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

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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.

GENERAL INFORMATION

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, 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!

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 access card will allow access into the building and individual room doors.

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

KEYS/ACCESS CARDS
• Traditional Hall room keys and fob will allow guest access to their building and individual room. AMC room keys and access fob will allow guests access to their building as well as their suite.
• Guests should carry their room and access keys/ fob 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 access card/fob is $30.00.

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 (916) 278-6971.

TELEPHONE SERVICES
• Telephone service in traditional halls can be provided through Conference Services. Requests for this service must be made no later than one month prior to arrival.
• Service includes use of a phone set, free voice mail, and free campus calling. Groups will need to provide their own calling cards to make any outgoing local or long distance calls.

INTERNET
• An Internet log-in and password is required and can be purchased for $10.00 for each individual person and (good for the duration of stay). (Log-In is good for up to 3 devices and should not be shared).
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 chaperone 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
• All vehicles parking in the residence hall lots must have a valid parking permit.
• Permits should be requested in advance.
• Permit rates vary based on duration.
• Any permits not issued to participants can be returned.
• Portions of partially used permits cannot be refunded.
• Individuals dropping off or picking up conference participants, but not staying during the conference, should purchase a daily parking permit and display it in their vehicle while parked on campus.
• No camping or occupied motor homes or RV’s are permitted in campus parking lots.

For more information: www.csus.edu/utaps.

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.
• For additional meeting space on campus, groups are encouraged to contact Space Management at (916) 278-6507.

• Personal property
• The University does not assume responsibility for personal property of the group of individual participants.
• Personal items left after the group’s departure will be inventoried and held at the Housing Conference Services Office for up to five days.
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.
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.
**HOUSING CONFERENCE SERVICES PLANNING GUIDE**

**CONFERENCE INQUIRY**

To begin the inquiry process contact Conference Coordinator, Joe Loera, by phone (916) 278-4982 or email (loeraj@csus.edu) with the following information where applicable:

- Contact name and phone number
- Group name
- Event dates (be prepared with a secondary choice)
- Approximate number of participants
- Estimate number of beds needed and if linen service is required
- Meeting room size needed
- Equipment needs (tables, chairs, riser/stages, refrigerators)
  (Groups must supply their own audio/visual needs)
- Request for traditional hall or apartment-style suite
- Desired date for a site visit

Once approved, proceed with the timeline provided below:

**6 – 9 MONTHS IN ADVANCE**

Review the terms and conditions and contact the following services:

**HOUSING CONFERENCE SERVICES**

loeraj@csus.edu (916) 278-4982

Submit Housing Conference Services Application. After the application has been submitted, group coordinator will receive a contract reflecting the application. The group coordinator will need to submit the following documents within 14 days of receipt:

- Submit One Original Signed Contract Agreement
- Submit Insurance Certificate and Endorsement

**PRELIMINARY MEAL SERVICE, FOOD AND BEVERAGE NEEDS**

The Servery at the Dining Commons (916) 278-4982

**ON-CAMPUS CLASSROOM OR FIELD SPACE RESERVATION**

Space Management (916) 278-6507

**UNIVERSITY UNION AUDITORIUM, BALLROOM, BREAKOUT MEETING ROOM**

Event Services (916) 278-6743
**3 – 6 MONTHS IN ADVANCE**

60 days prior to the event start date, submit 50% deposit to Housing Conference Services.

**2-3 MONTHS IN ADVANCE**

Send correspondence to conference guests, speakers and staff about any parking needs they may have.

**60 DAYS IN ADVANCE**

Submit Room Guarantee Form (60 day amendment form) reflecting increase, decrease, or no change to original room amount in contract.

