



CONTRACTUAL POLICIES TO NOTE

APPLICATION POLICY

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

INSURANCE CERTIFICATE

- Conference groups are required to submit insurance certificate
- Information 60 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 50% deposit is due 60 days prior to arrival.
- 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.

CONTRACTUAL POLICIES CONTINUED

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.

