

Facility Use

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Purpose

Central to the mission of the Associated Students, Incorporated is the provision of programs, services, and facilities to meet the non-instructional needs of the students of California State University, Long Beach. At the same time, ASI has a strong commitment to complement the educational programs of the university and promote the intellectual and cultural life of the campus and surrounding community.

ASI's Policy on Facility Use is intended to establish general guidelines for use of ASI facilities, protect the mission and the image of ASI, ensure the safe use of ASI facilities, and provide a mechanism to resolve conflicts.

A major goal of this policy is ensuring protection for all participants in events that might be expected to bring people to campus or that might present a substantial risk to the campus community.

Policy Statement

It is the policy of the Associated Students, Incorporated that ASI's physical facilities be used primarily for student services, programs, and activities in support of ASI's mission. Pursuant to ASI's Operating Agreement with the Trustees of the California State University, this usage is nonetheless subject to:

- The use of the property for civil defense purposes or in the event of a State or national emergency.
- The unanticipated need of the State to meet the demands of the educational objectives of the University.

When facilities are not needed for ASI's purposes, it shall be the policy of ASI to make these facilities available for use by campus and community groups.

For purposes of this policy, "ASI facility" shall include all spaces owned by or leased to the ASI, whether on the campus itself or at other locations.

This policy applies to the use of ASI facilities by university groups as well as groups from the community for all activities other than the following:

- The use of ASI facilities by university groups for the administration and operation of programs and services that provide a direct benefit to students of CSULB consistent with ASI's mission
- The use of ASI facilities for the provision of recreation, leisure, retail and food service operations for the convenience of the campus community

Who Should Know This Policy

- Budget Area Administrators
- Elected/Appointed Officers
- ASI Grant Recipients
- Management Personnel
- Program Advisors
- Staff
- Supervisors
- Volunteers

Definitions

For purposes of this policy, the terms used are defined as follows:

Term	Definition
ASI facilities	All real property leased to Associated Students, Incorporated. This currently includes the University Student Union (USU), Soroptimist House, Isabel Patterson Child Development Center (IPCDC), the Recycling Center, and Student Recreation and Wellness Center (SRWC)

Regulations

1.0 Use of ASI Name

The right to use ASI facilities does not confer the right to use the ASI name or to imply ASI sponsorship or endorsement of an event. All agreements for use of ASI facilities shall include terms to ensure that the ASI name is protected.

2.0 Compatibility with ASI Mission

The Executive Director has the authority to decide whether a proposed use of ASI facilities is incompatible with the mission of the Associated Students, Incorporated. Furthermore, the Executive Director has the authority to refuse the use of ASI facilities for events that would pose an unacceptable level of risk to people or property.

The Executive Director shall seek the advice and consent of the Division of Student Services before making a decision about whether a proposed use is in accordance with the ASI's mission.

3.0 Protection of Instruction

Every effort shall be made to ensure that events scheduled in ASI facilities do not disrupt or interfere with scheduled classes. Regulations for the use of amplification shall minimize interference with scheduled classes consistent with regulations published by the Office of Student Life and Development, Division of Student Services.

4.0 Priorities

Priorities for the use of ASI facilities made available to campus and community groups shall be:

- Activities sponsored by university-recognized student organizations that are intended primarily for a student audience
- Activities sponsored by university departments that are intended primarily for a student audience
- Activities sponsored by campus organizations that are intended for a campus-wide audience
- Activities sponsored jointly by an on-campus group and off campus group
- Activities sponsored by off-campus groups, which directly complement the ASI's mission and/or enhance campus life
- Activities sponsored by off-campus groups, which indirectly complement ASI's mission and/or enhance campus life

Any request by a non-CSULB group to lease space for an instructional program must be approved by the office of the Provost and by the Dean of College of Continuing and Professional Education, to assure that the program is not in competition with instruction offered by the university, either through the regular instructional programs or through the College of Continuing and Professional Education.