**30 DAYS IN ADVANCE**

Notify The Servery at the Dining Commons at (916) 278-6971 if there are changes to your food contract (increase/decrease). Contact Conference Coordinator to address the following needs:

- Schedule a Pre-Conference briefing
- Submit Parking Request Form
- Submit Wi-Fi Log-in access form
- Provide final floor plans/diagrams
- Provide finalized meeting space setup needs (including diagrams)
- Confirm housing check-in and check-out times and locations
- Submit Room Guarantee Form (30 day amendment form) by deadline date. This form locks in rooms requested and is the final chance for adjustments without penalty. Any changes after form submission, including no shows or cancellation, will be charged to the group.

**2 WEEKS IN ADVANCE**

Provide your coordinator with a final conference itinerary. Submit the following to the Conference Coordinator:

- Final parking permit requests
- Final Wi-Fi Log-In request
- Final Rooming Lists (Include names, gender, check-in date, check-out date, room assignments, and any early arrivals or late departures.) Groups are locked in for room numbers at this point.

**DAY OF EVENT - CHECK-IN**

- Check-In Time: 10:00 a.m. to Housing Conference Services
- Provide finalized details such as a list of commuting guests that will be on the premise or indication of changes to room roster. Pick up keys, fobs, parking permits, internet log-ins, meal cards, emergency information.
- Check-out time: 11:00 a.m.

**FULL PAYMENT OF THE CONFERENCE ACCOUNT IS DUE NO LATER THAN 30 DAYS UPON RECEIPT OF INVOICE**
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.nsoprr.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 chaperones, 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.
ROOM RATES FOR TRADITIONAL HALLS

FLOOR PLANS SHOWN ARE FOR DRAPER, JENKINS, SIERRA, SUTTER

STANDARD RATE (INCLUDES LINEN)
(1 pillow, 1 pillowcase, 1 blanket, 2 sheets, 2 towels, 1 washcloth, 1 small soap)

- Single Room: $35.25 night (1 Person Per Room)
- Double Room: $52.18 night (2 People Per Room)
- Triple Room: $78.29 night (3 People Per Room)
  (Jenkins, Sierra & Sutter Halls Only - Limited)

ECONOMY RATE (NO LINEN)

- Single Room: $28.41 night (1 Person Per Room)
- Double Room: $38.52 night (2 People Per Room)
- Triple Room: $57.80 night (3 People Per Room)
  (Jenkins, Sierra & Sutter Halls Only - Limited)
ROOM RATES FOR APARTMENT-STYLE SUITES
FLOOR PLANS SHOWN ARE FOR AMERICAN RIVER COURTYARD UNITS

PREMIUM RATE (INCLUDES LINEN)
6 Studio Units Available (Limited Availability)
Amenities include: K-Cup Coffee Maker, TV/Cable, Lamp, Alarm Clock, Iron/Ironing Board.
Kitchenette Items: plates, cups, utensils, full size refrigerator/freezer, microwave.
Bathroom Amenities: toiletries, plush towels, and hair dryer.

Our Studio offer all the essentials, such as free WiFi, On-site laundry facilities, and refreshing outdoor swimming pool area.

Studio $98.82 night Single Occupancy

STANDARD RATE (INCLUDES LINEN)
(1 pillow, 1 pillowcase, 1 blanket, 2 sheets, 2 towels, 1 washcloth, 1 small soap, 1 shampoo, 1 bath mat, 2 plastic wrapped cups)

Studio $49.17 night Single Occupancy

• 2 Bedroom/2 Bath Suite $120.22 | night | suite Double Occupancy (2 People Per Room)
(Sleeps 4 Per Suite)

• 5 Bedroom/2 Bath Suite $194.00 | night | suite
(5 People Per Suite - 1 Person Per Room)

ECONOMY RATE (NO LINEN)

• Studio $43.71 Single Occupancy

• 2 Bedroom/2 Bath Suite $107.08 | night | suite Double Occupancy (2 People Per Room)
(Sleeps 4 Per Suite)

• 5 Bedroom / 2 Bath Suite $166.65 | night | suite
(5 People Per Suite - 1 Person Per Room)
Double Room | DOUBLE OCCUPANCY

