
Exhibit A - Summer Conferences Guidelines

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General Guidelines

Access

Designated CSUSM staff may access Client space including apartments, meeting space, etc. without advance notice should there be a concern for safety of the attendee or CSUSM staff. Designated CSUSM staff includes but is not limited to, University Police, Summer Conference staff and COCM staff.

Alcohol on Campus and in Apartments

Consumption of alcoholic beverages is prohibited in/on all facilities, unless prior approval has been authorized by CSUSM and COCM. Per [CSUSM campus policy](#), alcohol must be provided by CSUSM's Event and Conference Services via the Summer Conferences department. A certified bartender and responsible host must be present for the duration of the event. Client provided alcohol is not allowed.

If prior written approval has been received from COCM and CSUSM for the serving and consumption of alcoholic beverages for any event associated with the Client's agreement, the client agrees to strict and absolute adherence to all related laws and regulations of California Alcoholic Beverage Control (ABC), and CSUSM's Alcoholic Beverage policy. In the event the clients or attendees are asked to leave the premises due to violation of this policy, no refunds will be issued.

COCM reserves the right to remove any person or persons from the premises for violation of this policy. Failure to comply may, after notice, result in probation, suspension, or forfeiture of right to use CSUSM's facilities. Public intoxication is prohibited at CSUSM, and University Police Department (UPD) has the authority to enforce campus and state wide policies. Non-CSUSM students will be charged accordingly by UPD. In the case that Attendees are detained and/or removed from premises, no refunds will be issued.

Animals

In compliance with [CSUSM Policy on Animals on Campus](#), animals are not allowed inside CSUSM buildings unless deemed a service animal. A service animal must be secured to a leash no more than six (6) feet in length and in the hand of person at all times. No person shall tie, tether or secure any animal whether attended or unattended, licensed or unlicensed, to any object other than within a vehicle or container. Under the Americans with Disabilities Act (ADA), a service animal is any guide dog, signal dog or other animal individually trained to provide assistance to an individual with a disability. Animals that meet this definition are considered service animals whether or not they have been licensed or certified by a state or local government. Service animals, usually dogs of any breed or size, are working animals and are not considered pets.

Attire

Shoes and shirt must be worn in all public spaces by attendees while at CSUSM. Proper identification (wristband/ lanyard and identification) must be readily available for all attendees to ensure their safety and security during their visit to CSUSM.

Audio/Video

Audio Video equipment is available. Request for Audio Video equipment should be completed with the Summer Conference Coordinator. Additional Fees may apply. Clients are responsible for any missing or damaged equipment.

IMPORTANT PHONE NUMBERS

GOT AN EMERGENCY?

To ensure the fastest response time, contact University Police Department (UPD)/ San Marcos Police at (760) 750-4567, NOT 911. Calling 911 may result in an extended 2-7 minutes for emergency response. After calling UPD, be sure to call Summer Conferences.

Any injuries requiring first aid assistance must be directed to the University Police Department. Refer to field usage in the Guidelines for additional details regarding ice, use of spigots and field painting.

USU Audio Video Equipment (Rented and/or Provided by Client)

Based on Audio Video requirements for the Client, Audio Video support will be provided at the discretion of the USU staff for a minimum of two hours. Applicable fees will be added to the final invoice and will be charged per hour, per technician basis. Late requests, changes or cancelations are also subject to fees. Clients and/or performers who wish to use their own Audio Video equipment must notify Summer Conferences at least thirty (30) days prior to arrival or event. An equipment test may be required by the USU for outside equipment to ensure compatibility, and must be scheduled minimum of fifteen (15) days prior to arrival or event. Summer Conferences and the USU assume no responsibility for equipment brought into the facility. If assistance is required onsite, additional fees, including but not limited to overtime fees, may apply.

