

Facilities Information and Reservation Guide

Sacramento State Downtown

The **Sacramento State Downtown** (DTN) location is a hub for Policy, Leadership, Accessibility, Collaboration, and Education. Located at **304 S Street**, Sac State Downtown is a three-story building comprised of offices, classrooms, conference rooms, and an Event/Training Center.

Sac State Downtown is a reservation-only location. Requests must be made to reserve classrooms (for courses only), conference rooms, and the Event/Training center. This guide is intended to assist building occupants and campus and community partners who wish to request the use of the downtown facilities. For more information, please see the [Sacramento State Downtown](#) website.

STANDARD HOURS OF OPERATION

Semester/Session*	Building Door Hours	Parking Lot Gate Hours	Event/Class Hours
Fall: Monday – Friday	8:00 am – 6:15 pm	7:30 am – 9:15 pm	8:00 am – 9:00 pm
Winter: Monday – Friday	8:00 am – 6:15 pm	7:30 am – 9:15 pm	8:00 am – 9:00 pm
Spring: Monday – Friday	8:00 am – 6:15 pm	7:30 am – 9:15 pm	8:00 am – 9:00 pm
Summer: Monday – Friday	7:30 am – 4:30 pm	7:30 am – 5:15 pm	8:00 am – 5:00 pm
<i>Weekends</i>	<i>As Needed</i>	<i>As Needed</i>	<i>As Scheduled</i>

*See the [Office of Academic Excellence](#) for the current Academic Calendar and semester session dates.

Note: Sac State Downtown is closed on holidays and during Sacramento State main campus closures. **Requests for weekend usage must be made at least two weeks in advance to coordinate HVAC and custodial services.**

DOWNTOWN RESERVATIONS

Facilities	Facilities Capacity	Contact
Event/Training Rooms: DTN 104/105 Furniture configuration options available <i>(104/105 is a combined space only and is used as 1 space)</i>	<ul style="list-style-type: none">DTN 104: 40 seats / 67 standingDTN 105: 30 seats / 65 standingDTN 104 & 105 (combined): 70 seats / 104 total capacity	(916) 278-4303 or email sacstatedowntown@csus.edu Sacramento State Downtown
Classrooms: DTN 108, 109, and 110/111 <i>(110/111 is a combined space only and is used as 1 space)</i>	<ul style="list-style-type: none">DTN 108 (20 seats)DTN 109 (20 seats)DTN 110 (24 seats)DTN 111 (24 seats)DTN 110 & 111 combined (48 seats)	(916) 278-6507 or email spacemgt@csus.edu Sac State Space Management
Conference Rooms: DTN 212, 214, and 315* <i>(*For internal Sac State use only)</i>	<ul style="list-style-type: none">DTN 212 (8 seats)DTN 214 (14 seats)DTN 315* (28 seats)	(916) 278-4303 or sacstatedowntown@csus.edu Sacramento State Downtown

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CONTACT INFORMATION

To request a tour or view the downtown facilities before an event or to discuss training room furniture configurations and equipment needs, please contact us at (916) 278-4303 or email sacstatedowntown@csus.edu.

Event Staff Availability

- Fall, Winter, and Spring Semesters: Monday – Friday, 8:00 am - 4:45 pm
- Summer Semester: Monday – Friday, 7:45 am – 3:45 pm
- **For non-emergency after-hours assistance, contact Kimberlee Walker at (916)278-4303, kimberle.walker@csus.edu or sacstatedowntown@csus.edu.**

AUDIO-VISUAL INFORMATION

- Wi-Fi is available throughout the entire building.
- Event/Training Rooms: each equipped with a 10' projection screen with projector, computer, four wireless microphones, document camera in the ceiling, and a ShareLink wireless collaboration gateway to connect to notebooks or mobile devices wirelessly. There are also HDMI and VGA connections for laptops and other wired devices. Rooms can be bridged to show content from one system on both screens. Both rooms have cameras and microphones for Zoom or other conferencing software on the built-in PC.
- Classrooms: each equipped with an 86" ViewSonic Touchscreen on a cart with a built-in computer. There are document cameras in each room's ceiling and a ShareLink wireless collaboration gateway to connect to notebooks or mobile devices wirelessly. There are also HDMI and VGA connections for laptops and wired devices. All Downtown classrooms have cameras and microphones to use with Zoom or other conferencing software on the built-in PC.
- Conference Rooms: each has a conference phone. DTN 212 has a display that can be wirelessly used with a user's device. DTN 214 has a touchscreen display with a built-in computer that is Zoom/video conferencing enabled and can display a user's device wirelessly. DTN 315 does *not* have any AV technology available.
- For more information about room equipment, visit the [CSU Sacramento Learning Space Inventory](#) site.

