

**SCHEDULING UNIVERSITY FACILITIES FOR NON-  
INSTRUCTIONAL EVENTS**

**POLICY**

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**Implementation Date:**

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**Definition** The facilities of California State University San Marcos are available primarily for the purpose of conducting the university's instructional program. Time, place, and manner of non-instructional events and activities shall be determined by the university in accordance with relevant statutes, policies, and procedures.


Event and Conference Services (ECS) is responsible for scheduling facilities for non-instructional events and coordinating services in the best interest of the University.

**Authority** Education Code, Sections 89031, 89035, 89046, 89700 and 89901; CSU Policy Manual for Contracting and Procurement; CSU Executive Order 669; CSU Executive Order 1069.

**Scope** This policy and procedure relates to events, including meeting, programs, conferences, institutes, trainings, camps, and other activities, which are scheduled through Event and Conference Services. Scheduling events at the Clarke Field House/University Student Union is not within the scope of this policy. The scheduling of academic classes is handled by the Office of Academic Programs/Academic Scheduling and is not within the scope of this policy.

This policy and related procedures apply to all faculty, staff, students, departments, recognized student organizations, auxiliary organizations, affiliated organizations, and off-campus organizations and individuals utilizing university facilities for non-instructional events.

  
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Karen S. Haynes, President

  
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Approval Date

Updated 10/1/2013  
Implemented initially: 11/09/2007

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---

**I. Introduction**

This procedure provides guidance for campus and off-campus organizations requesting the use of university facilities.

**II. Definitions**

Auxiliary Organizations- The current recognized auxiliary organizations of California State University San Marcos are: Associated Students, Inc., CSUSM Foundation, University Corporation, and the University Auxiliary & Services Research Corporation.

Campus Organizations—All university departments, affiliated organizations, auxiliary organizations, and university-recognized faculty, staff, student, alumni, and development/support organizations.

Off-Campus Organizations—The following non-affiliated groups may use university facilities: governmental agencies, nonprofit, charitable, educational organizations, and other educational and non-commercial groups or individuals.

Recognized Student Organizations—Those student organizations who have met the criteria established by CSUSM for recognition as a student organization and have been approved through Student Life and Leadership (SLL).

Request for Facility Use (RFU/e-RFU)—The electronic or hardcopy form containing the terms and conditions for use of university facilities is submitted to Event and Conference Services.

Space Coordinator—The individual designated by the appropriate authority to be responsible for reviewing space requests for a given room and for acting as the liaison to the ECS Office.

Venue Operator—The individual designated by the appropriate authority to determine the use of specific University facilities that have special guidelines and/or restrictions.

**III. University Facilities**

- A. University Facilities include all buildings and properties owned or leased by the university including outside areas.
- B. Please see Appendix A for non-academic space that is available for scheduling.
- C. Approval for the use of university facilities is subject to the availability and suitability of the space requested.
- D. Departments that have conference rooms assigned to them have first priority for use of that particular conference room.

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---

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---

- E. While ECS may rescind confirmed space on rare occasions, every effort will be made to accommodate campus needs in the best interests of the university
- F. Scheduling non-instructional events in instructional space is restricted during the first three weeks of each semester and during final exams.
- G. Use of university facilities for commercial purposes is restricted.
- H. Use of facilities by non-campus persons or groups for partisan political rallies or partisan political fundraising is prohibited.

**IV. Space Scheduling Priorities**

Approval for use of university facilities is normally granted in the following priority order:

1. Regular university instructional program and related administrative activities including new student orientation
2. Broad university academic programs and instructionally related activities, e.g., drama and musical programs, intercollegiate meets and activities, extended education programs, and other programs that are an integral part of the instructional program
3. Activities not directly related to the academic program, but sponsored by affiliated (university-recognized) organizations and intended primarily for a campus audience, e.g., international fairs, health fairs, career fairs, etc.
4. Events related to professional, cultural, or recreational phases of campus life, e.g., information tables, vendors, etc.
5. University co-sponsored activities (see Co-sponsored Events below)
6. Activities supporting the university's educational mission sponsored by off-campus organizations

**V. Facility Use Planning Groups**

A Facility Use Planning Group is convened by ECS, or designee, and provides assistance in coordinating and planning non-academic activities as needed. It is comprised of the event organizer(s) and may include a representative from each of the following areas:

- Clarke Field House/University Student Union
- Facility Services
- Instructional & Information Technology Services
- Procurement & Support Services
- Risk Management & Safety
- University Police
- University Village Apartments

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---

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---

**VI. Co-sponsored Events**

- A. Co-sponsored events must be approved by the appropriate university vice president.
- B. Co-sponsored events are initiated and coordinated by university departments or recognized student organizations.
- C. Co-sponsorship is appropriate when there is a clear connection with or contribution to the university.
- D. It is intended that the educational mission of the co-sponsoring campus department or campus organization will be enhanced by the event.
- E. Campus organizations that co-sponsor events are responsible for the event and any related liabilities or costs associated with the event.

**VII. Cancellation Requirements**

- A. A written cancellation of an event should be communicated to ECS at least seven (7) calendar days prior to the beginning of the event.
- B. The event organizer assumes financial responsibility for any labor or direct costs incurred.