Behavior, Responsible Adult, and Minors on Campus

Clients reserving spaces are responsible for the behavior of their attendees. Any damage to property or equipment is the responsibility of the Client. Respectful and civil behavior is required of all attendees visiting CSUSM. Lewd, indecent or obscene actions while on campus will not be tolerated. Spirit sessions or rough-housing is deemed inappropriate and dangerous and will not be allowed for the safety of the attendees partaking as well as those within the immediate vicinity. Any act of harassment, including but not limited to sexual assault is strictly prohibited. At no time are attendees permitted on any CSUSM building roof or ledge. Gambling of any kind, on or around the CSUSM campus is strictly prohibited.

Attendees under 18 years of age must be under adult supervision at all times and/ or be able to present a valid ID to any CSUSM staff that inquires. A ratio of 1 adult per 10 minors is required at all times. Minimum age requirement is 8 years. For information about minors staying overnight in Housing, please refer to Housing section below.

All Clients shall provide adequate and appropriate supervision of all attendees who participate or otherwise are associated with the Client's program. Supervision shall be provided to the satisfaction of COCM and must at a minimum comply with all CSUSM policies, procedures and standard rules. If COCM staff deems inadequate supervision is being provided by the Client, additional Summer Conferences staff will be added to assist the Client until the conclusion of their program. Applicable fees will be added onto the final invoice for the Client. All Clients must obtain and maintain an authorized medical release form, emergency contact, and dietary restrictions for each attendee, and must keep a copy on site, and provide a copy of the release to COCM, if requested.

Cleaning/Janitorial

It is the responsibility of the Client to leave all facilities used in their original condition. Facilities that require special cleaning will be added to the final invoice. Special cleaning includes but is not limited to; clearing of excessive trash, boxes, pamphlets and other event supplies, removing flyers, posters, directional signs, anything affixed, attached or sprayed on windows, doors and walls, or cleaning up spills and leftover food

Co-sponsorship

Co-sponsored events consist of prequalified events, conferences or camps that are sponsored by a campus department who is actively involved in the event planning process. The event content must be approved by the applicable CSUSM Vice President ensuring that it correlates with the mission of the University.

Damaged or Stolen Personal Property

CSUSM, Summer Conferences, and COCM staff are not responsible for damaged or stolen personal property.

Decorations and Heavy Equipment

Stickers or other adhesive decorations are prohibited. Additionally, the use of glitter, confetti, rice or other small particle substance is not allowed. If used, a cleaning fee of a minimum of \$75.00 will be added to the Client's final invoice. All items used must be constructed of non-flammable materials. Tacks and other push pins are not allowed to affix items to any walls, however painters tape and post-it style note pads are acceptable. Client is responsible for providing their own supplies.

For Liability reasons, ladders or hydraulic lifts will not be loaned out for any reason. Individuals and/or Clients requiring

this type of equipment (for decorating, hanging banners, etc. in certain campus spaces) must make arrangements with the Summer Conferences staff at least fifteen (15) days prior to their event date.

Equipment is subject to availability. A labor charge will apply and will be included in the final invoice.

Directional Signage, Flyers, and Advertising

A-frames containing signage may not be stationed in areas that obstruct normal pedestrian traffic or violate University Fire Code. All signage locations must be approved by Summer Conferences. Permission from the Summer Conference staff must be obtained prior to check-in, in order to hang signage or other materials on campus. To avoid a minimum fee of \$75.00 per occurrence per location, Client must remove all signage.

Chalking is prohibited on campus. Any desire to post materials and/or publications on USU posting boards require permission from USU and Summer Conferences staff. Posting is not allowed on elevators, telephone booths, bathroom stalls, sculptures, signs or planted garden areas.

Drugs

CSUSM has a strict NO DRUG policy and any drug references or usage will not be tolerated. Any participant in either act will be prosecuted to the fullest extent of the law. COCM and CSUSM reserve the right to remove any person or persons from the premises for violation of this policy. In the event, the Client is asked to leave the premises due to violation of this clause, no refunds will be issued.

If an attendee has a medical need, ensure a copy of the prescription is readily available should it ever be requested of an attendee. If requested and not provided, all product and applicable items will be confiscated and University Police Department will launch a full investigation, including prosecution, if applicable. Drug paraphernalia is also prohibited.

