Administrative Procedure

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Subject: USE OF FACILITIES AND EQUIPMENT

1.0. PURPOSE:

To establish the policies and procedures governing the use of University and non-University facilities, equipment, services, and amplified sound.

2.0. ORGANIZATIONS AFFECTED:

2.1. All University units, including auxiliary organizations.

2.2. All recognized University affiliated organizations.

2.3. Off-campus groups or individuals.

3.0. REFERENCES:

3.1. Integrated California State University Administrative Manual (ICSUAM), Section 5000, Policy Manual for Contracting and Procurement.

3.2. Education Code, Sections 89035, 89036, 89048, 89700, 89721, 89721(g), 89046 and 89901.

3.3. Los Angeles Municipal Code (LAMC), Sections 41.32, 41.57, 115.01, and 115.02.

3.4. Office of the Chancellor Executive Order 669 – Leases.

3.5. Office of the Chancellor Executive Order 1069 – Risk Management and Public Safety.

3.6. California State University, Los Angeles (Cal State LA), Faculty Handbook.

3.7. Cal State LA Administrative Procedure 019 - Use of Alcoholic Beverages on Campus.

3.8. Cal State LA Administrative Procedure 402, Parking and Traffic Regulations.

3.9. Cal State LA Administrative Policy P007, Time, Place, and Manner of Free Expression.

3.10. Collective Bargaining Agreements - Unit 1-Article 6 & 7; Units 2, 5, 7 & 9-Article 5; Unit 3-Article 6; Unit 4-Article 8, Unit 6-Article 7; Unit 8-Article 5; as detailed in the respective Article in the Agreement in effect at the time.

Approved: _____ **Date:** _____

4.0. POLICY:

University Facilities

4.1. Use - University facilities are provided primarily for the purpose of conducting instructional programs, but may be used for events of an educational nature and closely related to the mission of the University. Time, place, and manner of non-instructional events and activities shall be determined by the University in accordance with relevant statutes, policies and procedures.

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

4.1.1. The regular University instructional program and related administrative activities.

4.1.2. The broad University academic program, e.g., drama and musical programs, intercollegiate meets and activities, extended education programs and other programs that are an integral part of the instructional program.

4.1.3. Activities not directly related to the academic program, but sponsored by University recognized organizations and intended primarily for a campus audience.

4.1.4. Events concerned with professional, cultural, or recreational phases of campus life.

4.1.5. University co-sponsored activities.

4.1.6. Activities sponsored by off-campus organizations.

4.2. Except where otherwise noted, these procedures apply to University facilities. Non-University facilities such as the University-Student Union, Harriet and Charles Luckman Fine Arts Complex (Luckman), Golden Eagle building, University Student Housing, Los Angeles County High School for the Arts (LACHSA), Marc and Eva Stern Math and Science School (MASS) and the Anna Bing Arnold Child Care Center may have policies and procedures that, while complementary to University policy, are separate.

The Luckman

4.3. Use - The Luckman is a performing and visual arts facility. Scheduling priority is for the performing and visual arts. Receptions in the Luckman Gallery are possible as long as there is no conflict with the Luckman exhibition schedule. Receptions in the Gallery are determined on a case-by-case basis depending on availability of the space, staffing, and resources.

The Luckman Theatre is not available for graduation ceremonies, conferences, conventions, or meetings. Exceptions to this policy are events of University significance as determined by the President.

Use of the Luckman is normally granted in the following order:

4.3.1. The Luckman's regular performance season.

4.3.2. Rentals.

4.3.3. Performing and visual arts events produced by the University.

Amplified Sound

4.4. While music, speakers, festivals and other such activities contribute to the quality of campus life, university facilities and equipment may not be used as a venue for activities that unreasonably disrupt the academic mission of the University or the quiet enjoyment of student housing or residential areas adjacent to the University.

4.5. Events with amplified sound may be held in locations that will not interfere with instruction or study or unreasonably disrupt student housing and residential areas adjacent to the University. Such events shall be permitted during the hours of 12:00 p.m. – 2:00 p.m. and 5:00 p.m. – 7:00 p.m. and limited to one (1) event per day and two (2) per week.

4.6. Amplified sound is prohibited at times or in any manner that is likely to unreasonably disturb the use of classrooms, the Library, or other University and non-University facilities, including but not limited to student housing and residential areas adjacent to the University. Exceptions to this policy may be made on a case-by-case basis. These exceptions shall be limited to University-wide events such as commencement, convocation, and other similar type events.

