



SACRAMENTO
STATE

North Village - Conference & Event Services

A Guide to Conference & Event Services at California State University, Sacramento
Residence Halls

California State University, Sacramento | 6000 J Street Mail Stop 6067, Sacramento, California 95819
phone: (916) 278-4982 | fax: (916) 278-5772 | email: uhs-conf-events@csus.edu |
www.csus.edu/student-life/housing/conference-services

GENERAL INFORMATION

Thank you for your interest in conference services on the Sacramento State campus. We are happy to offer convenient and affordable accommodations in our residence hall complex, and we look forward to assisting with your conference housing needs. Details regarding our conference services program are described within this brochure. If you have additional questions, please feel free to contact us.

ACCOMMODATIONS

The Sacramento State housing complex can house approximately 2,100 guests. The complex consists of five three-story Residence Halls, The American River Courtyard, and Riverview Hall. Surrounding these buildings is a centralized Dining Commons (DC) and a quad area.

BUILDING OPTIONS:

All buildings are designated “non-smoking” and are air conditioned for guest comfort. All rooms are carpeted and furnished with extra long twin-size beds (80”), desks, chairs, dressers, and closets and/or wardrobes

Traditional Halls consist primarily of standard double rooms (double occupancy) as well as a limited amount of single rooms that share a community bathroom on each floor. Bathrooms consist of toilets, private shower stalls, and wash basins, and they are cleaned daily by the housing staff. Many groups with younger guests prefer the traditional halls as they are easy to monitor and build community. In addition, traditional halls are the least expensive housing option!

Riverview Hall, named for its views of the American River, can house up to 220 guests within it’s double rooms and limited triple rooms with shared community bathrooms. Amenities include recreation room, vending machine area, study lounges, and laundry room. Riverview offers a single room option for groups with stays longer than 30+ nights with shared community bathrooms. All rooms are furnished with an extra-long twin beds (80”), desk and chair, wardrobe, trash and recycle containers, carpet and window coverings.

The American River Courtyard (AMC) offers apartment-style suites that vary from a one-person studio, to the double occupancy 2 bedroom/2 bath suites (sleeps 4 total) as well as our 5 bedroom/2 bath suites (single occupancy bedrooms). Each suite has its own bathroom, kitchenette (no kitchenware), living room, and each bedroom can also be locked to ensure privacy. This style of building offers the most private housing option, and is preferred among most adult groups. While the cost for the AMC is higher than the Traditional Halls, the privacy and quality of housing is worth it. Located within each hall are laundry facilities as well as a community kitchen and vending machine area. Buildings are secured 24 hours a day and the room key and/or electronic access key will allow access into the building and individual room doors.

Live-in and professional student staff are on-call 24 hours a day.



Conference & Services is located inside Riverview Hall. Open daily during the conference season (June 6 – Aug. 4, 2025) 24/7. Front desk staff can assist with lost keys, lockouts, maps, directions, and advice on local attractions. **Contact us at: (916) 278-4982**

GENERAL INFORMATION CONT.

LINEN SERVICE

- Bed linens and towels are provided when requested on contract. Linen will be stacked on the end of the bed, prior to arrival, unless other arrangements are made.
- No daily bed making or cleaning of rooms.
- For guests staying longer than a week linen exchange can also be arranged for an additional fee. Please request these services prior to arrival.

ACCESS KEYS

- Room keys and electronic access card will allow participants access to their specific building and individual room.
- Guests should carry their room key and electronic access card at all times.
- Conference participants are asked to lock their doors when they are not present.
- The replacement charge for a lost key and/or electronic access card is \$30.00 each.

DINING SERVICE OPTIONS

- A variety of convenient meal service can be contracted through Dining Services including breakfast, lunch, dinner, and special events.
- The Servery at the Dining Commons provides quality food service in a clean and pleasant atmosphere.
- For specific questions regarding meal services, please call dining services @ (916) 834-6609 or email at Serrano-mariana@aramark.com.

INTERNET

- An Internet log-in and password is required and can be purchased for \$10.00 for each individual person or group log-in for \$150.00. (good for the duration of stay)



GENERAL INFORMATION CONTINUED

ALCOHOL

- Alcoholic beverages are prohibited in all public areas of the complex including corridors, foyers, lawns, pool, etc.
- Alcoholic beverages are not permitted in any areas occupied by minors.
- Alcoholic beverages are prohibited without prior written request and approval.
- Containers allowing large quantities of alcohol to be consumed (e.g. kegs, etc.) are not permitted.