**VIII. Rates, Fees, and Charges**

- A. The Rates and Charges Schedule includes reimbursement of the costs of maintenance, upkeep & repair (MUR); additional custodial services and supplies needed to restore facilities to their normal use; equipment; parking; university police; technical services; and other types of assistance as needed for the event. Please see Appendix C for the Rates and Charges Schedule.
- B. Event organizers are responsible for the cost of any damage resulting from the event.
- C. Prior unpaid event charges must be paid in full before any subsequent request for use of facilities by the same group will be approved.
- D. Labor and other service costs will be charged regardless of funding source.

**IX. Motion Picture/Video/Photography**

Use of university facilities, including those under license agreement to an auxiliary, for filming of motion pictures, video, or still photography is governed by procedures outlined in the Guidelines to Motion Picture/Video/Photography and coordinated through Event and Conference Services. The guidelines can be found on the ECS Web site at <http://www.csusm.edu/events/>.

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---

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**X. Protocol for Campus Organizations, Departments, and/or Individuals Requesting Use of University Facilities**

Campus organizations (university departments, affiliated organizations, auxiliary organizations, recognized student organizations, faculty, staff, students, alumni) must comply with all university, and/or auxiliary organization policies and procedures and pay all costs as invoiced by ECS.

**A. Requests for Facility Use**

1. Campus organizations must file an electronic Request for Facility Use (e-RFU) online with ECS to request use of university facilities for campus events.
2. Completed RFUs should be submitted to ECS at least three (3) weeks prior to the event.
3. Campus organizations are required to follow the campus policy on “ADA accommodations for Non-Instructional University Events” found at [http://www.csusm.edu/policies/active/documents/ada\\_accommodations.html](http://www.csusm.edu/policies/active/documents/ada_accommodations.html)
4. The maximum amount of time that events may be scheduled in advance is 18 months
5. The ECS Manager is delegated authority to approve all RFUs.

**B. Facilities Use Planning Group Meeting** – ECS will contact campus organizations to request participation in the Facilities Use Planning Group meeting, if necessary.

**C. Food Service** – All food served on campus must be provided by a caterer approved by University Auxiliary & Research Services Corporation. A list of approved caterers can be found on the UES web site <http://www.csusm.edu/events/>.

**D. Alcoholic Beverage Service**

1. Individuals or groups wishing to serve alcoholic beverages at an event must submit an Alcohol Approval Request Form. This form and the corresponding Alcohol Use Policy & Procedure can be found online at [http://www.csusm.edu/policies/active/documents/alcoholic\\_beverage\\_use\\_campus.html](http://www.csusm.edu/policies/active/documents/alcoholic_beverage_use_campus.html)
2. A completed Alcohol Approval Request Form is required before a space reservation request can be confirmed.

**E. Use of State Funds for Hospitality Expenses**

1. Campus organizations that use state funds for hospitality expenses must follow ICSUAM Section 1301.00 and can be found at <http://www.calstate.edu/icsuam/sections/1000/1301.00.shtml>
2. A completed Hospitality Form is required before a space reservation request can be confirmed.

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**XI. Protocol for Off-Campus Organizations Requesting Use of University Facilities**

Off-campus organizations must comply with all University, CFH/USU, and/or auxiliary organization policies and procedures and pay all costs as invoiced by ECS.

- A. Application for Facility Use
  - 1. Off-campus organizations must file the following documents with ECS to request use of university facilities for campus events:
    - a. Request for Facility Use (RFU) form in hardcopy must be received by ECS no less than six (6) weeks prior to the event
    - b. Signed "Lease of University Facilities" (Appendix B)
    - c. Certificate(s) of Insurance as evidence of required insurance (as detailed in the Lease by University President)
  - 2. The maximum amount of time that events may be scheduled in advance is 12 months
  - 3. The ECS Manager is delegated authority to approve all RFUs.
- B. Facilities Use Planning Group Meeting - Event and Conference Services will contact off-campus organizations to request participation in the Facilities Use Planning Group meeting, if necessary.
- C. Food Service - All food served on campus must be provided by a caterer approved by University Auxiliary & Research Services Corporation. A list of approved caterers can be found on the ECS web site <http://www.csusm.edu/events/>.
- D. Alcoholic Beverage Service
  - 1. Individuals or groups wishing to serve alcoholic beverages at an event must submit an Alcohol Approval Request Form and follow the corresponding Alcohol Use Policy & Procedure found online at [http://www.csusm.edu/policies/active/documents/alcoholic\\_beverage\\_use\\_campus.html](http://www.csusm.edu/policies/active/documents/alcoholic_beverage_use_campus.html)
  - 2. The Alcohol Use Policy & Procedure must be adhered to at all times.
  - 3. The University reserves the right to remove any person or persons from the premises for violation of this policy.
  - 4. A fully executed copy of the Alcohol Approval Request Form must be received by ECS before a space reservation will be confirmed.
  - 5. If the use of alcohol is requested after an event has already had space confirmed, the space will be placed on hold until the fully executed Alcohol Approval Request Form has been received by ECS.
- E. Financial Responsibilities
  - 1. Off-campus organizations are required to provide deposit(s) as required in the Lease of University Facilities.
  - 2. Invoice balances are due within thirty (30) days of receipt.