4.6.1. Amplified Sound Permit requests may not be approved in areas adjacent to student housing during finals periods in observance of University Student Housing's quiet hours.

4.7. Scheduling of space for amplified sound events will not be permitted if such a performance would disrupt or pre-empt another previously scheduled event or function.

4.8. The use of limited amplified sound for speeches, debates and other educational activities may be allowed in main traffic areas.

5.0. DEFINITIONS:

5.1. Administrative Fee - A 7.5% fee, based on all costs which are invoiced, or $50, whichever is greater, will be charged to all lease agreements.

5.2. Amplified Sound - Includes, but is not limited to, bands, bull horns, microphones, CD players, amplifiers, DVD/TV setups, cassette decks and DJ systems including radio station promotions.

5.3. Auxiliary Organizations - Any entity which operates a commercial service for the benefit of the University on the campus or other property of Cal State LA. Any

entity whose governing instrument provides in substance that its purpose is to promote and assist Cal State LA, or to receive gifts, property and funds to be used for the benefit of such campus or any person or organizations having an official relationship therewith; and any of its directors, governors or trustees are either appointed or nominated by, or subject to, approval of an official of Cal State LA, or selected, ex-officio from membership of the student body or faculty or the administrative staff of such campus (Education Code *§* 89901 (c) & (d)). Current recognized auxiliary organizations are: the Cal State LA University Auxiliary Services, Inc.; the University-Student Union; Associated Students, Inc.; and the Cal State LA Foundation.

5.4. Calendar of Events - A computer-generated calendar of all non-instructional activities scheduled on campus maintained by the Office of Communications and Public Affairs. The calendar describes each event by date, start and end times, location, event type and title, estimated attendance, and sponsor.

5.5. Campus Organizations - All University departments and auxiliary organizations, as well as University recognized faculty, staff, student, alumni, and development/support organizations.

5.6. Charges - University facility rental, Maintenance, Upkeep and Repairs (MUR), parking fees, labor charges, and administrative fees shall be charged for all associated facilities and equipment according to the Rates & Charges Schedule for University Facilities, Equipment and Services (Appendix 8.1.) authorized by code and policy and reviewed and approved by the President. These charges and rates are subject to change without prior notice.

5.7. Chargeback - An interdepartmental charge issued for the cost of work or services provided.

5.8. Co-sponsored Event - Events initiated and coordinated by University departments or recognized student organizations. Outside entities involved shall be required to sign a Lease by Campus President (Appendix 8.4.) prepared by the Facilities Use Coordinator and provide a certificate of insurance as detailed in Section 9.01. of this Agreement.

5.9. Deposit - The University may require a deposit of up to 100% of the estimated charges from individuals or groups requesting use of facilities or equipment.

510. Employee Organizations - Representatives of employee organizations may use University facilities as outlined in the respective Collective Bargaining Agreements.

5.11. Equipment Charges - Charges assessed for the use of equipment per the Rates & Charges Schedule for University Facilities, Equipment, and Services (Appendix 8.1.). These charges will not be made to faculty, staff, and recognized campus organizations for any equipment utilized, unless considered special or out of the ordinary, or if there is a fee levied for any program that can be identified as an admission fee, registration fee, or any other fee that might be construed as restricting access to any program at which such equipment is used.

5.12. Event Sponsor - Any individual or group which holds a non-instructional activity on campus. An event sponsor can be specified as a campus organization, a recognized student organization, or an off-campus organization.

5.13. Facilities Work Request Form - Form used to request services and equipment from Facilities Services related to special events. Facilities Work Requests (Appendix 8.5.) must be approved by the academic or administrative department head authorized to approve department expenditures. Departments will be billed via chargeback.

5.14. Facilities Use Coordinator - Individual in the Office of the Vice President for Administration and Chief Financial Officer responsible for the coordination of all requests by off-campus groups for use of University facilities. The Facilities Use Coordinator is responsible for the preparation of the Lease by Campus President, securing a certificate of insurance, and other materials associated with the use of University facilities.

5.15. Facilities Use Planning Committee - A group chaired by the Facilities Use Coordinator and comprised of the appropriate facility manager(s), and a representative from each of the following: University Police, Parking Services, Office of Communications and Public Affairs, Facilities Services, Golden Eagle Hospitality, RM/EHS, and Information Technology Services (ITS). This group provides assistance with coordinating and planning non-instructional activities.

