

**Sacramento State Downtown
304 S Street
Facilities Information and Reservation Guide**

The Sacramento State Downtown (DTN) three-story building comprises 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 use of the downtown facilities. For more information, please see the downtown website: <https://www.csus.edu/experience/anchor-university/sac-state-downtown/>.

STANDARD HOURS OF OPERATION

| Semester/Session* | Building Door Hours | Parking Lot Gate Hours | Event/Class Hours |
|-------------------|---------------------|------------------------|-------------------|
| Fall, M-F | 7:45 am- 9:15 pm | 7:30 am-10:00 pm | 8:00 am-10:00 pm |
| Winter, M-F | 7:45 am-5:00 pm | 7:00 am-6:30 pm | 8:00 am-10:00 pm |
| Spring, M-F | 7:45 am-9:15 pm | 7:30 am-10:00 pm | 8:00 am-10:00 pm |
| Summer, M-F | 7:45 am-5:00 pm | 7:00 am-6:30 pm | 8:00 am-10:00 pm |
| Weekends | As Needed | As Needed | As Scheduled |

Note: The building is closed on holidays and during periods when the Sacramento State campus is closed. Campus requests for weekend usage must be made at least two weeks in advance to coordinate HVAC and custodial services.

* See <https://www.csus.edu/academic-affairs/academic-excellence> for semester/session dates.

DOWNTOWN RESERVATIONS

| Facilities | Facilities Capacity | Contact |
|---|---|---|
| Event/Training Rooms: DTN 104 and 105 Furniture configuration options available | <ul style="list-style-type: none"> • DTN 104 (40 seats) (67 standing) • DTN 105 (30 seats) (65 standing) • DTN 104 & 105 combined (70-104 seats) (132 standing) | (916) 278-4303 or downtownevents@csus.edu https://www.csus.edu/experience/anchor-university/sac-state-downtown/event-scheduling.html |
| Classrooms: DTN 108, 109, 110, and 111 | <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 spacemgt@csus.edu https://www.csus.edu/administration-business-affairs/space-management/event-scheduling.html |

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| Conference Rooms: DTN 212, 214, and 315 (For internal Sac State use only) | <ul style="list-style-type: none"> • DTN 212 (8 seats) • DTN 214 (14 seats) • DTN 315 (28 seats) | (916) 278-4303 or downtownevents@csus.edu https://www.csus.edu/experience/anchor-university/sac-state-downtown/event-scheduling.html |
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CONTACT INFORMATION

To view the downtown facilities prior to an event and to discuss training room furniture configurations and equipment needs, please contact (916) 278-4303 or email: downtownevents@csus.edu. Event staff are available Monday-Friday, 7:45am-4:45 pm. For non-emergency after-hours assistance, contact Rita Gallardo Good at 916-278-4741.

AUDIO-VISUAL INFORMATION

- Wi-Fi is available throughout the entire building.
- Event/Training rooms: each equipped with a 10’ projection screen with projector, computer, 4 wireless microphones, document camera in the ceiling, as well as 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. The rooms are Mediasite-enabled to stream and/or record presentation and events. A wireless conferencing phone is available. Video-conferencing is **NOT** available.
- Classrooms: each equipped with an 86” Viewsonic Touchscreen on a cart with a built in computer. There are document cameras in the ceiling of each room as well as 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. A webcam and mic array are mounted to each Viewsonic allowing for video conferencing using the built in PC. Mediasite classroom recording is available in DTN 111 only.
- Conference rooms 212 and 214: each have a conference phone. DTN 212 has a display that can be used with a user’s device wirelessly. DTN 214 has a touchscreen display with a built-in computer that is video conferencing enabled and that can display a user’s device wirelessly. DTN 315 does *not* have any AV technology in it.

For more information about room equipment, visit irt-pw-cp1.irt.csus.edu/rooms/external/classrooms/new/index.php.

For technology assistance contact Downtown Tech Support at (916) 278-7526, servicedesk@csus.edu, or <https://www.csus.edu/information-resources-technology/> and scroll down the page to choose a service.

RESERVATION REQUESTS AND FEES

Requests from External Organizations

University facilities, including Sacramento State Downtown, are available to community groups and organizations, for purposes that 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 <https://www.csus.edu/administration-business-affairs/space-management/event-scheduling.html>. External organizations must contact the Office of Space Management directly at (916) 278-6507 or spacemgt@csus.edu to request Sacramento State Downtown facilities for events. Please note that requests must be submitted 60 days in advance.

Facilities Usage Fees

Rental fees for use of University facilities by external groups are listed at <https://www.csus.edu/administration-business-affairs/space-management/facilities-reservations-by-external-organizations.html>. Additional service charges may apply to cover HVAC and custodial services.

There is no charge for campus programs/departments to reserve 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 classes) are subject to charges for HVAC and custodial services.

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.

FACILITIES USE EXPECTATIONS

- Users may enter facilities no earlier than reservation start time and depart no later than reservation end time as scheduled.
- 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 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 written approval of University Enterprises, Inc. (UEI). 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 may be placed outside the building and in the lobby area when hosting an event in the building as long as they don't impede the exit routes, and are not attached/affixed to the interior or exterior of the building. Balloons tied to free standing outdoor signage and balloons in the event space are allowed.

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 to do so. Catering services are only allowed in the two onsite training rooms and must be reserved through Sacramento State Public Affairs & Advocacy.

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).

Visiting caterers are required to pay commission to Dining Services in the amount of 10% of the net revenue. This is equal to the commission paid to Dining Services by on-campus vendors. Dining Services will charge a fee of \$150.00 as the commission due. Your off-campus caterer request will not be approved until this fee has been paid.

Approval from UEI for catering services totaling less than \$200 is not required.

To request an off-campus caterer, please ensure the caterer is able to submit the documents listed below at least ten (10) business days prior to the event to Katherine Saunders, Dining Services Administrative Clerk, at katherine.saunders@csus.edu or 916-278-6377.

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, china, 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 to include Aquafina bottled water may be sold or distributed (see attached beverage list); 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.

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 onsite 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 trash being discarded outside of the building on the same day of service.

Proper Disposal of Waste during a Catering Event

Proper disposal of waste requires the caterer to remove all their 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 properly disposing 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 related to this policy, please contact UEI Dining Services at (916) 278-6786. To preview menu items, see Epicure Catering's menu, epicurecatering.catertrax.com. Catering arrangements are under separate agreement.

PARKING AND TRANSPORTATION

- Only valid Sacramento State parking permits are honored in the 304 S Street parking lot.
- 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: cityofsacramento.org/Public-Works/Parking-Services/Online-Citation-Service
- Parking spaces are limited. There are 63 spots in total; 4 are designated as disabled spots.
- For tandem parking, please pull forward in the space. Please sign in at the reception desk with your contact information and tandem space number. Please **do not** leave the premises if you are parked in a tandem space. If you have blocked a car in, you may receive a call from 916-278-4226. Please answer call and immediately move your vehicle.

For a prompter check-in, please provide your contact information at the following link. You will only need to do this once or if you change vehicles. [304 S Street Contact Information for Parking](#)

- Additional short and long-term 10-hour metered parking is available 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 located 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 <https://www.csus.edu/parking-transportation/parking/parking-sac-state-downtown.html>.