

Use of University Facilities Process and Deadlines

Use of University Facilities Process

The University welcomes to our campus events that support our educational mission. To meet the University's legal and fiduciary requirements to serve as a site for an event, the University requires the following conditions to be met by all Event Organizers, which are defined as 1) Non-University Organizations requesting facilities independently (External); 2) Non-University Organizations (External) that are working with or sponsored by a University department (Sponsoring Department); or 3) University Departments requesting facilities for University events where no External Event Organizer is involved (University). The conditions that Event Organizers must follow are:

- All Event Organizers are expected to conform to the conditions listed herein with the understanding of the liabilities incurred by the University when these conditions are not satisfied.
- External Event Organizers including those working with a Sponsoring Department requesting to use University facilities are subject to the following:
 - a) External Event Organizers must sign a "Request to Use University Facilities" form and pay rental fees, unless a rental fee waiver is approved. They agree to pay for all service charges, unless a Sponsoring Department agrees to pay for the service charges on their behalf.
 - b) Where Sponsoring Departments are involved; they are responsible for signing a "Request to Use University Facilities" form, fully disclosing the event and their relationship with External Event Organizers to Space Management.
 - c) All Event Organizers must comply with the University's insurance requirements. Visit the website at: <http://www.rms.csus.edu/riskmanagement/>.
 - d) External Event Organizers must sign a "University Lease Agreement."
- Events must relate to the University mission. The purpose of the event should be non-profit, educational, non-commercial, character-building or charitable. Events for profit are not typically within University policy unless they are of a fundraising nature for the University.
- All Event Organizers will fully disclose the nature of the event and will not proceed with the event plans or advertise the event until Space Management has indicated that the facilities are available.
- Event planning, as it relates to use of University facilities, may proceed only upon Space Management's interim approval.
- All Event Organizers must meet the required deadline dates.

If the Sponsoring Department's request to sponsor the use of University facilities is approved, and the rental fees are waived to the External Event Organizer, the Sponsoring Department agrees to provide to Space Management a chart string account number and pay for service charges. Reimbursement of services charges to the Sponsoring Department is solely between the External Event Organizer and the Sponsoring Department.

In setting the following deadlines, the University has provided sufficient time for the Event Organizers to perform their responsibilities and has addressed the minimum amount of time the University needs to meet its responsibilities. Therefore, these final deadlines will not change and the University will act on them. Should the Event Organizer be unable to meet any of these requirements in the times specified, the University either will not approve the initial request, or it will cancel a space request that is in process and will not allow the event to occur.

We encourage Event Organizers to submit requests well in advance of the final deadlines and to work closely with Space Management (SM) and with the University Risk Manager (RM) so that there is frequent communication and satisfactory completion of these requirements.

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Facilities Reservations Related Deadlines

UNIVERSITY REQUESTS INVOLVING EXTERNAL EVENT ORGANIZERS:

When an External or Sponsoring Department Event Organizer's request is forwarded to Space Management to use University facilities both parties are responsible for insuring that the following deadlines are met.

At least 60 days (40 working days) prior to the event:

- An External Event Organizer or the Sponsoring Department contacts SM to start the facility use reservation, related services processes and fully disclose the event.
- Sponsoring departments must fully disclose to SM its involvement with the External Event Organizer and the nature and scope of the event.
- The Sponsoring Department or External Event Organizer will disclose the intention to request a facility rental fee waiver.
- The External Event Organizer and the Sponsoring Department will make no commitments and will not advertise the event until the use of facilities is tentatively approved by SM, and SM indicates that the Sponsoring Department or the External Event Organizer may proceed with event planning.

Note: For large and complex requests, additional advance notice may be required.