5.16. Facility Manager - Individual responsible for coordinating facility use and reservations in a given area, and acting as a liaison to the Facilities Use Coordinator. Facility managers will be appointed for the following areas: Department of Kinesiology and Nutritional Science, Intercollegiate Athletics, College of Arts and Letters, University Student Housing, University-Student Union, Luckman, MASS, LACHSA, and University Auxiliary Services, Inc.

5.17. Facility Monitors - Under the supervision of the Facilities Use Coordinator the facility monitors are positive attendance employees responsible for insuring the safety and security of University facilities, their contents, and facility users during special events.

5.18. Incremental Costs - Incremental costs are usually of a direct cost nature (e.g., labor, damage, etc.), resulting from the activity. They do not include any element of fixed costs such as rent and MUR. These costs shall not be waived.

5.19. Instructional Events - Any event that is part of or is directly related to the curriculum of the University. Examples include: regularly scheduled classes, practices and competitions for University athletic events, grant and sponsored program activities, rehearsals and performances for University musical/theatre/dance productions. Any activity that is not an instructional event must be cleared through the Office of Communications and Public Affairs.

5.20. Labor Charges - Charges assessed for all labor costs incurred. An estimated labor charge will be given to a group or individual prior to an event. Invoices will reflect actual hours, wages, and benefits and other appropriate overhead of each employee working an event.

5.21. Lease by Campus President - Lease required for all off-campus organizations sponsoring or co-sponsoring non-instructional activities. (Appendix 8.4.)

5.22. Luckman Facility Manager - Under the supervision of the executive director, or designee, the Luckman facility manager will act as liaison to the Facilities Use Coordinator.

5.23. MUR - Fees charged to users for facilities and/or equipment supplied by the University in connection with non-instructional activity or event. Revenues generated are deposited in a University trust account and are expended for the maintenance, upkeep, and repair of the facilities and equipment. MUR may be waived for co-sponsored events as determined by the Vice President for Administration and Chief Financial Officer.

5.24. Non-University Facilities – For the purpose of this procedure, the University-Student Union, the Golden Eagle building, University Student Housing, the Luckman, LACHSA, MASS, and the Anna Bing Arnold Child Care Center.

5.25. Off-Campus Organizations - Any outside group which holds a function on campus that is not a campus organization.

5.26. Public Forum Areas - Certain University facilities are designated as public forum areas. Policies and procedures regarding use thereof are stated in Cal State LA Administrative Policy P007- Time, Place, and Manner of Free Expression.

5.27. Public Safety Work Request Form - Form used to request Public Safety services related to special events. Public Safety Work Requests (Appendix 8.7.) must be approved by the academic or administrative department head authorized to approve department expenditures. Departments will be billed via chargeback.

5.28. Recognized Student Organizations - Those organizations whose names appear on the roster published and maintained by the University-Student Union's Center for Student Development and Programs.

5.29. Sound Level - Using a sound level meter with "A" weighting and set to "slow" response, the decibel (dB) reading must not exceed:

81 dB from 80 feet away
87 dB peaks for a maximum duration of five (5) minutes per hour

5.30. Student Filming - Filming by a current Cal State LA student to meet class requirements.

5.31. Temporary Food Facility Permit - Permit issued by the University Environmental Health and Safety office to all on-campus and off-campus organizations that request to sell or give food and/or food related items to the general public. (Appendix 8.8.)

5.32. University Facilities - For the purpose of this procedure, all buildings and properties, except the University-Student Union building, the Golden Eagle

building, University Housing, the Luckman, and the Anna Bing Arnold Child Care Center.

5.33. Tables and Chairs - Faculty, staff, and recognized campus organizations may be charged the rental and labor cost (delivery, set-up, pick-up) for tables and chairs when requested from Facilities Services. With the exception of student organizations, all arrangements for tables will be made through the Facilities Services Work Control Center on a first come, first serve basis, with five (5) working days prior notice. Student organizations will make arrangements through the University-Student Union Reservations Office. The areas normally scheduled for tables are the University-Student Union walkway, Salazar Hall walkway, and the west walkway of King Hall. The main walkway between the Golden Eagle Building and the Career Center may be reserved on a case-by-case basis, with the approval of the Facilities Use Coordinator.

6.0. RESPONSIBILITIES

6.1. The President will:

6.1.1. Approve a schedule of rental rates for the use of campus property as required in SUAM Section 2710.04.

6.1.2. Delegate signature authority for the Lease by Campus President to the Vice President for Administration and Chief Financial Officer or designee.