5.0 General Facility Regulations

5.1 Access

Access to the University Student Union facilities is limited to CSULB students, faculty and staff, community members 18 years of age and over, and individuals under the age of 18 when accompanied by and under the supervision of a current CSULB student, faculty or staff member, or community member 18 years of age or older. Exceptions may be made for pre-approved special programs or activities.

Because of its membership-based access, the SRWC allows entrance only to previously registered members of the facility. Only students, faculty, staff, and affiliates registered and paid in one of the approved user membership categories will be allowed to use or gain access to the SRWC.

5.2 Animals

Animals are not permitted in the facilities. This prohibition shall not apply to Assistance Dogs, which include Guide, Signal, and Service animals, as defined by the ADA and California State Law. All such animals must have the proper identification tags.

5.3 Facility Tours

Except for outreach tours, all tours of ASI facilities must be conducted by ASI employees, especially when touring areas not normally open to the public.

5.4 Service Drives and Loading Docks

The service drives and loading docks of all ASI facilities serve as the primary access points for all deliveries and are for the loading and unloading of business related materials only. Parking on service drives and loading docks is prohibited. Additionally, delivery vehicle parking is prohibited in the west turnaround of the USU, Palo Verde Avenue median, and the parking lot between the SRWC and the Campus Police department.

30 Minute USU/SRWC Loading Zone Permits will be issued to vendors or contractors based on business need by the Facility Maintenance Supervisor. Arrangements will be made for contractors requiring more than 30 minutes based on work in the facilities.

Deliveries to the service drives and loading docks are prohibited between the hours of 11 AM to 1 PM.

ASI does not control the ticketing of vehicles parked in the service drives or loading docks. ASI is not responsible for any tickets incurred by vendors or contractors who do not have appropriate loading zone permits or who fail to move their vehicles in a timely manner.

5.5 Facility Keys/Access

ASI shall issue keys for its facilities based on rationale of need not solely as a matter of convenience. The provision of keys should be viewed as a privilege and not a requirement. All persons issued facility keys shall, at all times, be held responsible and accountable for said keys. For the USU and SRWC, the following procedures will be followed:

- 1)** Individuals must fill out a Key Request Form and have it signed with the appropriate signatures. The form must be turned in to the Facility Maintenance Supervisor who will then issue the keys.
- 2)** Lending and loaning keys is prohibited.
- 3)** Lost, stolen, or misplaced keys must be reported to the Facility Maintenance Supervisor and his/her supervisor immediately. Individuals will be required to pay the fine(s) per the following fee schedule.
 - Master Key - \$100 each key
 - Building Master - \$50 each key

- Sub Master - \$25 each key
- Office Key - \$10 each key

Lost Key charges will be refunded to the individual if keys are found and returned to the Facility Maintenance Supervisor within 30 days of loss.

If locks must be changed for security reasons, actual costs of re-keying all effected locks may be charged to the individual to whom the keys were issued. All fees must be paid to the AS Business Office and the receipt brought to the Facility Maintenance Supervisor.

5.6 Service Elevator Keys/Access

Access keys to the elevators will only be issued to necessary building operations staff. Individuals with specific access needs to the service elevator must make arrangements with the USU Conference and Events Center or SRWC administrative office prior to use.

5.7 Emergency Office Access of Lock Out

The ASI Associate Executive Director/USU Director may authorize the opening of any office for any reason deemed appropriate. Immediate access to offices will only be granted to the person who occupies the office or to the department/division supervisor.

5.8 Building Access

All building occupants must vacate the building at the close of operating hours, unless the individual is an authorized facility operations staff member on duty. In no case, shall office tenants or building visitors be permitted to remain in any ASI facility when it is not under the supervision of authorized staff. Persons who are authorized to access the facilities when closed are to notify University Police at 562-985-4101 immediately upon entering and leaving the building.

5.9 Extended Building Hours Usage

Normal building operating hours are listed in the Hours of Operation Schedule and are approved annually by the USU Board of Trustees or Isabel Patterson Child Development Center Board of Trustees.