At least 6 weeks (30 working days) prior to the event:

- The External Event Organizer and Sponsoring Department works with RM if event insurance is to be purchased through the University.
- The External Event Organizer and the Sponsoring Department submits a completed and signed "Request to Use University Facilities" form, a completed and signed "Request for a Facility Rental Fee Waiver" form, if applicable, and a list of all activities proposed for the event, if relevant. The Sponsoring Department submits a chartstring account number to SM.
- If a rental fee waiver is requested, SM forwards the request to the Facility Fee Waiver Review Group for approval.

At least 21 days (15 working days) prior to the event:

- The External Event Organizer provides the certificate of insurance for the event to the RM through SM.
- If event insurance is purchased through the University, that cost must be paid to the University by this time.
- SM informs the External Event Organizer or Sponsoring Department of the sponsorship and rental fee waiver request approval or denial.

At least 14 days (10 working days) prior to the event:

- If the event insurance was purchased through the RM, then the vendors have the option to purchase vendor insurance through the RM. With this option available, organizations who want to purchase vendor insurance through the University must contact the RM prior to the 10 working day deadline.
- SM forwards the confirmed "Space Reservations" form to the Procurement and Contracts Office to prepare the Lease Agreement for signature.
- The Lease Agreement will include the cost of any insurance purchased from the University.
- Even if the space reservation is confirmed, final approval is pending completion and approval of the insurance requirements and of the Lease Agreement.
- SM informs the External Event Organizer of the request's confirmation status and the total outstanding charges.

At least 10 days (7 working days) prior to the event:

- The External Event Organizer provides a complete list to the RM of other organizations and vendors participating in the event.

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- The External Event Organizer provides to the RM certification of possession of the certificates of insurance for each vendor and other organizations.
- As part of the Lease Agreement, the External Event Organizer will purchase vendor insurance for any participating vendor that has not yet provided the necessary certificate of insurance. Reimbursement of this cost to the External Event Organizer is a matter solely between the External Event Organizer and the vendor.
- The External Event Organizer will sign the Lease Agreement and deliver the deposit check to SM.

At least seven days (5 working days) prior to the event:

- RM provides the External Event Organizer with a list of organizations and vendors who have appropriate insurance coverage and can participate in the event.

Note: The External Event Organizer is responsible for communicating with event vendors on all event matters including whether they can participate in the event.

Day of the event:

- External Event Organizers and Sponsoring Departments will have in their possession a copy of the confirmed and signed "Space Reservations" form, the Lease Agreement, or both at the event.

UNIVERSITY REQUESTS NOT INVOLVING EXTERNAL EVENT ORGANIZERS

Depending on the nature and risk of the event the University department may be required to purchase nominee insurance. Large and complex University requests may require a minimum 60 day advance notice prior to the event.

Deadlines to contact SM for all other University requests to use University facilities for a University event that does not involve External Event Organizers:

At least 14 days (10 working days) prior to the event:

- All other University requests may be submitted by completing the "Request to Use University Facilities" form which is located at the SM website: <http://www.rms.csus.edu/space/>. Departments will provide a chartstring account number to cover service charges.
- University departments will fully disclose the nature of the event and make no commitments until SM has advised that space is available. Event planning, as it relates to use of University facilities, may proceed only upon Space Management's interim approval.

At least three working days prior to the event:

- In the current semester, to request a classroom or conference room for a campus meeting during normal operating hours on M-F only, submit request by completing the online web form located at the SM website: <http://www.rms.csus.edu/space/>.

Request facilities for an event up to a year in advance with the "Request to Use University Facilities" form. For best facilities selection and priority scheduling each year, note the following deadlines for submitting event request forms:

- **February 1** for all summer requests
- **June 1** for all fall requests
- **October 1** for all winter and spring requests

SM begins scheduling events shortly after these dates each year once the initial class schedule is established. Requests submitted well in advance of final deadlines are encouraged.

If you have any questions concerning SM requirements and deadlines, contact Denise Ramos at 278-6507. For answers to questions concerning RM insurance requirements and deadlines, please contact Kirt Stout at 278-7233. Thank you for your cooperation.