6.2. The Vice President for Administration and Chief Financial Officer or designee will:

6.2.1. Review and submit recommended rates and charges to the President for final approval.

6.2.2. Establish the required accounts and exercise oversight of expenditure of revenues.

6.2.3. Assume final responsibility in authorizing or denying the use of facilities by off-campus groups, and assessment of charges as appropriate.

6.2.4. Review and sign the Lease by Campus President on behalf of the University.

6.2.5. After review and consideration of all campus events/activities, approve or deny Amplified Sound Permit requests (Appendix 8.2.) for non-student events.

6.2.6. Approve exceptions to the use of amplified sound as defined in Section 4.6., after appropriate consultation.

6.2.7. Forward a copy of the approved Amplified Sound Permit to the offices of the vice presidents, Public Safety, the event sponsor and the facility manager(s).

6.3. The Vice President for Student Affairs, or designee shall:

6.3.1. Approve or deny Amplified Sound Permit requests (Appendix 8.2.) for student events, after review and consideration of all campus events/activities.

6.3.2. Approve exceptions to the use of amplified sound as defined in Section 4.6., after appropriate consultation.

6.3.3. Forward a copy of the approved Amplified Sound Permit to the offices of the vice presidents, Public Safety, the event sponsor, and the facility manager(s).

6.4. The Office of Communications and Public Affairs will:

6.4.1. Schedule and maintain the Calendar of Events for non-instructional use of facilities.

6.4.2. Review requests for use of University facilities and non-University facilities for non-instructional activities to determine suitability of the space requested and conformity of the proposed event with University policy. Requests by off-campus organizations for University facilities will be referred, after approval, to the Facilities Use Coordinator. Requests by campus and student organizations will be referred, after approval, to the appropriate facility manager to reserve the desired facility.

6.4.3. Inform the Office of the President of any special or unusual circumstances concerning special events.

6.4.4. Assign a department representative to attend Facilities Use Planning Committee meetings to discuss a detailed plan with the sponsor of the event.

6.4.5. Review requests for commercial filming/taping and/or still photography in University facilities to determine suitability of the space requested and conformity of the proposed event with University policy.

6.4.6. Coordinate press conferences and filming of University events and/or programs by the news media.

6.5. The Facilities Use Coordinator will:

6.5.1. Convene and chair the Facilities Use Planning Committee to determine set-up requirements, fixed costs (rental and/or MUR), incremental cost estimates (labor, supplies, etc.), and to make special arrangements.

6.5.2. Prepare the Lease by Campus President for use of University facilities and obtain appropriate signatures.

6.5.3. Collect and process deposits as required by the Lease by Campus President.

6.5.4. Assist off-campus organizations with the coordination of all aspects of event planning.

6.5.5. Notify the Office of Communications and Public Affairs when an event sponsored by an off-campus organization has been confirmed or cancelled.

6.5.6. Notify appropriate offices of any special or unusual circumstances concerning events sponsored by off-campus organizations.

6.5.7. Approve reservation requests for space on University walkways, courtyards, and plazas in accordance with relevant statutes, policies and procedures.

6.5.8. Enforce all scheduling deadlines in this procedure.

6.5.9. Collect and process employee overtime associated with off-campus events.

6.5.10. Request invoicing of users following events sponsored by off-campus organizations.

6.5.11. Maintain files pertaining to use of University facilities.

6.5.12. Hire, train, schedule, and maintain a pool of positive attendance employees as facility monitors, to work special events.

6.6. Facility Managers will:

6.6.1. Attend Facilities Use Planning Committee meetings to discuss a detailed plan with the sponsor of the events scheduled in their respective areas.

6.6.2. After approval by the Office of Communications and Public Affairs, respond to contacts from campus event sponsors and reserve the requested facility.

6.6.3. Check the facility reservation schedule and reserve facilities at the request of the Facilities Use Coordinator for events sponsored by off-campus organizations.

6.6.4. Notify the Facilities Use Planning Committee of events scheduled in their respective facilities.

6.6.5. When required, attend scheduled events to represent the University and monitor use of facilities and equipment.

6.6.6. Obtain appropriate signatures and submit required documents, (i.e., chargebacks, overtime, etc.), to Facilities Use Coordinator within one (1) week following the event.

6.7. Public Safety will:

6.7.1. Assign a department representative to attend Facilities Use Planning Committee meetings to discuss a detailed plan with the sponsor of the event, as required.

6.7.2. Provide security, parking, and/or crowd control as needed upon receipt of Public Safety Work Request Form (Appendix 8.6.).