TECHNICAL SUPPORT

For technical assistance, contact Downtown Tech Support at (916) 278-7526, servicedesk@csus.edu, or the [Information Resources & Technology](#) website and scroll down the page to choose a service.

RESERVATION REQUESTS AND FEES

COVID-19 and Current Reservations Guidelines:

As Sacramento State's COVID-19 policies and procedures have evolved, campus safety remains the top priority. Please continue to help ensure a safe, healthy environment for the Hornet Family aligned with public health guidelines and recommendations.

For Risk Management related questions, contact Janie Mutchler at xioug@csus.edu or Environmental Health & Safety (EHS) at rms@csus.edu and (916) 278-2020.

- [Vaccinations/boosters are strongly recommended but no longer required](#) for students, faculty, staff, and visitors.
- [Masks are recommended but not required at Sac State](#). The University is no longer providing masks to the campus community at large.
- Please do not come to campus facilities if you are feeling unwell.

Requests from Community Customers/Partners

University facilities, including Sacramento State Downtown, are available to community groups and organizations for purposes of the mission of the University and its activities when not needed for university programs. Eligibility requirements for use of University facilities are available online at [Space Management - Facilities Reservations for Community Customers](#). Community Customers must contact the Office of Space Management directly at (916) 278-6507 or spacemgt@csus.edu to request the Sacramento State Downtown facilities for events. **Please note that requests must be submitted 60 days in advance.**

Facilities Usage Fees

Rental fees and insurance requirements for use of university facilities by external groups can be found at [Space Management - Facilities Reservations for Community Customers](#). Additional service charges may apply to cover HVAC and custodial services.

There is no charge for campus programs/departments to reserve the Sacramento State Downtown facilities during standard hours of operation. Academic classes scheduled in Downtown facilities are not subject to charges. Events held after-hours and on weekends (excluding courses) are subject to HVAC and custodial services charges.

All questions about rental fees and service charges should be directed to the Office of Space Management at (916) 278-6507 or spacemgt@csus.edu.

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FACILITIES USE EXPECTATIONS

Sacramento State is committed to ensuring all events comply with requirements for Human Resources, Risk Management, Fire Marshal, etc. Please submit an [Event Notification Form](#) after your event has been approved.

Please note: *The Event Notification Form is not for approval of events; rather, it serves as a tool to facilitate a successful event and to notify stakeholders including Risk Management, Human Resources, University Advancement, University Police, etc., of events, so they can assist with required guidelines and forms such as volunteer paperwork, special event permits, and more.*

- Users may enter facilities no earlier than the reservation start time and depart no later than the reservation end time as scheduled.
- **The entry/exit door inside DTN 104/105 is used as an Emergency Exit Only.**
 - **The door shall remain closed during events.**
 - **Opening and propping the door open is strictly prohibited.**
 - **Guests of the building attending events in DTN 104/105 should enter and exit through the main doors in the lobby only.**
- Users are expected to leave facilities in good condition and repair.
- Furniture shall be placed in its original location (or standard layout for classrooms) at the close of the event. No furniture may be removed from the facilities.
- Electrical equipment must be shut off before vacating the room.
- No nails, staples, or pushpins shall be used to adhere items to walls.
- Food, beverages, and equipment must be removed at the close of an event.
- Users shall place all trash in trash receptacles. Overflow trash may be placed in the 1st-floor breakroom, Room 102.
- Epicure Catering is the only permitted caterer for event/training and conference rooms without University Enterprises, Inc. (UEI) written approval. Contact UEI at (916) 278-6786 during regular business hours Monday – Friday to discuss catering options.
- Only Pepsi-branded beverage products including Aquafina bottled water may be distributed; this policy will be strictly enforced. Sac State and University Enterprises, Inc. have an exclusive beverage contract with Pepsi. No Coca-Cola, other brand, or generic products may be served.
- Catering, meals, and potlucks are not permitted in classrooms. Only light refreshments (such as water, coffee, cookies, and muffins) are allowed.
- Free-standing signs and balloons may be placed outside the building and in the lobby area when hosting an event in the building if they do not impede the exit routes and are not attached/affixed to the interior or exterior of the building.

CATERING

University Enterprises, Inc., Dining Services does not schedule room reservations, provide furniture set-up, or provide clean-up services after an event unless hired. Catering services are only allowed in the onsite training rooms, DTN 104/105, and must be reserved through the Office of Community Relations and Campus Engagement, [Sac State Downtown - Event Scheduling](#).

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Catering service is available through Epicure Catering at Sacramento State, the exclusive caterer for Sac State Downtown. Epicure is committed to serving delicious cuisine and excellent customer service to create a memorable culinary experience for you and your guests. Visit the Epicure website for more information: [Hornet Hospitality - Epicure Catering](#).

