

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

REQUEST TO USE UNIVERSITY FACILITIES TERMS AND CONDITIONS

Space Management is delegated the authority and responsibility to govern space use, schedule academic and State-owned, controlled and operated campus space for classes, final examinations, and events, and implement and communicate space use charges and terms and conditions on behalf of Sacramento State. University State-owned facilities and outdoor spaces may be scheduled for events on a semesterly basis after academic classes have been settled into classrooms. Events may be scheduled during campus standard hours of operation. University facilities are not available overnight and on holidays when the Sacramento State campus is closed. For more information, visit the [Space Management website](#).

1. University facilities requests for special events shall be submitted to Space Management via a Request to Use University Facilities Form at least two weeks in advance of the event. For large and complex requests, additional advance notice is required. For events involving non-university groups, the Request to Use University Facilities Form must be submitted at least 60 days prior to the event after consulting with Space Management to ensure that facilities are available. Proof of liability insurance is also required from the non-university group.
2. The submission of a Request to Use University Facilities Form by a campus program or department implies that the request is for a University sponsored event. The campus program or department assumes responsibility and liability for the event and agrees to provide Space Management a Speedchart in advance and pay for all event related charges. A department representative may be required to provide event supervision. If it is determined that the event is not a University sponsored activity, the policies governing non-university group requests will apply.
3. Facilities must be reserved prior to the arrangement of supporting event services. After the services have been communicated to Space Management via the Request to Use University Facilities Form, customers can arrange specific details for the required services directly with campus service departments as needed. For Facilities Management services (custodial, grounds, tables and chairs, electrical, etc.), call (916) 278-6242; for University Transportation and Parking Services, call (916) 278-7275; for Hornet Ticket Office services, call (916) 278-4323; for Sacramento State Police Department services, call (916) 278-6000.

Estimated service charges may be adjusted or increased to actual cost after the event for extended use of facilities or for additional services. The customer accepts responsibility and agrees to pay for all event charges which may include service charges for energy use, cleanup, other services and/or use of facilities. University customers must provide Space Management notice of event cancellation in writing at least two business days in advance. Parking and food/beverage services are arranged under separate agreements with University Transportation and Parking Services (UTAPS) and University Enterprises, Inc. (UEI), respectively. If allowed by UEI, the sale and dispensing of food from donated sources or off campus vendors requires a County Health permit and compliance to all County Health and Sac State policies.

4. The customer is responsible for returning facilities to their original condition and will be charged after the event for extra cleanup, damages, and losses. Classrooms are reserved “as is”, with existing equipment, furniture and layouts. Moving or adding furniture to or from classrooms to accommodate event activities is not permitted. Classrooms must be returned to a class-ready condition after each use per furniture layouts posted. Catering, meals, and potlucks (including food deliveries) are also not permitted in classrooms. All facilities meet Americans with Disabilities Act requirements and related Federal and State laws; customer is responsible for additional accommodation.

5. An events manager may be required to unlock and lock doors and/or to coordinate services during an event. This will be determined at the time the reservation is made. Requests for use of the Hornet Stadium, and athletic, theatre, and music special facilities likely require the services of an events manager.

FOR NON-UNIVERSITY (THIRD-PARTY/COMMUNITY CUSTOMER) FACILITIES REQUESTS ONLY:

6. Facilities reservations with fees totaling \$200.00 or less, must be paid prior to the event. Other facilities reservations require a 50% minimum deposit or as quoted. Facilities rental and service fees will apply and must be paid. Remaining balance is billed after the event. **MAKE CHECKS PAYABLE TO CSUS. IF DEPOSIT IS NOT RECEIVED PRIOR TO THE EVENT, THE CONFIRMED RESERVATION IS NULL AND VOID.**
7. When fees are involved, only one request for change(s) to original confirmed reservation will be honored without charge if the change is provided to Space Management in writing at least two weeks in advance of the event start date. To cover administrative/business services costs, a fee of \$20.00 or 10% of total billing, whichever is less, will be charged for each additional request for change(s). A change is defined as an addition or even exchange of facilities, dates, services, times, etc., and does not include cancellation of facilities, dates, or services when fees are affected. Note: All changes must be requested in writing and provided to Space Management at least two weeks in advance.
8. **CANCELLATION OF FACILITIES, DATES, SERVICES, AND /OR EVENTS:** A non-refundable cancellation fee will be charged to cover administrative/business services costs in the following manner:
 - a. No charge for cancellation up to two weeks in advance of event.
 - b. Ten percent (10%) of total billing for cancellation six (6) to ten (10) working days prior to event.
 - c. One third (1/3) of total billing for cancellation up to five (5) working days prior to event with the following exception: if notice of cancellation is not given at least one (1) full working day in advance of event, no refund will be made. There will be no refunds after the event for unused facilities or services.

Note: All cancellation requests must be provided to Space Management in writing.
9. A contract is required for all use of facilities by community groups (third-parties) and requests which the Office of Space Management deems necessary to have a contract. Compliance with the contractual terms and conditions is required. **THE CONTRACT MUST BE SIGNED AND INSURANCE AND YOUTH PROTECTION PROGRAM REQUIREMENTS MUST BE MET AND RECEIVED PRIOR TO THE EVENT OR THE CONFIRMED SPACE RESERVATION IS NULL AND VOID.** Please contact Procurement & Contract Services at (916) 278-7322 for contracts information. Please contact Risk Management at (916) 278-7233 concerning insurance requirements for non-university groups and for approved non-university vendors.
10. The University does not permit the use of the Sacramento State name, pictures, logos, or titles, on the brochure of a private or public agency advertisement when the use of such pictures, logos, or titles would imply sponsorship or active cooperation of the University in the activity. All sign postings must be approved in advance by the Minor Design Change Committee (MDCC), mdcc@csus.edu.
11. The LESSEE agrees to defend, indemnify and save harmless California State University, Sacramento, its Trustees, officers, agents, and employees, from all claims, costs, loss, damage, or liability arising from the negligence of the LESSEE. LESSEE also agrees to pay for all use charges and any damages to the University's property arising from the LESSEE'S occupancy of the property.