6.7.3. Submit appropriate documents for applicable charges for events sponsored by off-campus groups to the Facilities Use Coordinator, and for University events to the appropriate approving authority, within one (1) week following an event.

6.7.4. Perform a risk assessment of each event to determine appropriate staffing levels and assign personnel as required. The assessment will take into account the type of event, profile of attendees, historical, or any other relevant considerations.

6.7.5. Determine the type of security necessary based on the public safety needs of the event being held. Each event will be considered on a case-by-case basis to determine appropriate staffing.

6.7.6. Assess parking fees and select appropriate parking facilities.

6.7.7. Prepare parking passes for purchase by event sponsors.

6.8. RM/EHS will:

6.8.1. Assign a department representative to attend Facilities Use Planning Committee meetings to discuss a detailed plan with the sponsor of the event, as required.

6.8.2. Perform a risk assessment of each event and notify the fire marshal to obtain necessary approvals.

6.8.3. Process Temporary Food Facility Permits (Appendix 8.9.), as necessary.

6.9. Information Technology Services (ITS) will:

6.9.1. Assign a department representative to attend Facilities Use Planning Committee meetings to discuss a detailed plan with the sponsor of the event, as required.

6.9.2. Provide audio-visual equipment and/or technicians as needed.

6.9.3. Deliver equipment for events as requested.

6.9.4. Submit appropriate documents for applicable charges for events sponsored by off-campus groups to the Facilities Use Coordinator, and for University events to the appropriate approving authority within one (1) week following an event.

6.10. Facilities Services will:

6.10.1. Assign a department representative to attend Facilities Use Planning Committee meetings to discuss a detailed plan with the sponsor of the event, as required.

6.10.2. Provide equipment and/or services upon receipt of Facilities Work Request Form (Appendix 8.5.).

6.10.3. Notify the individual making the request upon receipt of a Facilities Work Request form, if set-up arrangements cannot be provided as requested.

6.10.4. Submit appropriate documents for applicable charges to the Facilities Use Coordinator within one (1) week following an event.

6.11. The University Scheduling Office will:

6.11.1. Confirm available instructional space for non-instructional use as requested by the Facilities Use Coordinator or campus organizations.

6.12. The Luckman Executive Director will:

6.12.1. Review and submit recommended Luckman rates and charges to appropriate administrators for approval.

6.12.2 Establish the required accounts and exercise oversight of expenditure or revenues for the Luckman.

6.12.3. Assume final responsibility in authorizing or denying use of Luckman facilities.

6.12.4. Review and sign the Lease by Campus President on behalf of the Luckman, and forward to the Vice President for Administration and Chief Financial Officer for final approval.

6.13. The Luckman Administrative Office under the supervision of the Executive Director or designee will:

6.13.1. Make arrangements for use of the Luckman based upon an Application for Use of Facilities form. The Luckman associate executive director,

theatre manager, facility manager, ticket office manager and other Luckman staff will meet to determine set-up requirements, fixed costs, incremental cost estimates and all other special needs.

6.13.2. Prepare the Lease by Campus President for use of all Luckman facilities.

6.13.3. Prepare a memorandum of understanding for use of the Luckman facilities by campus users and have it signed by the appropriate administrator and Luckman executive director.

6.13.4. Ensure that off-campus organizations renting Luckman facilities have provided a certificate of insurance as detailed in Section 9.01 of the Lease by Campus President (Appendix 8.7.).

6.13.5. Assist off-campus organizations with the coordination of Luckman events by contacting the Facilities Use Coordinator, University Police, Parking Services, RM/EHS, Facilities Services and the Office of Communications and Public Affairs, when any special or unusual services are required.

6.13.6. Attend Facilities Use Planning Committee meeting when scope of Luckman event necessitates.

6.13.7. Make sure all forms and required approvals are secured by the appropriate on-campus offices in the event that food or alcohol service is desired at a Luckman event.

6.13.8. Notify the Office of Communications and Public Affairs when a Luckman event has been contracted or canceled.

6.13.9. Enforce all scheduling deadlines in this procedure for Luckman events.

6.13.10. Collect and process all employee hours and overtime associated with Luckman events.

6.13.11. Collect and immediately process all payments required of off-campus users of Luckman facilities including preparing and delivering invoices.

6.13.12. Maintain all files pertaining to use of the Luckman facilities.

6.13.13. Hire, train, schedule, and maintain a pool of positive attendance employees as crew, ushers, gallery attendants, reception managers, and all other necessary employees to work events held at the Luckman.