Extended Usage

Events that require a facility to be accessible beyond its normal operating hours, during campus designated holidays, and/or on weekends will be charged an extended building hour fee. These charges become guaranteed fifteen (15) days prior to an event and must be paid regardless if the event is subsequently cancelled. Should an event end earlier than originally estimated, the quoted charges will remain.

Equipment Rentals and Furniture

CLIENT assumes all risks associated with the equipment rentals on your behalf during the Term, including injury and damage to persons, property and the equipment. Additionally, tables and chairs can be rented by COCM at an additional fee (see Attachment 3). Once items are delivered, they are the sole responsibility of CLIENT until end of program or rental date. Should any equipment go missing or become damaged while in CLIENT's care, replacement fees will first be taken from the deposits and any balance will be added to the final invoice.

Furniture or apparatus may not be removed or displaced by CLIENT or any agency, employee, or invitee of CLIENT without permission of COCM. Any furniture or apparatus displaced, damaged, or lost shall be replaced or repaired to the satisfaction of the COCM. The cost to replace or repair will be added to the Final Invoice, with net 30 days payment due.

Fields

All organized events and sports activities must be authorized by COCM and its campus partners and a sports trainer must be present for all activities. No unauthorized instruction or use may take place on the track or athletic fields. Additionally, unauthorized equipment is prohibited. Unauthorized Equipment for this facility is defined by the University as all equipment (not including articles of clothing, strapped hand or leg weights, and eye glasses) used in an activity which is not supervised by a CSUSM athletic coach or trainer, a CSUSM physical education instructor, or which is not part of an approved CSUSM recreational program. Hoses and use of water spigots throughout University are not authorized as an acceptable form of drinking water for attendees. Arrangements can be made with COCM for water or ice at your event as an additional fee.

Fire Safety

Smoke detectors may not be tampered with at any time. Do not hang items on sprinklers, tamper with sprinklers, or

throw items at sprinklers. If a fire alarm sounds in a building, please exit the building immediately. Any fire safety violations will be prosecuted to the fullest extent of the law and violators will be responsible for any damages or cost incurred.

Food and Beverage

CSUSM dining services (Sodexo) is the only organization authorized to engage in the sale of food and beverages for Summer Conferences. Any exception to must be approved by CSUSM Corporation.

Attendees must only attend meals during their assigned time; attendees will not be allowed in the dining hall before their assigned time and the Client will be charged for attendees who stay after assigned time. Dining hall meal times are assigned by COCM staff, any changes with times must be requested to and approved by COCM staff and may include additional fees. Attendees must be easily identifiable by COCM staff by ensuring their wristbands or lanyards are visible upon admission into the dining hall. Attendees will be counted for each admission. Dining counts will be based on final count once onsite or group guarantee provided prior to arrival, whichever is greater.

All catered meals must be communicated to COCM fifteen (15) days prior to start of program, before 12:00PM/Noon to guarantee accommodation. Special dietary considerations must be provided fifteen (15) business days prior to start of program, before 12:00PM/Noon to guarantee accommodation.

An onsite catering overage of 15% will be prepared for additional attendees beyond the provided guarantee. The Client will be charged for the guarantee number plus any additional attendees. In the event additional food is required, COCM will partner with the food provider/caterer to provide a comparable product, however additional fees may apply to accommodate overage.

Internet and Telephone

Wireless Internet access service is complimentary within housing accommodations and in most meeting spaces throughout CSUSM with a guest login. COCM will provide Client login information upon group arrival. Extensive use may result in additional administrative technology support and/or additional bandwidth request. Additional fees may apply to accommodate group usage. There is no guarantee of reliability or suitability of this service by COCM. Access to data and/ or analog ports for the purpose of a landline or ability to use a credit/ debit card machine can be provided at an additional cost.