Full-service catering is recommended as this typically includes delivery, set-up, and clean-up from the caterer. Please note: all food and equipment from the catered event must be removed from the room on the same day of service. If your caterer does not provide these services, it will be the organization sponsoring the events' responsibility to set up the food and remove all food-related items from the premises. All catering must be provided by a licensed and insured caterer (document requirements below).

To request an off-campus caterer, please ensure the caterer can submit the documents listed below at least ten (10) business days before the event to Epicure Catering at catering@csus.edu or (916) 278-6786.

Documents required for approval

1. Business license or tax certificate
2. Current county health permit from the facility where the food will be prepared
3. Certificate of liability insurance AND endorsement naming the following additional insured: The State of California, the Trustees of the California State University, California State University (CSU), California State University, Sacramento, (CSUS), University Enterprises, Inc., their officers, employees, and volunteers

Food preparation, delivery, service, monitoring, and clean-up

All food must be prepared off-site. There are no kitchen facilities available for food preparation of any kind.

All equipment needed must be brought to the site. No catering equipment of any kind is available for use. There will be NO access to Dining Services' kitchen, storage, refrigeration, freezers, ice machines, carts, chafers, utensils, dinnerware, etc. The off-campus caterer is not permitted to move any furniture on the premises. **The campus recently instituted a new policy required by the Fire Marshal – no open flames may be used on campus including Sterno flames (which are used to heat chaffing dishes).**

A sink and refrigerator are accessible to the off-campus caterer near the training rooms where services are permitted. The sink is for hand washing and water only. DO NOT rinse food into these sinks, as that will clog the drain. If the drain must be cleared after an event due to food waste, a fee will be charged to the organization sponsoring the event.

All food approved for distribution must meet Sacramento County Environmental Management Department's health and safety regulations. All food-related waste must be properly disposed of on the same day of service (see specific guidelines below).

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If the caterer drops off but does not stay on-site as outlined above, the organization sponsoring the event will assume all responsibility for ensuring food waste/supplies are removed from the room, as well as trash discarded outside of the building on the same day of service.

Proper Disposal of Waste during a Catering Event

Proper waste disposal requires the caterer to remove all food-related products from the premises on the same day of service. All recyclable items are to be placed in the outdoor recycle container. All other refuse should be disposed of in the outdoor trash container.

Failure of the caterer to properly dispose of all food-related recyclables and food-related waste from the premises after an event may result in an excessive clean-up charge. This fee will be charged to the organization sponsoring the event. If you have questions about this policy, contact UEI Dining Services at (916) 278-5708.

PARKING AND TRANSPORTATION

Sac State Downtown Parking Lot: 304 S Street

Only valid Sacramento State virtual parking permits are honored in the 304 S Street parking lot.

- Parking lot space is limited. There are 63 spots in total, 4 are disabled spots.
- The 304 S Street parking lot honors all valid Sacramento State parking permits issued to students, faculty, and staff who have business, classes, or work at the Downtown site when they park their vehicles there.
- If you have business in the building, you must sign in at the Reception Area. If your vehicle needs to be moved and you cannot be located and you are not on-site, the vehicle may be towed.
- Students, faculty, and staff can purchase a daily parking pass online at the MySacState website by following these steps:
 - My Sac State > UTAPS Parking Portal > Log In > Select Daily Students (\$8) > Select Date > Select Car/License Plate > Pay Now > Checkout > Add credit card
- [Guests can purchase a virtual permit using "Guest Login"](#).
- Virtual Permits: Your license plate will now serve as your permit. You can [find instructions on how to register your license plate here](#).
- Parking is enforced by the City of Sacramento Parking Division. Parking citations issued in the parking lot may be appealed through the [City of Sacramento - Parking Citation Services](#).
- Tandem Parking
 - Please pull forward in the tandem space
 - Sign in at the reception desk with your contact information and **tandem space number**.
 - For a prompt check-in, please provide your contact information at the following link: [Parking & Transportation: Downtown Center Tandem Parking](#).

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- Please **do not** leave the premises if parked in a tandem space. If you have blocked a car, you may receive a call or text from 916-278-4226. Please answer the call and move your vehicle immediately.
- Additional short and long-term, 10-hour metered parking is available on the street, in front of the building, and on all surrounding streets.
 - Parking meters take coins and credit cards.
- Two bike racks are available within the 304 S St. parking lot.
 - One is in the back of the building, and another is behind a gate in the northeast corner of the parking lot.
 - Bikes and scooters are not permitted inside the Sacramento State Downtown building.
- For more parking information, visit [CSUS Parking & Transportation Services](#).