The ASI Associate Executive Director/USU Director approves scheduling for any event or service outside of normal operating hours. Charges for adequate staffing and services will be the responsibility of the users of the USU, SRWC, or the Soroptimist House for events held outside normal operating hours.

5.10 Smoke-Free Facilities

In accordance with California State Law, all ASI facilities are designated as smoke-free facilities. Smoking is prohibited in all indoor areas of the buildings and within 20 feet of any entry or exterior area. At the USU, the following external areas have also been designated as smoke-free: West Patio, Southwest Terrace, Southeast Terrace, South Plaza, Center Courtyard, Northwest Patio, West Wing North Patio, and the Covered Walkway (from the west

turnaround to the top of the escalators). At the SRWC, all interior and exterior spaces are designated as smoke free.

6.0 Facility Safety

The following regulations are provided to ensure the safety of all guests and occupants in ASI facilities, while also protecting the facilities:

6.1 Lost, Stolen or Damaged Personal Property

ASI will not be held responsible for any lost, stolen, or damaged personal property belonging to users of the facilities.

6.2 Hazardous or Flammable Materials

Hazardous or flammable materials must not be used or stored in offices or meeting rooms at any time for any reason. Per fire code, candles or any open flame are not permitted in the facilities.

Helium tanks may not be used or transported inside the facilities with exception of the Candy Corner in the USU.

6.3 Firearms

Per California Penal Code 626.9, firearms are prohibited in all campus facilities.

6.4 Bicycles, Skates, Skateboards

The parking, riding or walking of bicycles, use of skates (in-line or otherwise), or use of skateboards will not be permitted within the facilities except by law enforcement personnel. Bicycles must be parked in designated areas located outside each facility.

6.5 Escalator Operation

The escalators at the USU are for foot traffic only. No scooters, bicycles, carts, baby carriages, or hand trucks are allowed. The hours of operation of the escalators are determined by the ASI Associate Executive Director/USU Director and may vary based on anticipated need.

6.6 Room and Pool Capacities

Attendance at events shall not exceed the estimated attendance listed on the reservation forms which must comply with room capacity limits.

The capacities at the USU and SRWC Pool area will follow all state and university regulations. At no time shall the capacity in the pool or pool patio area exceed the posted limit.

7.0 Facility Usage

All ASI facilities are intended to be used for activities and programs which complement and do not interfere with the educational purpose of the university. Additionally, all uses should comply with the intended use for which the facilities were designed and abide by all state law and university and ASI policies. Only the ASI Associate Executive Director/Director USU or the Director of the Isabel Patterson Child Development Center may grant exceptions to these facility use policies.

7.1 Public Spaces

Areas of the facilities in which the general campus population is allowed to congregate without the need for a reservation or exclusive use during regular operating hours are considered public spaces. The following areas are considered public spaces

- 1) USU Center Courtyard
- 2) USU First Floor Mall
- 3) USU Food Court
- 4) USU Games Center
- 5) USU Second Floor Lobby
- 6) USU Lounges
- 7) USU South Plaza
- 8) USU West Patio
- 9) USU Sunset Lounge
- 10) All areas prior to entering control access areas in the SRWC.

7.2 Reservable Spaces

Some areas within ASI facilities are available for reservations by registered student organizations, university departments, and non-university groups. Reservations for the USU/Soroptimist House are accepted on-line or during regular business hours by the USU Conference and Events Center. Reservations for the SRWC are accepted at the SRWC Front Desk.

7.2.1 Approved User Groups

Groups authorized to reserve ASI facilities are

- 1) Associated Students, Incorporated
- 2) Registered Student Organizations
- 3) CSULB Departments, Administrative Units and Support Groups

- 4) Off-Campus Community Groups whose events are consistent with the mission and purpose of the University.

All user groups are required to abide by university, ASI/USU, and department policies and related procedures. Groups reserving facilities are responsible for the conduct of their members and guests and the results of their actions.

7.3 Food and Beverages

Any user choosing to cater food or beverages, with the exception of alcohol, may do so through the Forty-Niner Shops, Inc., or through a licensed caterer subject to the approval of the USU.

