



## Space Request for Music Building

Glenn Disney, Events Manager, [gdisney@csus.edu](mailto:gdisney@csus.edu)

This form must be submitted to the School of Music at least 75 days prior to event

rev. Sept.. 2023

Today's Date \_\_\_\_\_

Organization requesting space	Org. 501c3 Tax ID#	Date(s) of event	Est. daily attendance
Contact name / Title	Times: Setup (7am earliest)	Start	End
Contact email	Age range of participants	Admission fee(s)	Vacate (10pm latest)
Mailing address		Contact phone	

Event title and description

Room(s) requested

Is event open to general public? ☐ Yes ☐ No

Rooms available:

**142a** (Capistrano Concert Hall) – seated capacity 328

**151** (Small Recital Hall) – seated capacity 170

**143** (rehearsal/reception room) – capacity 125

**205, 209, 223, 227** (2<sup>nd</sup> floor classrooms) – capacity 45 each

**319, 321, 327** (3<sup>rd</sup> floor classrooms) – capacity 30 each

**School of Music fees** (number of hours should be based on "Setup" and "Vacate" times listed above)  
minimum \$100 charge per day

**142a, 151, 143 (1<sup>st</sup> floor):** First room at \$50 per hour for \_\_\_\_\_ hours X \_\_\_\_\_ day(s) = \$ \_\_\_\_\_  
or Daily flat rate \$200 for 5-8 hours, \$250 for 8+ hours

\_\_\_\_\_ Additional room(s) at \$25 per hour for \_\_\_\_\_ hours X \_\_\_\_\_ day(s) = \$ \_\_\_\_\_  
or Daily flat rate \$100 for 4+ hours

**Classrooms (2<sup>nd</sup>/3<sup>rd</sup> floor):** First room at \$25 per hour for \_\_\_\_\_ hours X \_\_\_\_\_ day(s) = \$ \_\_\_\_\_  
or Daily flat rate \$100 for 5-8 hours, \$150 for 8+ hours

\_\_\_\_\_ Additional room(s) at \$10 per hour for \_\_\_\_\_ hours X \_\_\_\_\_ day(s) = \$ \_\_\_\_\_  
or Daily flat rate \$40 for 4+ hours

**Piano Use:** \_\_\_\_\_ 9-foot concert grand(s) at \$100 per day X \_\_\_\_\_ day(s) = \$ \_\_\_\_\_  
(No. needed) NOTE: extended techniques may not be used in our concert grands.  
Please advise the Events Manager if you need a piano for extended techniques.

\_\_\_\_\_ 5 to 7-foot grand(s) at \$50 per day X \_\_\_\_\_ day(s) = \$ \_\_\_\_\_  
(No. needed)

**Additional equipment:** \_\_\_\_\_ chair(s) \_\_\_\_\_ music stand(s) No charge  
(up to 100 available) (up to 75 available)

**Total all School of Music fees:** \$ \_\_\_\_\_

\* NOTICE ON FEES: The organization placing this reservation will be responsible for the above fees plus University charges, which normally include *custodial fees* and/or *energy use fees*. These University fees typically total a minimum of \$100 per contract, but vary greatly depending on length of event, amount of rooms used, attendance, and so forth. The School of Music has no influence over these fees. Once we receive and process this form, the University will prepare and send you their contract, and the University Bursar's office will invoice your organization after the event for ALL fees.

Return this completed form via email to [gdisney@csus.edu](mailto:gdisney@csus.edu) or via regular mail to:

Sac State School of Music • ATTN: Events Manager • 6000 J Street, MS 6015 • Sacramento, CA 95819

**DO NOT SEND ANY PAYMENT WITH THIS FORM**

### Important Notes

Reservations with this form may only be accepted from educational organizations that are non-for-profit and whose primary activities fall in the field of music. *Forms must be received by the School of Music at least 75 days prior to the event to be considered.* Forms will be accepted **from May 1-August 31**, for events taking place from September-December. Forms will be accepted **from November 1-January 31**, for events taking place from February-May. We do not host events in January, June, July, August, or during Thanksgiving Break or Christmas Break.

Events involving minors must also fill out the Minors on Campus registration form:

<https://www.csus.edu/administration-business-affairs/risk-management-services/forms/minors-on-campus.html>

All rooms must be restored to their previous condition after use. *Failure to do so may result in additional charges.*

Parking – The Sacramento State School of Music has no control over parking enforcement. Requests for parking arrangements can be made directly with the Parking Office (UTAPS) by emailing them at least two weeks in advance at: [eventparking@csus.edu](mailto:eventparking@csus.edu) or calling 916-278-7275.

Once this form is received back by our department, we will file reservation paperwork with the University. The University will in turn write up the contract for facility use, and will send it to you or notify you once it is ready for signing. The Bursar's Office will invoice you for all assessed fees. The University will also ask for proof of liability insurance from your organization. Information on liability insurance requirements can be found online at:

[www.csus.edu/compliance/risk-management/insurance.html](http://www.csus.edu/compliance/risk-management/insurance.html)

*Most events fall under "Short Term Lease" for events that do not involve minors, or "Third Party Youth" for events that do involve minors*

The School of Music does not handle ticketing or ushering for outside events; this is the responsibility of the requesting organization. Events asking for donations are allowed if the donations are going directly to a legitimate non-profit organization. Notice must be posted at the event stating that the donations are NOT for the Sacramento State School of Music.

Basic stage lighting for concert events is available in Room 151 and the Capistrano Concert Hall only.

The School of Music fees listed on the front include an approved student stage manager, who will arrive to open the facility at the 'Setup' time specified, set and/or run stage lighting (if requested), and lock up the facility at the 'Vacate' time specified.

Technical equipment is not supplied by the Sacramento State School of Music. (including but not limited to microphones, sound systems, projectors, recording/playback equipment, special lighting effects, use of school instruments other than pianos)

The Sacramento State School of Music will not be responsible for the promotion of this event.

Please note that food and drink are not permitted in the Capistrano Concert Hall or Room 151 (except bottled water). Food and drinks may be allowed in other rooms. The requesting organization is responsible for keeping food and drinks outside of the Concert Hall and Room 151, and for cleaning up any area where food and drinks are used, which includes emptying trash containers into the dumpster outside the music building.

Should this event need to be canceled by the requesting organization, please notify the Events Manager no later than two weeks before the scheduled event. Charges may be assessed if this event is canceled with less notice.

Please notify the Events Manager immediately if you need to change any information after this request has been sent in, including changes in times or equipment requested.

Signing below designates that you have read and understand the above information.

\_\_\_\_\_  
Signature of authorized representative

\_\_\_\_\_  
Date

*Do not send any payment with this form. Please keep a copy of this form for your records*