SUPERVISION

- Groups should provide an on-site contact person responsible for message service, emergencies, lock-outs, etc.
- Conference groups will be responsible for the supervision of participants at all times.
- A minimum of one live-in chaperon per 10 conference participants who are under the age of 18 must be provided.
- Groups utilizing the swimming pool facilities must furnish appropriate supervision at all times.

CONDUCT

- Policies regarding conduct are established with regard to state and federal laws as well as University regulations.
- Conference Services agreements are issued based on the assumption that all program participants, regardless of age, will abide by these guidelines and are expected to display appropriate behavior at all times.
- The University reserves the right to terminate housing for participants and/or conference groups should they violate University regulations, and/or federal or state laws.
- Groups are asked to respect the needs and program of the other groups residing in the complex.
- Amplified sound systems may not be used in complex except by specific arrangement.
- Furnishings should not be moved from their original location without permission. This includes game tables, pool tables, picnic tables, room furniture, etc.
- Window screens are not to be removed.
- Nothing should be fastened to interior or exterior walls without specific approval.
- Residence hall facilities should be left in good condition. Any damages caused by a group will be billed on the final invoice.
- Excessive trash will result in additional housekeeping and/or grounds use charges.
- It is illegal to tamper with fire alarms/ equipment, or cause damage to University property in any way.
- Candles and other open flames are not permitted.
- Illegal fireworks, explosives, and all weapons are prohibited on campus.



PARKING

- Sac State uses virtual permits and License Plate Recognition (LPR) on campus. Your license plate now functions as your parking permit.
- All vehicles in the residence hall lots must have a valid parking permit.
- Permits should be requested in advance.
- Permit rates vary based on duration.
- Individuals dropping off or pick up conference participants can use the unloading zone with limit of 5 minutes and cannot leave car unattended.
- No camping or occupied motor homes or RV's are permitted in campus parking lots.

For more information: www.csus.edu/parking-transportation

MEETING FACILITIES

- Meeting areas in the complex are limited to study and recreation areas in each building.
- If necessary, additional chairs, tables, etc., can be requested and charged on final invoice.
- Reservation of meeting facilities is subject to availability.

ON-CAMPUS RESOURCES

For additional meeting spaces on campus, groups are encouraged to contact:

ON-CAMPUS CLASSROOM OR FIELD SPACE RESERVATION

- [Space Management \(916\) 278-6507](#)

UNIVERSITY UNION AUDITORIUM, BALLROOM, BREAKOUT MEETING ROOM

- [Event Services \(916\) 278-6743](#)

PRELIMINARY MEAL SERVICE FOOD AND BEVERAGE NEEDS

- [The Servery at the Dining Commons \(916\) 834-6609](#) or email: serrano-mariana@aramark.com



CONTRACTUAL POLICIES TO NOTE

APPLICATION POLICY

- Conference groups must submit a completed application requesting space in the residence halls.
- The University will issue a Conference & Event Services License Agreement, which must be approved by the conference group and returned within 14 days.

INSURANCE CERTIFICATE

- Conference groups are required to submit insurance policy certificate and endorsement information 90 days prior to arrival.
- Insurance certificate must conform to University guidelines.
- Certificate must include endorsement which specifically names State of California, the Trustees of the California State University, the University and the employees, officers and agents of each as additionally insured. For more information: www.csus.edu/riskmanagement.

BOOKING DEPOSIT

- A fifty percent (50%) reservation deposit based on the contract total room rental cost is required and must be paid by the due date stated on the invoice.
- No refund will be granted if the group cancels fewer than 60 day prior to the conference.

PAYMENTS AND INVOICING

- All payments must be made out to California State University, Sacramento.
- Finalized invoice will be submitted to the conference group after group stay. Final payment is due upon receipt of invoice.
- Balance of room use and service fees, damages and miscellaneous charges such as meeting room use, tables, chairs, internet, stages, etc. will be assessed by the Licensee at the end of the event.

CANCELLATION POLICY

- Conference cancellations must be submitted, in writing, no later than 60 days prior to the event.
- Cancellations submitted by groups after the 60 day deadline; groups will be responsible for 50% of the contracted amount.

HOUSING ROOM ASSIGNMENTS

- A final roster of participants and their room assignments must be submitted after check-in. Please indicate staff rooms and person(s) to contact for messages, emergencies, etc.