Keys

COCM will partner with CSUSM Facility Services to lock/unlock campus doors including campus classrooms, conference rooms, meeting facilities, etc. Should doors need to be recoded, keys or locks replaced, additional charges will apply to the Client's final invoice. See Housing: Key Cards, for information about residential keys.

Lost and Found

All items left will be delivered on a weekly basis to the campus lost and found center located at the University Police Department, (760) 750-4567. If you have misplaced an item during your stay, contact the Summer Conference staff to see if your item has been delivered to the University Police Department. It is the responsibility of the Attendee to arrange for pick-up or mailing of the item. Items are only held for 30 days.

Noise Restrictions and Quiet Hours

Noise regulations are strictly enforced nightly at 10:00PM as a courtesy to the local community. This includes spirit rallies and concerts. Quiet hours for UVA and The QUAD are from 10:00PM – 10:00AM daily.

Open Flame

Per the CSUSM campus policy, open flames and burning of any material (including sage and incense) are strictly prohibited in any indoor location on campus. Open flames in exterior locations must be a minimum of ten (10) feet from the building. Sterno candle lamps are the open flame only exception when used under direct supervision for the duration of the event by the Caterer or onsite Summer Conferences contact.

Parking Permits and Oversized Vehicles

Parking permits are required for all vehicles at all times. Parking meters are located in each parking lot or a permit may be purchased through the campus parking department. Parking arrangements for Client attendees can be arranged for by Summer Conferences. Approval must be obtained by Summer Conferences for any Client that will have an oversized vehicle that will require overnight parking. For Clients using an oversized vehicle for pick-up and drop off only, ensure the Summer Conference contact is aware so the University Police Department and Parking team are notified.

Prohibited Items

Skateboards, weapons, including air soft or paintball guns, candles, grills, hot plates, incense, all adhesive decorations that will damage the paint or wall, space heaters, dartboards. Fog/ smoke machines or other equipment which may activate fire alarms are prohibited on campus at all times. Summer Conferences reserves the right to deny use of equipment or equipment providers and assumes no responsibility for equipment used at events supplied by the sponsor or another party. To ensure the safety of all attendees, combustibles and other noxious materials are prohibited.

Safety and Security

Only authorized Summer Conference staff are permitted in areas where set-ups, teardowns, repair or maintenance is in progress. University Police in conjunction with Summer Conferences may determine that in the interest of public safety, University Police officer(s) and/ or Community Services officer(s) must be present as security at certain events which may be considered controversial. All University Police or Community Service officers needs will be arranged by Summer Conferences at the expense of the Client. Clients may not make separate arrangements.

Set-Up/ Teardown

All events are subject to trained staff needed for the event. Based on the nature and complexity of the event, additional trained staff will be added if deemed necessary. All fees, charged on an hourly, per person rate will be added to the final invoice. Facility preparation for all events, programs and meetings occurring on the premises is the responsibility of authorized building operations staff. Clients reserving the facilities may not elect to provide their own set-up or cleanup for the purpose of reducing rental costs, fees or other charges.

Shipping, Receiving and Storage of Received Goods

Shipments should be scheduled to arrive no more than three days before the check-in date as outlined in the Agreement. All items must be removed no more than three days after the check-out date as outlined in the Agreement. Storage charges will apply to shipments held more than three days after check-out date. All boxes must contain the following on the label to ensure ease of routing items to the proper Client; Client name, ATTN: Client Name, Event Date (check-in/out dates, if applicable), followed by C/O: CSUSM contact and address of 441 La Moree Road San Marcos, CA 92078-0001. Handling fees will be added to the Client's final invoice at \$5.00 per box for every box after the first 5 boxes. CSUSM cannot ship items on the Client's behalf.

Smoking

CSUSM is a smoke and tobacco free campus. "Smoke Free" means the use of cigarettes, pipes, cigars, and other "smoke" emanating products including e-cigarettes, vapor devices and other like products are prohibited on all University properties and at the affiliated housing properties.

