

College of Social Sciences and Interdisciplinary Studies

Guidelines and Application for Use of President's Subsidy Funds for Alumni Center and Julia Morgan House

President Nelson's subsidy totals for SSIS:

- \$2,000.00 for the Alumni Center
- \$3,600.00 for the Julia Morgan House

Typical cost for an event: \$550.00

Guidelines

1. Fall application deadline: no later than October 15 for facility use from mid-October through March of the following year.
2. Spring application deadline: no later than the last work day in March for facility use from April through September of the following year.
3. The total subsidy will be divided between the fall and spring semesters.
4. Any funds remaining from the fall semester will be available for use the following spring.
5. In the event of multiple requests, funding may be capped at \$450.00 per request.
6. Priority for funding is based on:
 - a. Stakeholders:
 - 1) Students
 - 2) Faculty and staff
 - 3) Community members
 - b. Availability of external funding.
 - c. History of funding. Those who have not received the subsidy for facilities will take precedence over those who have, both within an academic year and across academic years.
 - d. First come first served after the published deadline.

Application Process

1. Complete application form below
2. Refer to facility use costs on pages 2 and 3 to estimate funding needs
3. Submit your completed form via email to the college at: ssis@csus.edu and cc: mosupyob@csus.edu and r.silva@csus.edu by the specified deadlines for priority consideration.

**Sacramento State Alumni Center
Campus Department Rental Rates**

<u>Monday - Friday</u>	
Capital Room Capital Room w/ Patio	\$125 per hour \$160 per hour
½ Capital Room ½ Capital Room w/ Patio	\$75 per hour \$110 per hour
¼ Capital Room	\$50 per hour
<u>Saturday</u>	
8 hour rental	\$1250 / w-patio \$1550
<u>Sunday</u>	
8 hour rental	\$900 / w-patio \$1200
8 HOUR RENTAL	
<u>WITH PATIO</u>	<u>WITHOUT PATIO</u>
<u>Saturday w/ Patio \$1550</u>	<u>Saturday w/o Patio - \$1250</u>
<u>Sunday w/ Patio \$1200</u>	<u>Sunday w/o Patio \$900</u>

Cost for using the Alumni Center on a Saturday or a Sunday is a **flat rate!**
The Alumni Center will provide linens for **ONLY** the catering tables, upon request.

Equipment Cost:

- Podium / Microphones: \$50
- Podium / Microphones / Screen: \$150 (Basic AV Bundle - BAVB)
- Stage panels \$50 each

Additional Services available through University Catering: (table linens for round tables)
<http://www.dining.csus.edu/wp-content/uploads/2013/06/ec-services062113.pdf>

	Sq. Ft.	Banquet	Theater	Classroom
Capital Room	4,800	300	400	150
1/2 Capital Room	2,400	150	180	80
1/4 Capital Room	1,200	60	100	50
Board Room seats 10	250	NA	NA	NA

[View Seating Style Layouts \(pdf\)](#)



Julia Morgan House

EVENT & CONFERENCE CENTER

Rental Rates

Conference Rooms	8 Hours
Conference Rooms 1A and 1B	\$900
Conference Rooms 2A and 2B	\$1,000

Hourly rates beyond eight hours are \$100.

House and Gardens	8 Hours
November - April	
Weekdays	\$1,500
Saturday and Sunday	\$2,000
May - October	
Weekdays	\$2,000
Saturday and Sunday	\$3,000

Hourly rates beyond eight hours are \$250.

House and Gardens rates are inclusive of a one-hour wedding rehearsal.

Rates include use of LED flat-screen monitors and internet access.

Self-parking for 29 cars included in pricing. Valet parking is additional.

Catering services provided by Epicure Catering at Sacramento State.

Prices are subject to change until a contract is signed and the deposit is paid.



College of Social Sciences and Interdisciplinary Studies
Funding request form for the Alumni Center / Julia Morgan House

Please submit your completed form via email to the college at: ssis@csus.edu and cc: mosupyob@csus.edu and r.silva@csus.edu

Departments will be expected to find additional financial support to help off-set the cost of their event.

Facility being requested : **Julia Morgan House** **Alumni Center**

Name of Department(s), Program(s), or Group(s) Sponsoring Event

Sponsor

Contact Person _____ Campus Extension _____

E-mail _____

Name/Nature of Event _____

Date and Time requested. While the details of each reservation will be handled directly between the sponsoring group and the facility, please indicate the preferred date and time of the event.

Preferred Date

Preferred Time

Approximate Number Attendees Anticipated _____

Approximately what % of the intended Audience will be

_____ CSUS students

_____ Community from off campus

_____ CSUS faculty & staff

_____ CSUS Alumni

_____ Other, please specify on lines below

Because the SSIS allocation for use of these facilities is limited, other venues should be explored prior to applying for support from the College. Please briefly explain why other spaces on campus, such as rooms in the University Union, are not appropriate (or available) for this event.

ALUMNI CENTER REQUEST: Please use the **Sacramento State Alumni Center Rental Rates to estimate costs and indicate** how your group intends to use the SSIS allocation.

_____ X _____ = _____
Room with Patio? Hourly rate # of Hours Total

Note: Rates are different for weekends vs. weekdays.

For Julia Morgan House requests please use the **Sacramento State Julia Morgan House Rental Rates** to estimate costs and indicate how your group intends to use the SSIS allocation.

Parking needs: Number of cars

Incomplete forms will be returned to the requestor.