Groups engaged in self-catering must comply with all USU and University health and safety policies. Approved licensed caterers must comply with all campus policies and regulations and provide proof of appropriate liability and workers' compensation insurance, business license and health permits.

In order for users to provide alcohol for an event, a copy of the completed Beer and Wine Clearance Form must be turned into the USU Conference and Events Center within the specified timeline prior to the event. Before final arrangements are made for alcohol service, the ASI Associate Executive Director/USU Director or his/her designee must approve all requests in the USU/SRWC and the Soroptimist House. Alcoholic beverages are limited to beer, wine, and champagne and must be dispensed by the Forty-Niner Shops who will be responsible for the consumption of alcohol. All state and national laws apply to the use of alcohol. Service of alcohol will be limited to three (3) hours and must end one hour before the event ends.

Bottled water and sport drinks in closeable or sealed top containers may be permitted in certain areas of the SRWC. All other food and drink, including gum and candy, are permitted in food service and office areas only. For special events, food and beverages may be permitted in the SRWC. When food and beverages are allowed for a special event, the SRWC will adhere to all USU standard regulations on food, alcoholic and non-alcoholic beverages.

7.4 Vendor Sales/Solicitation

In the USU, vendor sales and solicitation is not permitted along the University designated "Accessibility Route" extending from the Portico Entry on the north west end of the facility and up past the escalators on the west side of the USU.

Vending locations, available upon request, are limited to the Plaza Lobby of the USU, the SRWC foyer prior to access control, and the outdoor SRWC.

A valid Seller's Permit and/or Business License must be furnished and displayed at the vending location at all times. Appropriate insurance must also be obtained. Commercial transactions and commercial solicitation must be conducted in a manner that does not interfere with classes or other normal university functions or obstruct the free flow of pedestrians and must be carried out without voice amplification or other unduly loud noise, and without provocation, harassment, or disturbance of persons in the area.

Only authorized student organizations, faculty, staff and community groups or individuals who have received the appropriate University and ASI/USU approvals shall be permitted to conduct

sales of food and/or merchandise in the USU and SRWC. All vendors must provide appropriate licenses and insurance.

7.5 Space Assignments

For the USU, SRWC, and Soroptimist House, the ASI Associate Executive Director/USU Director shall recommend to the USU Board of Trustees office and space assignments when facilities become available. All office and space assignments shall be made at the discretion of the USU Board of Trustees based upon the USU/SRWC Facility Master Plan and according to policy.

Student organization office space shall be allocated based upon established policies for the Robert C. Maxson Center.

Offices in the USU, SRWC, and IPCDC shall be kept orderly with work surfaces and floors cleared at the end of each day so that routine custodial services may be provided. The facilities staff shall empty office waste and recycling baskets each weekday evening; however, occupants are responsible for the removal of empty boxes and packing materials to the loading dock. ASI assumes no liability for the security of equipment, furnishings, documents, or personal items.

The USU and SRWC maintain a preventive maintenance program, which includes painting of offices, carpet and upholstery restoration, ceiling tile cleaning, etc. Tenants are not permitted to engage in painting, physical renovations, or changes of any kind to any ASI facilities or furnishings without prior authorization. Tenants shall be held financially responsible for damages resulting from such activity and for the cost of restoring facilities to their original condition.

Facility users are not permitted to drive nails, hooks, tacks, or screws into or otherwise modify or alter the facility in any manner.

7.6 Adherence to Regulations, Policies and Laws

All other applicable University, CSU Board of Trustees, as well as federal, state, and local regulations, policies, and laws will apply to use of ASI facilities.

8.0 Facility Scheduling

Scheduling of ASI facilities shall be done in accordance with Campus Scheduling Policies and Procedures published by the Office of the Dean of Students, Division of Student Services. Reservations may be made no more than 12 months in advance and no less than six weeks before the event for private or off-campus hosted events.