6.14. The University-Student Union Board of Directors will:

6.14.1. Periodically review the rates and charges schedule for University-Student Union facilities, equipment, and services.

6.15. The University-Student Union Information and Event Services will:

6.15.1. Accept reservation requests for University facilities from recognized student organizations and send to the Facilities Use Coordinator for approval.

6.15.2. Forward requests to the Office of Communications and Public Affairs for review as outlined in Section 6.4.2.

6.15.3. Notify student organizations regarding status of request.

6.16. Golden Eagle Hospitality will:

6.16.1. Assign a department representative to attend Facilities Use Planning Committee meetings to discuss a detailed plan with the sponsor of the event, as required.

6.16.2. Approve or deny requests by event sponsors to serve/sell food and/or beverages using a caterer other than Golden Eagle Hospitality.

6.17. The Business Financial Services Office will:

6.17.1. Prepare and forward an invoice to the individual and/or organization after receiving a listing of all charges incurred for the event from the Facilities Use Coordinator.

6.17.2. Notify the Facilities Use Coordinator of invoices not paid within ninety (90) days from date of invoice so Section 7.16. of this procedure may be enforced.

6.18. Departments, individuals, and/or on-campus organizations requesting use of University facilities will:

6.18.1. Contact the Office of Communications and Public Affairs prior to the event for review and inclusion in the Calendar of Events. In order to maintain a coordinated Calendar of Events for the campus, all individuals and/or groups must notify the Office of Communications and Public Affairs of non-instructional use of University and non-University facilities in accordance with the following timeline.

ATTENDANCE	MINIMUM NOTICE
0 - 200	15 Working days
201 - 500	30 Working days
501 - 1000	45 Working days
1001 - 5000	60 Working days
5001+	90 Working days

This timeline may be shortened only with the approval of the Office of Communications and Public Affairs, Facilities Use Coordinator, University Police, Parking Services, and Facilities Services, in total.

Exemptions - 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 Calendar of Events.

6.18.2. Reserve desired facility(ies) by contacting the appropriate facility manager.

Classrooms, Lecture Halls	Scheduling Office
State Playhouse, Music Building, Arena Theatre, Renegade Theatre, Dance Halls, PE 128	College of Arts & Letters
Gym, Stadium, Fields, Courts	Intercollegiate Athletics
Swimming Pool, P.E. Activity Rooms	Kinesiology and Nutritional Science Department
University-Student Union, Union Walkway, Union Plaza	University - Student Union Information and Event Services
Luckman Fine Arts Complex (Theatre, Amphitheatre, Gallery, Street of the Arts, Intimate Theatre)	Luckman Office
Golden Eagle Building	Golden Eagle Hospitality
Main Walkway, Greenlee Plaza, King Hall & Salazar Hall Courtyards, Ferguson Courtyard, Music ldg. Quad Area, Engineering, Computer Science and Technology Courtyards, and Parking Lots.	Facilities Use Coordinator
Housing Dorm Rooms, Housing Lounge	University Student Housing

6.18.3. Request an Amplified Sound Permit, if applicable.

6.18.4. Contact the Facilities Use Coordinator to request attendance at the Facilities Use Planning Committee meeting, if necessary. If an event is co-sponsored by an off-campus organization, a lease agreement prepared by the Facilities Use Coordinator will need to be signed. The off-campus organization will also need to provide a certificate of

insurance as detailed in Section 9.01. of the Lease by Campus President (Appendix 8.7.).

6.18.5. Comply with all University, University-Student Union, and/or auxiliary organizations policies and pay all accrued costs as invoiced.

6.18.6 Request audio-visual equipment from ITS.

6.18.7. Request services and equipment from Facilities Services by submitting a Facilities Work Request Form.

6.18.8. Notify Public Safety of all University events and specify whether a Request to Serve Alcoholic Beverages (Appendix 8.8.) has been submitted.

6.18.9. Submit Temporary Food Facility Permit (Appendix 8.9.) when food and beverages will be served to the public by anyone other than Golden Eagle Hospitality.

6.18.10. Reimburse all incremental costs through the appropriate service provider, if applicable.

6.19. Student organizations must arrange for the use of University facilities through the University-Student Union Reservations Office.

6.20. Students filming on campus as part of a class project will contact the Office of Communications and Public Affairs, the appropriate service providers, and facility managers.

6.21. Off-campus groups will:

6.21.1. Contact the Office of Communications and Public Affairs.

6.21.2. Fill out the Event Reservation and Registration Form for Off-Campus Groups (Appendix 8.3.) and submit to the Facilities Use Coordinator.

