

# CALIFORNIA STATE UNIVERSITY, SACRAMENTO

## USE OF UNIVERSITY FACILITIES PROCESS AND DEADLINES

### USE OF UNIVERSITY FACILITIES PROCESS

The University welcomes to our campus events that support our educational mission. To meet the University's legal and fiduciary requirements to serve as a site for an event, the University requires the following conditions to be met by all Event Organizers, which are defined as 1) Non-university organizations requesting facilities independently (**External**); 2) Non-university organizations that are working with or sponsored by a University department (**Sponsoring Department**); or 3) University departments requesting facilities for University events where no External Event Organizer is involved (**University**). The conditions that Event Organizers must follow are:

- All Event Organizers are expected to adhere to the conditions listed herein with the understanding of the liabilities incurred by the University when these conditions are not satisfied.
- External Event Organizers including those working with a Sponsoring Department requesting to use University facilities are subject to the following:
  - a) External Event Organizers must submit a Request to Use University Facilities form and pay facilities rental fees, unless a facilities rental fee waiver is approved. They agree to pay for all service charges, unless a Sponsoring Department agrees to pay for the service charges on their behalf.
  - b) Where Sponsoring Departments are involved, they are responsible for submitting a Request to Use University Facilities form and fully disclosing the event and their relationship with External Event Organizers to Space Management. They shall also submit a Request for Department Sponsorship and Facilities Rental Fee Waiver form.
  - c) All Event Organizers must comply with the University's [insurance requirements](#).
  - d) External Event Organizers must sign a University Lease Agreement.
- Events must relate to the University mission. The purpose of the event shall be non-profit, educational, non-commercial, character-building or charitable. Events for profit are not typically within University policy unless they are of a fundraising nature for the University.
- All Event Organizers shall agree to [Terms and Conditions for Use of University Facilities](#).
- All Event Organizers shall fully disclose the nature of the event and shall not proceed with the event plans or advertise the event until Space Management has indicated that the facilities are available.
- Event planning, as it relates to use of University facilities, may proceed only upon Space Management's interim approval.
- All Event Organizers must meet the required deadline dates.

If the campus Sponsoring Department's Request to Use University Facilities is approved, and facilities rental fees are approved to be partially or fully waived to the External Event Organizer, the Sponsoring Department shall provide Space Management a Speedchart to pay for service charges or specify that the External organization is responsible to pay for service charges and facility rental fees. If relevant, external organizations will be invoiced by the Bursar's Office. Campus departments are not permitted to invoice external organizations directly. For more information, see [University Policy, ADM-0120](#), for Billing, Collection, and Write-off of Debt.

In setting the following deadlines, the University has provided sufficient time for the Event Organizers to perform their responsibilities and has addressed the minimum amount of time the University needs to meet its responsibilities. Therefore, these deadlines are firm, and the University will act on them.

Should the Event Organizer be unable to meet any of these requirements in the times specified, the University will either not approve the initial request, cancel a facilities request that is in process, or not allow the event to occur.

The University encourages Event Organizers to submit requests well in advance of the final deadlines and to work closely with Space Management (**SM**) and Risk Management Services (**RMS**) so that there is frequent communication and satisfactory completion of these requirements.

## FACILITIES RESERVATION DEADLINES

### FACILITIES REQUESTS INVOLVING EXTERNAL EVENT ORGANIZERS

When an External or Sponsoring Department Event Organizer's request is submitted to Space Management to use University facilities, all parties are responsible for insuring that the following deadlines are met.

#### ***At least 60 days (40 business days) prior to the event:***

- An External Event Organizer or the Sponsoring Department contacts SM to start the facility use reservation and related services processes and fully discloses all activities for the event.
- Sponsoring departments must fully disclose to SM its involvement with the External Event Organizer and the nature and scope of the event.
- The Sponsoring Department or External Event Organizer shall disclose the intention to request a facility rental fee waiver.
- The External Event Organizer and the Sponsoring Department shall make no commitments and will not advertise the event until the use of facilities is tentatively approved by SM, and SM indicates that the Sponsoring Department or the External Event Organizer may proceed with event planning.
- Requirements for [Use of University Facilities by External Groups](#) are posted on the SM website.