8.1 Resolution of Conflicts

In the USU, the USU Conference and Event Center is designated as the office responsible for identifying potential conflicts, such as when noise or crowds from one activity would interfere with another activity in the same vicinity. This office shall assist the groups find a resolution to the conflict (e.g., by choosing an alternate date or location for one of the events).

If no informal resolution of a conflict is possible, the decision shall be made by the ASI Associate Executive Director/Director of USU in consultation with the Division of Student Services.

8.2 Facility Use Agreement Form

All groups scheduling meetings and activities must agree to and sign the Facility Use Agreement form prior to using the facility for private use. The agreement shall specify that:

- 1) All co-sponsors of an event are responsible for the event and subject to any liability associated with the event.
- 2) All persons or groups using ASI facilities must abide by university policies regarding the use of facilities.
- 3) Approval for the use of ASI facilities is subject to the availability and suitability of the space requested and the conformity of the proposed event with university policy.
- 4) ASI reserves the right to rescind space previously confirmed if the facilities involved are needed by ASI or CSULB for university purposes, but will do so only under extreme circumstances.
- 5) ASI reserves the right to impose limits on the time, place, manner, and size of an event.
- 6) ASI will terminate reservations for any facility during an activity if it is determined that damage is resulting from its use, or that activities are taking place which endanger the health or safety of other persons.
- 7) Activities scheduled for campus facilities may not interfere with the operation of the university or infringe negatively on the surrounding community.
- 8) Events must be conducted in a manner consistent with existing laws and university policies.

ASI shall provide a written statement setting forth the specific requirements for insurance, deposits, fee payments, rules covering cancellation of a rental agreement, and any other rules governing the agreement.

8.3 Facilities Rates and Services Charges

The ASI Associate Executive Director/Director USU and IPCDC Director shall propose annual facility rates and service charges to their respective boards. The University Student Union Board of Trustees and the Child Development Center Board of Trustees shall recommend to the A.S. Senate a schedule of rental rates and other charges for use of their respective facilities, equipment, and related services.

The schedule of fees shall include reimbursement of the costs of materials, upkeep, and repair; additional custodial services and supplies needed to restore facilities to normal use; police and parking services; technical services; and other types of assistance as needed for the particular event.

To receive "Registered Student Organization" rates, a minimum of 75% of the event or program attendees must be CSULB students. To receive "CSULB Department, Administrative Unit, or Support Group" rates, a minimum of 75% of the event or program attendees must be CSULB faculty staff or alumni.

Under circumstances where it is demonstrably in the best interests of the ASI and the university, the ASI Associate Executive Director/Director USU or Director IPCDC may reasonably reduce or waive the facility rental fee charged to the lessees of certain facilities.

All fees for costs of materials, additional custodial services, and supplies needed to restore facilities to normal use; police and parking services; technical services; event staff; and other types of assistance made necessary by the occurrence of the particular event shall be paid by the user. In cases where the user needs to make changes to their reservation, those changes must be made according to the deadline provided through their registration. Changes in reservations made after the deadline may result in a late charge.

Student Organizations and Campus Departments with outstanding reservation debt owed to ASI will be placed on a fiscal hold and will not be allowed to schedule events until the debt is cleared in the Associated Students Business Office, USU-229.

8.4 Reservation Authorization

To be authorized to make a reservation, all student planners are required to attend an annual program planning workshop conducted by the Office of Student Life and Development. Student Organizations must be recognized and in good standing with ASI and the Office of Student Life and Development.

8.5 Event Cancellation

All reservations require completion of the entire scheduling and reservation process. The scheduling process is complete only when the authorized event planner has received written confirmation from the appropriate CEC/SRWC Event Coordinator.

All reservations are subject to cancellation without notice if all details are not completed by the due date. Reservations made by student organizations must be cancelled in person in the CEC/SRWC.

The USU/SRWC reserves the right to cancel an event or modify the extent of services provided in the event of fire, earthquake, flood, act of God, strikes, work stoppages, or other labor disturbances, riots or civil commotion, litigation, war or other act of any foreign nation, power or government, or governmental agency or authority, or any other cause like or unlike any cause above mentioned which is beyond the control or authority of the USU/SRWC.