6.21.3. Attend Facilities Use Planning Committee meetings, if necessary.

6.21.4. Request an Amplified Sound Permit, if applicable.

6.21.5. Sign the Lease by Campus President (Appendix 8.7.) prepared by the Facilities Use Coordinator.

6.21.6. Provide deposit as required in the Lease by Campus President.

6.21.7. Provide a certificate of insurance, as detailed in Section 9.01 of the Lease by Campus President (Appendix 8.7.), to the Facilities Use Coordinator.

6.21.8. Abide by all terms and conditions as written in the Lease by Campus President.

6.21.9. Pay balance due within thirty (30) days upon receipt of invoice.

7.0 PROCEDURES:

7.1. Individuals, campus organizations, departments, auxiliaries, recognized student organizations, and off-campus organizations shall contact the Office of Communications and Public Affairs to request use of University facilities for non-instructional activities. After approval, campus organizations are referred to the appropriate facility manager and off-campus organizations are referred to the Facilities Use Coordinator.

7.2. Individuals or groups wishing to serve alcoholic beverages must submit a Request to Serve Alcoholic Beverages Form (Appendix 8.8.). This form also can be found in the Office of the Associate Vice President for Administration and Finance/Financial Services. Administrative Procedure 019 (Use of Alcoholic Beverages on Campus) must be adhered to at all times. The University reserves the right to remove any person or persons from the premises for violation of this policy.

7.3. The Facilities Use Coordinator will:

7.3.1. After approval by the Office of Communications and Public Affairs, send an Event Reservation and Registration Form for Off-Campus Groups (Appendix 8.3.) to the off-campus organization. Also provide an Amplified Sound Permit request (Appendix 8.2.), if applicable.

7.3.2. Advise off-campus organizations of the feasibility of reserving the facility for the date and time requested and take available details.

7.3.3. Convene a Facilities Use Planning Committee meeting to discuss a detailed plan with the event sponsor and secure cost estimates and required approvals.

7.3.4. Request, from all off-campus organizations, a certificate of insurance detailed in Section 9.01. of the Lease by Campus President (Appendix 8.4.). The certificate must be provided prior to the event.

7.3.5. Prepare the Lease by Campus President for use of University facilities by off-campus organizations and obtain appropriate signatures. All appropriate areas will be informed of signed lease.

7.3.6. Notify the Office of Communications and Public Affairs when an event sponsored by an off-campus organization has been confirmed or cancelled.

7.3.7. Notify Public Safety of all university facility use by off-campus organizations.

7.4. The responsible facility manager or designee will attend events, as required, and be responsible for determining and enforcing the stipulations of all agreements.

7.5. Following the event, the responsible facility manager will submit, if necessary, to the Facilities Use Coordinator within one (1) week a report detailing any damage or misuse and any charges to be assessed.

7.6. For events sponsored or co-sponsored by on-campus departments:

7.6.1. Facility managers and/or responsible personnel from Public Safety, Information Technology Services, and Facilities Services will process overtime under their normal departmental procedures.

7.6.2. The sponsoring department will submit a Facilities Work Request form (Appendix 8.5.) and Public Safety Work Request form (Appendix 8.6.) to determine estimated public safety and facilities services and equipment costs associated with the event. Once costs have been determined Facilities and Public Safety Work Request forms must be approved by the academic or administrative department head authorized to approve department expenditures. Departments will be billed via chargeback.

7.6.3. The sponsoring department will provide appropriate staffing for the event.

7.7. For events sponsored by other than on-campus departments:

7.7.1. Facility managers and/or responsible personnel will submit to the Facilities Use Coordinator overtime incurred by University employees associated with an event for processing within one (1) week following the event.

7.7.2. Upon receipt of event charges, the Facilities Use Coordinator will submit to the Business Financial Services office, a listing of all charges incurred for the event.

7.7.3. The Business Financial Services office will prepare and forward an invoice to the individual and/or organization.

7.8. Monies derived from rental of University facilities are deposited in a University Trust Fund. Fees for maintenance, upkeep, and repair (MUR) are assessed against all non-instructional events scheduled in University facilities. Funds are carried forward in order to replace and refurbish facilities and equipment in accordance with the approved expenditure plan.

7.9. The Business Financial Services office will notify the Facilities Use Coordinator of invoices not paid within ninety (90) days from date of invoice in order to enforce Section 7.16. of this document.