ATTENDANCE GUARANTEES

- If necessary, 60 days prior to arrival, conference groups may submit, in writing, an amendment which adjusts the quantity of rooms reserved in the Conference Agreement. Should further adjustments need to be made, a 30 day amendment may be submitted. These numbers can be no less than 80% of the 60 day estimate and can increase only as space is available.
- Groups will be responsible for the actual number of rooms used.
- Conference services may allow for a group overage (subject to space availability). We advise that groups contact us directly regarding availability.
- Additional room use will be charged at the contracted rate.
- No credits or refunds will be granted for cancellations, no shows, guests arriving late or leaving early.

PROGRAMS INVOLVING MINORS

Any outside individual or entity (third party) which seeks to use University facilities for a program which will involve minors, must at all times comply with the standards established by Sacramento State for the administration and oversight of programs involving minors as follows:



I. Definitions

Adults – Individuals, age 18 and older, paid or unpaid, who are authorized by the program to interact with, supervise, chaperone, or otherwise work with minors in program activities, recreational, and/or residential facilities. The adults' roles may include positions as counselors, chaperones, coaches, instructors, etc. and may be employed by the program or act as volunteers. Adults may be mandated reporters as defined by California law.

Minor – A person under the age of eighteen (18) years.

Participant – An individual participant in the program who may or may not be a minor.

Program(s) – Programs and activities offered by individuals or non-University groups using University facilities which allow the participation of minors. This includes, but is not limited to, workshops, sports camps, academic camps, academies, and conferences with or without overnight housing, and similar activities.

Resident Program(s) – Program involves participants spending at least one night on campus, or in campus facilities.

II. Requirements

Background Checks – In addition to any other requirement, the program shall conduct background checks, including criminal record checks (*which includes fingerprinting*) and sexual offender registry checks on all adults in accordance with The California State University Coded Memorandum HR 2015-08, background checks, and shall provide evidence of the background checks to risk management for verification and approval. No adult may participate in the program until results of the above background

checks have been received and approved by program administration. The program is responsible for ensuring that the appropriate background checks are completed. The sexual offender registry check includes verification if any adult has been listed in any state or federal sexual offender registry. Programs may access records from the Megan's Law website (<http://www.meganslaw.ca.gov>) to conduct a California state sexual offender registry check. For a national sexual offender registry search, programs may access the U.S. Department of Justice's website (www.nsopr.gov) and/or the Federal Bureau of Investigation's website (www.fbi.gov/scams-safety/registry).

Emergency procedures – Program must establish and follow a procedure for the notification of the participant's emergency contact (*minor's parent/legal guardian*) in case of an emergency, including medical or behavioral problem, natural disasters, or other significant Program disruptions. Adults, as well as participants and their parents/legal guardians, must be advised of this procedure in writing prior to the program.

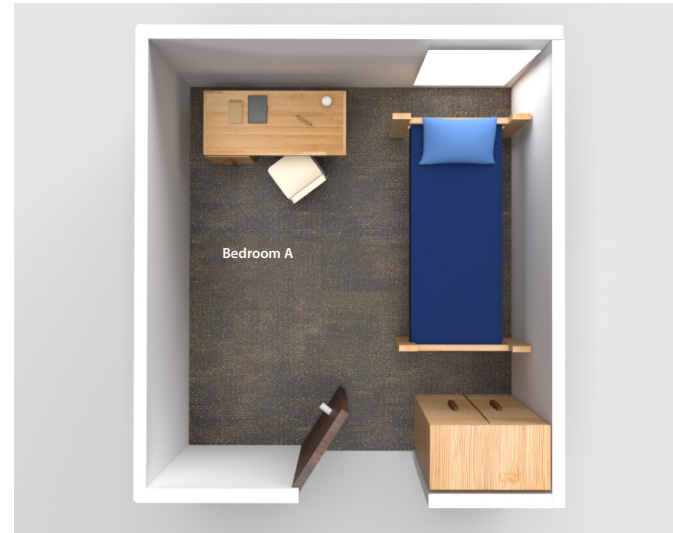
Program registration – Program must register and provide a list of all program participants and adults to the Office of Risk Management at least seven (7) days prior to commencement of activities. Registration will include general program information, names and contact information for all adult supervisors and chaperons, verification that all adults have completed required training, participants' name, gender, age, address, phone number(s) and emergency contact information of parent or legal guardian. The information is to be kept updated by the program.

