ Hint! Type :: to use SeriesQL.

More Options ⌄		Reset	Search

Add	Name	–	Quantity Available	Conflict Details
1	Request	UPD - Parking Coupon Codes	100 / 100	None

Click "Request" to add coupon codes to your reservation.

Before your event, you will receive a document via email with your code and instructions for use.
Share this with your guests so they have the information they need.
You may also want to share a link to the parking map.

CO-HOSTED EVENTS

CSUB prides itself on its reputation of fostering mutually beneficial relationships within the community. Sometimes, these relationships lead to events being co-hosted by an internal CSUB entity, like an affinity group or department, and an external community group.
Use the information below to determine if your co-hosted event qualifies as internal or external and what that means for you as the host.

INTERNAL EVENTS

- Must be paid for, in full, with internal chartfields. The charges may be split between multiple accounts, but they all must be internal.
- Internal events receive discounted rates on venue rental and some services. In consideration of this benefit, many of the planning responsibilities will fall to the internal host.

EXTERNAL EVENTS

- If your co-hosting community group is paying CSUB directly for any services or rentals, your event is considered external and must go through the venue rental process. The external client is required to enter into a Facility Use Agreement (FUA).
- No discounted pricing will be offered.

CSUB HOST RESPONSIBILITIES

- The internal host acts as the hub of communication between campus service providers and the external group, attending pre-event meetings.
- The host is responsible for entering the event and all details into 25Live. They, with the help of their location Scheduler, should keep the reservation up-to-date for the duration of their planning period.
- Arrange for all internal campus services, utilizing 25Live or the work order system as necessary.
- Work with Safety, Risk & Sustainability department to make sure you have the correct insurance and permits needed per policy.
- Be the expert on this event and answer questions from campus constituents as they arise.

CSUB HOST RESPONSIBILITIES

- Direct the external community group to fill out the event request form on the CSUB Office of Events website.
- If the host organization is a CSUB sponsor or supporter, notify University Advancement of the event and your involvement.
- Act as the on-site contact, attending any pre-event meetings with internal service providers and the external community contact.
- The external client is responsible for working directly with the location Scheduler on all event arrangements. The internal host may assist with this process, but all decisions affecting the final invoice must be approved by the signer of the FUA.

REQUIREMENTS TO SERVE ALCOHOL AT CAMPUS EVENTS
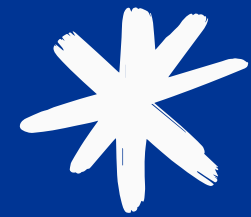
WHAT DO I NEED TO KNOW?

- Alcohol is not allowed at student-sponsored events.
- A UPD officer must be present for all events on campus at which alcohol is served. A charge for their labor will be added to your event invoice.
- An ID-checking procedure with wristbands or hand stamps is required, even if all of your guests are expected to be of legal drinking age.
- A special-event insurance policy is required for all events where alcohol is served. Work with Safety, Risk & Sustainability to procure one. You are responsible for the cost of the premium.
- Alcohol service is not allowed in some campus venues. Be sure to confirm the policies related to your event space with your location Scheduler.
- Alcohol should be served by licensed bartenders or your caterer, never a student or volunteer.
- All events must complete the on-campus approval process. Refer to the steps below.

APPROVAL PROCESS

1. Fill out the Alcohol Approval Form, found on the Office of Events website. Make sure the information is complete.
2. Circulate the form for signatures. Your location Scheduler can help you identify which Cabinet member, in addition to your own, needs to sign. Presidential and UPD approval is always required.
3. Once complete, submit the form to your location Scheduler for upload in 25Live.

ABC LICENSE

If your event is open to the public or you are charging for alcohol, you will need to get a daily license from the <u>Alcoholic Beverage Commission</u>. They will not issue a license to a campus event without a completed Alcohol Approval Form, including all signatures.

FOOD VENDOR REQUIREMENTS
FOR ON-CAMPUS EVENTS

If a restaurant or caterer other than Aramark is providing food at your on-campus event, you will be asked to provide documentation to have your vendor approved.

ENVIRONMENTAL HEALTH PERMIT

KERN COUNTY PUBLIC HEALTH SERVICES DEPARTMENT
ENVIRONMENTAL HEALTH SERVICES DIVISION
2700 M ST SUITE 300 BAKERSFIELD CA 93301
(661) 862-8740 www.co.kern.ca.us/eh e-mail: eh@co.kern.ca.us

REGULATED FACILITY:
DOMINO'S PIZZA
2501 WHITE LN B
BAKERSFIELD CA 93304

OWNER(S) OF RECORD:
HOSSEINI ENTERPRISES INC
FA ID: FA0008458

General Health Program
FOOD FACILITY

Permit #
0007596

Additional Information

Permit Issued: 3/17/2016

Matthew Constantine
Public Health Services Director

This ENVIRONMENTAL HEALTH PERMIT is issued to the owner(s) and establishment shown above subject to compliance with all applicable laws and regulations. Permit is valid unless revoked or suspended for violation of applicable laws and regulations.

PERMIT IS NON-TRANSFERABLE AND MUST BE PROMINENTLY DISPLAYED IN THE PLACE OF BUSINESS

- A health permit, like the example above, is required for all vendors providing food on campus. Check with the Office of Events to see if there is already a copy on file. If not, you will need to make contact and get a copy.
- Having a health permit on file is the only documentation related to catering you need for:
  - events where a vendor is dropping off food and not providing staff to serve on-site.
  - events where a member of your staff is picking up the food from the vendor and members of your group are serving themselves.

ACORD® CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/21/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE FORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

- You will be required to provide a copy of the vendor's Certificate of Insurance in addition to the health permit if:
  - the food at your event is being sold.
  - the vendor is bringing the food and providing staff to serve.
  - the vendor is preparing any portion of the food onsite.
  - the vendor is distributing samples of food.
- Certificates of Insurance need to meet certain criteria to be approved. Check with the Office of Events or Safety, Risk & Sustainability for more information.

PRO TIP

Events with multiple food vendors or vendors cooking onsite might require additional permitting. Check in with Safety, Risk & Sustainability if you're not sure!