7.10. Charges will be assessed for any damage that has occurred in relation to an event.

7.11. Cancellation of a facility rental by the lessee must be communicated in writing to, and received by, the Facilities Use Coordinator a minimum of seven (7) calendar

days prior to the scheduled beginning of the event. The lessee 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 cancelled after the established deadline will be assessed a cancellation fee of 30% of the charges apportioned to that use.

7.12. Separate rates and charges schedules have been developed for users of other than University facilities.

7.12.1. University-Student Union facilities and equipment rates and charges are available in the University-Student Union Reservations Office (University-Student Union Facilities and Capacities Chart, Appendix 8.10.). The University-Student Union Board of Directors establishes rates for the University-Student Union facilities.

7.12.2. University Auxiliary Services, Inc. (UAS) facilities and equipment rates and charges are available by contacting Golden Eagle Hospitality directly.

7.12.3. University Student Housing facilities and equipment rates and charges are available by contacting University Student Housing directly.

7.13. Individuals or groups using University facilities, the University-Student Union, University Student Housing, the Golden Eagle Building, the Luckman, or the Anna Bing Arnold Child Care Center must adhere to the respective policies regarding the use of each of those facilities.

7.14. 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.

7.15. 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.

7.16. Prior event charges that are unpaid must be paid in full before any subsequent request for facilities by the same group will be approved.

7.17. <u>Scheduling of the Luckman Theatre, Intimate Theatre, and Gallery</u> - All individuals, groups and organizations must arrange for rental through the administrative office of the Luckman.

7.17.1. In all cases of Luckman facility rental an Application For Use of Facilities included in the Luckman Rental Packet (Appendix 8.11.) must be completed.

7.17.2. The lessee is required to complete and sign the Lease by Campus President (Appendix 8.7. & 8.7.2.), submit a technical rider and a Certificate of Insurance listing the University as additional insured.

7.17.3. All individuals, groups, and organizations must adhere to University policies regarding the use of the Luckman (Appendix 8.11.).

7.17.4. Approval for the use of the Luckman facilities, other than for exceptions stated in Section 4.11., is at the discretion of the Luckman's executive director and is subject to availability and conformity of the proposed event with University policy.

7.17.5. Charges for the rental of the Luckman, including rates for rental of equipment, are specified in the Lease by Campus President. These charges and rates are subject to change without prior notice.

7.17.6. Cancellation of a Luckman rental event by the lessee must be in accordance with the cancellation policy as specified in the Lease by Campus President.

7.18. Use of Amplified Sound

7.18.1. The Event Sponsor must state the intent to use amplified sound at the time of making the initial reservation by submitting an Amplified Sound Permit request (Appendix 8.2.).

7.18.2. Reservations will be taken on a first come, first served basis. The Event Sponsor will be notified at the time of making the reservation if the maximum number of amplified events for that day, week, or time slot have been allocated and suggest an alternative time.

7.18.3. Reservations may be changed from non-amplified to amplified on an as available basis.

7.18.4. Sound checks will be limited to a 10-minute period prior to the event time. During the sound check the facility monitor will assist in setting the acceptable levels as outlined in this procedure.

7.18.5. The Event Sponsor agrees to assist with monitoring the sound level of the event.

7.18.6. If the sound level exceeds the acceptable levels as outlined in this procedure, a warning will be given to the event sponsor to lower the volume. No more than one (1) minute will be allowed to lower the volume.

7.18.7. If a second warning is issued, an additional one (1) minute will be allowed to lower the volume to an acceptable level.

7.18.8. Failure to respond immediately will result in revocation of the Amplified Sound Permit, and may result in shutting down the power source for the sound equipment. The event sponsor should be aware this process may damage equipment, and that the University assumes no responsibility for repairs/replacement of equipment caused by this

action. Approval of future reservation requests may be suspended for a period of one (1) year.

8.0. APPENDICES:

8.1. Rates and Charges Schedule for University Facilities, Equipment, and Services (Subject to Change).

8.2. Amplified Sound Permit.

8.3. Event Reservation and Registration Form for Off-Campus Groups.

8.4. Facility/Property Use Request.

8.5. Facilities Work Request Form.

8.6. Public Safety Work Request Form.

8.7. Lease by Campus President.

8.7.1. Special Provisions for University Facilities.

8.7.2. Special Provisions for Luckman Fine Arts Complex.

8.8. Request to Serve Alcoholic Beverages.

8.9. Temporary Food Facility Permit.

8.10. University-Student Union Facilities Fees and Capacities Chart (Subject to Change).

8.11. The Luckman Rental Packet (Subject to Change).