RIVERVIEW HALL ROOM DIAGRAMS

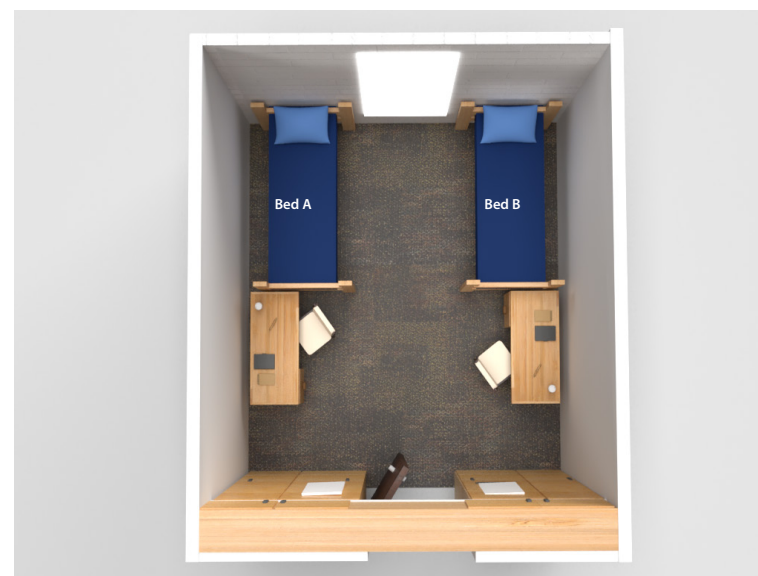
TRADITIONAL HALLS ROOM DIAGRAMS

ROOM STYLES IN DESMOND, DRAPER, JENKINS, KLAMATH, SIERRA

- **STANDARD RATE (INCLUDES LINEN)**
- 1 pillow, 1 pillow case, 1 blanket, 2 sheets, 2 towels, 1 wash cloth, 1 small soap)
- **ECONOMY RATE** (Room does not include linen service. Basic furnishing only. Participants responsible to supply own bedding)
- **Singles, Doubles and Triple Rooms** (Singles and Triples limited on each hall/floor)



Single Room



Double Room



Triple Room

- **STANDARD RATE (INCLUDES LINEN)** - 1 pillow, 1 pillow case, 1 blanket, 2 sheets, 2 towels, 1 wash cloth, 1 small soap)
- **ECONOMY RATE** (Room does not include linen service. Basic furnishing only. Participants responsible to supply own bedding)
- **Singles, Doubles and Triple Rooms** (Singles and Triples limited on each hall/ floor)
- Central Stairwell and elevators with community bathrooms (Male, Female, and/or Gender inclusive) on each floor.

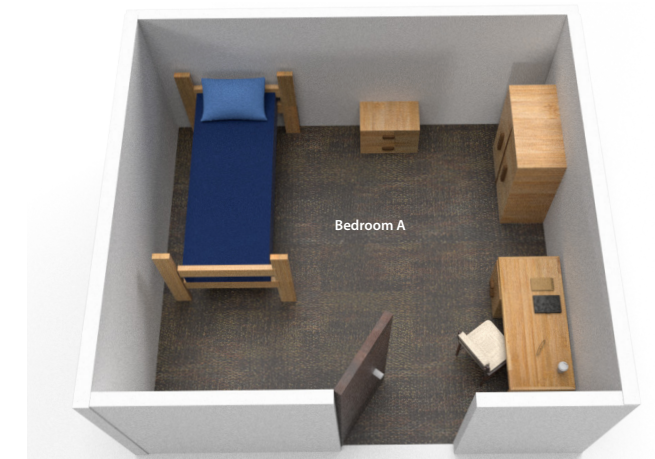
VISIT WEBSITE FOR ROOM RATES



Triple Room | TRIPLE OCCUPANCY | Limited



Double Room | DOUBLE OCCUPANCY



Single Room | SINGLE OCCUPANCY | Limited

ROOM RATES FOR APARTMENT-STYLE SUITES

FLOOR PLANS SHOWN ARE FOR AMERICAN RIVER COURTYARD UNITS

- **STANDARD RATE (INCLUDES LINEN)** - (1 pillow, 1 pillow case, 1 blanket, 2 sheets, 2 towels, 1 wash cloth, 1 small soap, 1 bath mat, 2 plastic wrapped cups)
 - Studio
 - 2 Bedroom/2 Bath Suite
 - 5 Bedroom/2 Bath Suite
- **ECONOMY RATE** (Room does not include linen service. Basic furnishing only. Participants responsible to supply own bedding.)
 - Studio
 - 2 Bedroom/2 Bath Suite
 - 5 Bedroom/2 Bath Suite

VISIT WEBSITE FOR ROOM RATES



2 x 2 Suite | 2 Bedroom/2 Bathroom | DOUBLE OCCUPANCY



Studio | SINGLE OCCUPANCY | Limited



5 x 2 Suite | 5 Bedroom/2 Bathroom | SINGLE OCCUPANCY

CAMPUS MAP