**Note:** For large and complex requests, additional advance notice may be required.

#### ***At least 6 weeks (30 business days) prior to the event:***

- The External Event Organizer and Sponsoring Department works with RMS if event insurance is to be purchased through the University.
- The External Event Organizer and the Sponsoring Department submits a completed and signed Request to Use University Facilities form, a completed and signed Request for Department Sponsorship and Facilities Rental Fee Waiver form, if applicable, and a list of all activities proposed for the event.

**Note:** Space Management will provide the Request to Use University Facilities form to the External Event Organizer after the external group's eligibility requirements have been verified and campus facilities have been approved for use.

- If a Facilities Rental Fee Waiver is requested, SM forwards the request to the Facility Fee Waiver Review Group for consideration and approval.

***At least 21 days (15 business days) prior to the event:***

- The External Event Organizer provides SM the certificate of insurance for the event. SM forwards the insurance documentation to RMS for approval.
- If event insurance is purchased through the University, that cost must be paid to the University by this time.
- SM informs the External Event Organizer or Sponsoring Department of the sponsorship and facilities rental fee waiver request approval or denial.

***At least 14 days (10 business days) prior to the event:***

- If the event insurance was purchased through RMS, then the vendors have the option to purchase vendor insurance through RMS. With this option available, organizations who want to purchase vendor insurance through the University must contact RMS prior to the 10 working day deadline.
- SM forwards the confirmed Space Reservation/Event Summary form to the Procurement and Contracts Office to prepare the Lease Agreement for signature.
- Even if the space reservation is confirmed, final approval for the event to take place is pending completion and approval of the insurance requirements and the signed Lease Agreement.
- SM informs the External Event Organizer of the space reservation confirmation status and the total facilities rental fees and event service charges.

***At least 10 days (7 business days) prior to the event:***

- The External Event Organizer provides a complete list to RMS of other organizations and vendors participating in the event.
- The External Event Organizer provides RMS certification of possession of the certificates of insurance for each vendor and other organizations.
- As part of the Lease Agreement, the External Event Organizer shall purchase vendor insurance for any participating vendor that has not yet provided the necessary certificate of insurance. Reimbursement of this cost to the External Event Organizer is a matter solely between the External Event Organizer and the vendor.
- The External Event Organizer shall sign the Lease Agreement and deliver the deposit check to SM.

***At least seven days (5 business days) prior to the event:***

- RMS provides the External Event Organizer with a list of organizations and vendors who have appropriate insurance coverage and can participate in the event.

**Note:** The External Event Organizer is responsible for communicating with event vendors on all event matters including whether they can participate in the event.

***Day of the event:***

- External Event Organizers and Sponsoring Departments shall have in their possession a copy of the confirmed and signed "Space Reservation/Event Summary" form, the signed Lease Agreement, or both at the event.

## FACILITIES REQUESTS NOT INVOLVING EXTERNAL EVENT ORGANIZERS

Depending on the nature and risk of the event, the University department may be required to purchase nominee insurance. Large and complex University facilities requests may require a minimum of 60 days advance notice prior to the event.

### DEADLINES FOR REQUESTS TO USE UNIVERSITY FACILITIES FOR A UNIVERSITY EVENT THAT DOES NOT INVOLVE EXTERNAL EVENT ORGANIZERS:

*At least 12 business days prior to the event:*

- University requests for facilities may be submitted by completing the [Standard Request Form \(SRF\)](#) located on the SM website. Departments shall provide a Speedchart to cover service charges.
- University departments shall fully disclose the nature of the event and make no commitments until SM has advised that space is available. Event planning, as it relates to use of University facilities, may proceed only upon Space Management's interim approval.

*At least 5 business days prior to the event:*

- In the current semester, to request a classroom or conference room for a campus meeting during normal operating hours on M-F only, University departments may submit the [Quick Request Form \(QRF\)](#) located on the SM website.

## FACILITIES SCHEDULING TIMELINES

University departments may request facilities for an event up to a year in advance by submitting the Request to Use University Facilities form. Requests submitted more than 1 year in advance will be returned to sender unprocessed. For best facilities selection and priority scheduling each year, note the following deadlines for submitting facilities request forms:

- **February 1** for all summer requests
- **June 1** for all fall requests
- **October 1** for all winter and spring requests

SM begins scheduling events shortly after these dates each year once the initial class schedule is established. Requests submitted well in advance of final deadlines are encouraged.

### CONTACT INFORMATION

Please contact Space Management at (916) 278-6507 or [spacemgt@csus.edu](mailto:spacemgt@csus.edu) with any questions.