In the event that a user desires to cancel their scheduled event, the Authorized Event Planner must be the one to make the cancellation request. Cancellations must be completed according to the timelines established. Authorized Event Planners who fail to cancel events within the stated timelines will be charged applicable rates. Cancellations by off-campus groups will be reimbursed on a prorated basis. Labor charges will be assessed for cancelled events or "no shows" when physical set-up costs and on-site staffing costs at the scheduled event have been incurred.

8.5 Student Organization Semester Meetings in the USU and SRWC

Student Organizations may reserve meeting rooms in the USU for the duration of the semester. Reservations are made at the Conferences and Events Center and are limited to Redondo, Hermosa, Manhattan, Venice, and Santa Monica rooms.

Specific rooms in the SRWC are available for designated health and fitness group activities. Registered student organizations may reserve these spaces if available, not to exceed one (1) two hour reservation a week.

Because of the need for additional study space, events, programs, and meetings will not be scheduled during finals week.

8.6 Policy Compliance

Failure to comply with these policies may result in the immediate loss of all scheduling privileges

9.0 Event Regulations

The following regulations will apply to reservations depending on the needs of the facility, the event, and the customers.

9.1 Event Set-Up

To ensure the health and safety of our customers, only authorized staff shall be permitted in areas where set-up, teardown, repair, or maintenance is in progress. Only authorized USU/SRWC staff may conduct set-ups utilizing facility furniture and equipment. All tables and chairs must be provided by the USU/SRWC. Reasonable accommodations will be made for any event calling for specific equipment the USU does not own. Prior approval is required from the CEC/SRWC. Users will be responsible for all fees associated with the acquisition of such equipment.

Facility preparation for all events, programs, and meetings in the USU, SRWC, and Soroptimist House is the responsibility of authorized building staff only. Charges for adequate staffing and service will be assessed to all groups. The USU/SRWC management will determine the number of staff required for all events in the USU, SRWC, and the Soroptimist House.

9.2 Audio Visual Equipment

Audio Visual (AV) equipment is available to all groups approved for scheduling the USU, SRWC, and Soroptimist House facilities. Groups using the AV equipment shall be held financially responsible for all damage to or loss of equipment reserved for their use. All groups will be charged the appropriate hourly rate for the services of an AV technician when required or requested. USU/SRWC AV equipment may only be used in the USU, SRWC, and Soroptimist House facilities.

9.3 Film Copyright

Any public showing of a film (VHS, DVD, 16mm, 8mm, etc.) requires a license. This includes personally owned copies and home use versions of films obtained from video stores and retailers. Private home exhibition versions have not been cleared for public performance. Proper licensing fees must be paid to the copyright owners before such use may be granted. Valid copyright authorization must be presented to the CEC/SRWC before the showing of a film or movie.

9.4 Storage of Personal Property

Storage of personal equipment and supplies in the USU may be approved on an individual basis only after the Release of Responsibility for Stored Objects has been filled out with the CEC. Storage of equipment will not be provided in the SRWC.

9.5 Public Safety

The USU Director or his/her designee and/or the University Police may determine that in the interest of public safety, University Police officer(s) or other security personnel must be present at certain events. Groups may not make separate arrangements for non-university security personnel. The sponsoring group will be responsible for the payment of services provided by the University Police or any other security agency as deemed necessary.

The appropriate USU/SRWC staff or University Police Department representative have the authority to close any event if they believe it would be in the best interest of the USU/SRWC, Associated Students or CSULB.

Groups will be held responsible for any missing/lost equipment and damages caused to property and equipment by their members or guests.

9.6 Life Guards

Scheduled events in the USU/SRWC Pool areas require a certified lifeguard on duty. Appropriate staffing fees will be assessed to the users.

10.0 Rental Fees/Security Deposits

All student organizations, except for those receiving an ASI grant for the event, are required to pay all assessed fees two (2) weeks prior to the event; otherwise, the reservation will be cancelled.

