

Helpful Hints

A checklist for preparing for your event at the
Leslie and Anita Harper Alumni Center

Parking

All parking lots at Sacramento State are owned and regulated by University Transportation and Parking.

Guests attending an event may pay to park on the day of the event by purchasing a daily parking permit from one of the yellow kiosks located in campus parking lots. Parking permits may be purchased at \$6 per day or \$3 for two hours. Kiosks accept credit cards and cash.

If you are hosting an event at the Alumni Center and would like to pre-pay for your guests, contact UTAPS Parking Events & Services at eventparking@csus.edu or (916) 278-2985.

Social events like weddings that are held at our center on weekends are usually eligible for courtesy (free) parking passes. Call the UTAPS office for more information.

Client will pre-pay for parking

Guests will pay for own parking

Catering

If using an outside catering vendor that is NOT on our approved caterer list, be sure to have them review our [policies](#) regarding food service at the Harper Alumni Center. Additionally, the caterer will need to provide the Harper Alumni Center with a copy of their current liability insurance and a health permit from their commercial catering kitchen six weeks prior to the event.

If using a preferred caterer from our list, no additional cost or paperwork is required.

Preferred caterer: _____

Outside caterer: _____

○ **Liability insurance**

○ **Health permit**

Linens

Linens are not part of your rental at the Harper Alumni Center. In most cases, your caterer can provide you with linens for your tables. The Harper Alumni Center will provide a room diagram and a table count based on your set up and number of attendees for you to give to your caterer when planning your linen needs.

You may also rent linens from University Catering at (916) 278-6786, or from any event rental company of your choosing. Our round tables are 60" and our banquet rectangle tables are 18 inches by 6 foot.

Linens will be provided by:

Access times

When making your reservation at the Harper Alumni Center, please be sure to allow enough access time for registration or for your caterer, audio-visual company, disc jockey, or other vendors to set up before your event begins. Unless other arrangements are made, clients may not enter the room until the access time listed on your contract. The building opens daily from 8 a.m. to 5 p.m. (7:30 a.m. to 4 p.m. during the summer.) Guests are welcome to wait in our lobby if they arrive before your access time.

My access time: _____