

## Facilities Information and Reservation Guide

### Sacramento State Downtown

The **Sacramento State Downtown PLACE** (DTN) 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, event/training rooms, classrooms, and conference rooms.

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
<b>Event/Training Rooms: DTN 104 and 105</b> Furniture configuration options available	<ul style="list-style-type: none"> <li>• DTN 104: 40 seats / 67 standing</li> <li>• DTN 105: 30 seats / 65 standing</li> <li>• DTN 104 &amp; 105 (combined): 70 seats / 104 total capacity</li> </ul>	(916) 278-4303 or email <a href="mailto:sacstatedowntown@csus.edu">sacstatedowntown@csus.edu</a>  <a href="#">Sacramento State Downtown</a>
<b>Classrooms: DTN 108, 109, 110, and 111</b>	<ul style="list-style-type: none"> <li>• DTN 108 (20 seats)</li> <li>• DTN 109 (20 seats)</li> <li>• DTN 110 (24 seats)</li> <li>• DTN 111 (24 seats)</li> <li>• DTN 110 &amp; 111 combined (48 seats)</li> </ul>	(916) 278-6507 or email <a href="mailto:spacemgt@csus.edu">spacemgt@csus.edu</a>  <a href="#">Sac State Space Management</a>
<b>Conference Rooms: DTN 212, 214, and 315*</b> (*For internal Sac State use only)	<ul style="list-style-type: none"> <li>• DTN 212 (8 seats)</li> <li>• DTN 214 (14 seats)</li> <li>• DTN 315 (28 seats)</li> </ul>	(916) 278-4303 or <a href="mailto:sacstatedowntown@csus.edu">sacstatedowntown@csus.edu</a>  <a href="#">Sacramento State Downtown</a>

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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 get in touch with (916) 278-4303 or email [sacstatedowntown@csus.edu](mailto: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, Admin Support Coordinator II for the Office of Public Affairs and Advocacy.**

### 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](mailto:servicedesk@csus.edu), or the [Information Resources & Technology](#) website and scroll down the page to choose a service.

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### 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](mailto:xioug@csus.edu) or Environmental Health & Safety (EHS) at [rms@csus.edu](mailto: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

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](mailto: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](mailto:spacemgt@csus.edu).

#### FACILITIES USE EXPECTATIONS

- Users may enter facilities no earlier than the reservation start time and depart no later than the reservation end time as scheduled.
- Users are expected to leave facilities in good condition and repair.

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- 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 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.
- 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 two onsite training rooms, Rooms 104 and 105, and must be reserved through Sacramento State Public Affairs & Advocacy, [Sac State Downtown - Event Scheduling](#).

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 Laura Zieg, Catering Director, Dining Services, University Enterprises, Inc., at [zieg-laura@aramark.com](mailto:zieg-laura@aramark.com) or (916) 278-7404.

#### 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,

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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.

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.

Only Pepsi beverage products, including Aquafina bottled water, may be sold or distributed; this policy will be strictly enforced. Sacramento State and University Enterprises, Inc. has an exclusive beverage contract with Pepsi. No Coca-Cola, other brands, or generic products may be served.

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).

If the caterer drops off the food but does not stay on-site as outlined above, the organization sponsoring the event will assume all responsibility for ensuring food waste and supplies are removed from the room, as well as the trash being 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

- Parking space is limited. There are 63 spots in total; 4 are designated as disabled spots.
- Valid virtual Sac State semester parking permits are honored in the 304 S Street parking lot.
  - Daily and 2-hour virtual parking permits are not honored.
  - Students, Faculty, and Staff can purchase daily parking permits online with their MySacState sign-on.
  - **Guests** can purchase virtual permits using the Guest Login at [CSUS Parking & Transportation](#).
- The City of Sacramento Parking Division enforces parking.
  - Parking citations issued in the parking lot may be appealed through the City of Sacramento, [City of Sacramento - Parking Citation Services](#).
- Tandem Parking
  - Please pull forward in the 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](#).
  - 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 are not permitted inside the Sacramento State Downtown building.
- For more parking information, visit [CSUS Parking & Transportation Services](#).