Non-University groups are required to pay their event fees 30 business days prior to their event.

A refundable security deposit is required for all non-university related events provided the facility is left in the original condition prior to the event.

10.1 Games Center

The USU Board of Trustees shall approve charges for the use of Games Center and pool area. Events in the Games Center require one (1) Games Attendant per 50 individuals in attendance. Events exceeding 75 persons and/or events with minors in attendance require one (1) Building Management Staff.

11.0 Facility Fixtures and Displays

11.1 Commemorative Fixtures

Memorials, plaques, and sculptures commemorating students, faculty, staff, or events may be placed in or on an ASI facility only after meeting one of the following criteria:

- The piece commemorating individuals or events must have an immediate and direct connection with students
- The piece must be consistent with the USU mission
- The person or event being commemorated must have a direct connection to ASI/USU
- Pieces recognizing financial gifts must be for gifts made directly to ASI/USU

Individuals making the request must be able to demonstrate why the USU is the more appropriate location than elsewhere on campus. The Facilities Committee will review all requests in regard to the impact on the facility and will submit their recommendations to the USU Board of Trustees for approval.

11.2 Banners/Posters/Flyers/Decorations

The display of posters, notices or any facility decoration shall be limited to designated areas and approved materials unless prohibited by other policies. University posting policies must be observed by all individuals and groups.

Groups or individuals are responsible for removal of all materials used for decorating or posting information. Damage caused to the facilities, furniture or equipment shall be charged back to the groups or individuals for the repair and/or cleaning required to restore such facilities, furniture, or equipment to original condition.

11.2.1 Banners

Permission to hang a banner may be secured by submitting a Request to Hang a Banner form, available in The Maxson Center (USU 312).

The Associated Students Inc. has posting priority. All other banners will be posted on a first-come, first-serve basis.

Banners displayed in public areas must include the name of the sponsoring organization, event location, and event date(s). Locations are restricted to the following areas:

- South Plaza Entry
- North Balcony Railing
- Courtyard Stairway Railing
- West Portico

Banners must be installed and removed by USU staff. However, the USU is not responsible for damage or the security of the banners.

A banner may be displayed for no more than a five (5) day period.

Banners must be made from durable lightweight material and be no more than three (3) feet high and six (6) feet wide.

11.3 Display Cases and Marquees

The USU provides an electronic message board and LCD advertising service to the campus community on a year-round basis. Permission to use the electronic marquee and/or LCD's in the USU may be secured by submitting a request form, available in the Maxson Center (USU Room 312). Permission to use the LCD's in the SRWC may be secured by submitting a request form available in the SRWC Administration Reception Desk. Eligible Users listed in descending order of priority are as follows:

- ASI funded and/or managed programs, services, and government activities
- University events and information pertinent to the majority of the students and others on campus
- University departmental programs, activities, and information
- Student organization (non-ASI) special events or activities held at on-campus facilities
- USU sublease holders
- Other CSULB auxiliaries, faculty, and staff

The Campus Publicity and Posting Regulations govern all other forms of advertising.

Forms

The following forms are to be used in the execution of this policy.

Form Name	Purpose	Responsible Office	Approved By	Timeline for Submission
Facility Use Agreement	To schedule and rent an ASI facility by a non-ASI entity	USU Conference and Events Center	An authorized agent of the unit requesting the reservation	For groups not affiliated with CSULB, six weeks prior to the scheduled event For groups affiliated with CSULB, anywhere from one to four weeks depending upon the complexity of the event as determined by the Event Planning Office Agreement must be accompanied by the requisite certificate of insurance or statement of self-insurance. No reservation can be confirmed until these

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				documents are submitted.
Release of Responsibility for Stored Objects	User approval to store articles in the facility before or after event acknowledging that the facility will not held liable for lost, stolen or damaged items	Facility	An authorized agent of the facility	Two weeks prior to event
Request to Hang a Banner	To request permission to hang banners in the facilities	Maxson Center	An authorized agent of facility	Two weeks prior to placement of banner