STANDARD RATE (INCLUDES LINEN)
(1 pillow, 1 pillowcase, 1 blanket, 2 sheets, 2 towels, 1 washcloth, 1 small soap, 1 shampoo, 1 bath mat, 2 plastic wrapped cups)

- Double Room $60.11 night Double Occupancy

ECONOMY RATE (NO LINEN)

- Double Room $53.54 night Double Occupancy

*Shared community bathrooms down hallway
**ADDITIONAL CHARGES**

**MISCELLANEOUS ROOM USE**
Non-Residential Room Use (Non-Sleeping Room) Residence hall rooms used as non-sleeping rooms. Example: offices, Nurses station, storage, etc. (1 Room on first floor used for storage.)

<table>
<thead>
<tr>
<th>No Furniture Moved</th>
<th>$35.00 night</th>
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<tbody>
<tr>
<td>Furniture Moved and Stored</td>
<td>$75.00 night</td>
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**COMMUTER GUESTS**
All commuter guests utilizing residence hall complex facilities for purposes other than overnight stay must pay a day-use fee of $8.25. List of names must be submitted to Conference Services.

**POSSIBLE ADDITIONAL CHARGES**
Note: Items may not specifically be included in the original Housing Conference Services Agreement

- **Parking Permits**: Varies depending on duration of stay
- **Phone Service**: $150 installation/service charge per line
- **Additional bed linens and towels**: $20.00 per set
- **Late check-outs, early arrivals** (Charged according to contracted room rate)
- **Pool table**: $300.00 (Moving pool table/rebalance charge)
- **Rental of stage/risers**: $100.00 for Two-4’x8’ stage panels; $200.00 for Four-4’x8’ stage panels Includes one-time set-up
- **Additional set-up**: $30.00
- **Table/chair rentals**
  - Chair: $2.00/each daily
  - Table: $4.00/each daily
  - Delivery and set-up: $30.00—1 time set-up

**CONFERE NCE ROOM RENTAL**
8:00 a.m is earliest for room access and 10:00 p.m. all events conclude:

**American River Courtyard**
- Conference Room A: $65.00 daily use*
- Conference Room B: $80.00 daily use*
- Conference Room A & B: $140.00 daily use*
*Includes Audio/Visual setup with rental

**Riverview Hall**
- Riverview Classroom: 1-4 Hours: $75.00 daily use*
- 4-8 Hours: $150.00 daily use*
- Additional Hour(s): $100.00*
(preset for 30 people) *Includes AV setup

**Riverview Elderberry**
- 1-4 hours: $100.00
- 4-8 hours: $200.00
- Additional Hour(s): $75.00

**Riverview Beetle Room**
- 1-4 Hours: $80.00
- 4-8 Hours: $200.00
- Additional Hour(s): $100.00

**Riverview Elderberry & Beetle Room Combo Without Kitchen**
- 1-4 Hours: $120.00
- 4-8 Hours: $200.00
- Additional Hour(s): $100.00

**Riverview Elderberry & Beetle Room Combo With Kitchen Use**
- 1-4 hours: $150.00
- 4-8 hours: $225.00
- Additional Hour(s): $100.00

**LIABILITY AND DAMAGES**
Any damages found in rooms or public areas after the camp departs will be charged to the camp. Conference Services encourages each camp's staff to inform guests in the beginning of their camp about respecting the residence hall property and how to avoid damage charges. For any questions about damages, camp staff should contact the Housing Conference Services Coordinator.

- **Lost room key, access card, or fob**: $30.00
- **Custodial Labor Fee**: $35.00/hr
  (Charges will be assessed if furniture in halls is not returned to proper place after use)
- **Custodial Clean-Up Fee**: $35.00/hr
  (Program boxes, glitter on carpet, removal of flyers, posters, banners from walls, pizza boxes, excessive spills, excess trash, etc.)
- **Smoking Clean-Up charge**: minimum of $250.00
- **Window Screen Removal**: $30.00
- **Damage of mattress (blood/urine/damage)**: $150.00
- **Glitter / Trash Clean - Up Fee**: $35.00 / hr