Utilities

COCM agrees to furnish all necessary utilities for the housing and meeting facilities, including heat, water, and also light if the property is specified to be "with lights" except when such services cannot be supplied for causes beyond the control of the COCM and except when there is a failure or defect in the physical plant or utility lines, whether or not such failure or defect is beyond the control of the TRUSTEES, if the failure or defect cannot reasonably be remedied in time for use by CLIENT during the term hereof. COCM agrees to furnish limited janitorial services required for said property.

COCM may in their sole discretion determine that supplying such utilities is unnecessary during any part of, or during

the entire, period of use. Unless otherwise specified in the AGREEMENT, COCM shall normally supply electricity only for necessary lighting.

Housing Accommodations – University Village Apartments (UVA) and The QUAD

Air conditioning/ heat within Apartments

Apartments are equipped with heating and cooling devices. During the time of use, all windows and exterior doors to the apartment are to be closed. If an apartment is too hot or cold and attendee cannot adjust to his/her liking, a Work Order will need to be submitted by the Client contact to the Summer Conference staff. An attempt to resolve the heating/ cooling issue will be made within 24 hours of the request. All decisions to move a Client attendee to another room are at the discretion of the Summer Conference Manager.

Apartment Work Orders

Immediately report any issues with the Apartment to the Summer Conference staff during normal business hours or the Resident Advisor on duty for after hours (10:00PM – 10:00AM Monday – Sunday) to ensure the issue is addressed in a timely fashion.

Attendee Rooming List

Clients will provide COCM with a confirmed number of bed spaces during the Client's stay. This confirmed number of bed spaces will be considered the guaranteed number of bed spaces during the specified time. Clients may request additional bed spaces through the length of their stay, such requests are approved at the discretion of COCM.

The Client shall electronically submit to COCM, a completed attendee rooming list, which must contain the following information:

- Name, dates of occupancy, age, parking requirements, clear designation of gender for each attendee, as well as suggested roommate assignment. *NOTE: Every attendee MUST have a designated bed space.
- Identify attendees with disabilities or other special needs regarding accommodations, detailing specific needs/requests.

Room assignments are at the discretion of the COCM. The Client will partner with COCM to assign apartments, however COCM will make the final assignment determination. Advance notice of room assignments, building locations, etc. are subject to change without notice. If any changes are made COCM will partner with the Client to reassign group as quickly as possible. COCM will do their best to accommodate special requests indicated on submitted rooming list, however no request is a guarantee.

Check-In and Check-Out Information

Check-in Time: After 10:00AM *Checkout Time: Before 2:00PM*

Summer Conferences staff will be on call 24 hours a day to check-in attendees. Additional staffing will be provided during high traffic hours. If attendees are not arriving at the same time, all Clients will provide an arrival and departure timeline fifteen (15) business days prior to arrival before 12:00PM/Noon or the Client will need to adhere to above posted times. Failure to do so may result in additional fees and longer check-in/out duration. If Client is conducting individual check-ins for their Attendees, COCM will provide keys upon arrival for all agreed upon apartments for distribution by Client or Client's staff.

Groups under 200 attendees will be allotted two (2) hours for check-in/out as arranged prior to arrival with COCM. For every additional 100 attendees over 200, one (1) hour will be added to the time allotted for check-in/out. A maximum of eight hours will be allowed for check-in/out.

Checkouts must be before 2:00PM. Failure of an attendee to checkout by 2:00PM (without prior arrangements with COCM) will result in an automatic charge to the Client of one night's stay at the attendee's applicable nightly rate. Exceptions to the check-in and checkout times must be approved in advance in writing by COCM.

Note: Housing apartments do not include telephones, alarm clocks, reading lamps or televisions in any of the rooms. Most apartments at The QUAD have one (1) television in the common space, which is not a guaranteed amenity for groups residing at The QUAD. Linens are not included with overnight accommodations.

Damage/ Vandalism or Missing Items within the Apartment

All Clients shall exercise care in the use of the facilities, keep the facilities in a clean and orderly condition, comply with guidelines to reduce excessive wear and damage, and be liable for any excessive wear or damage. Excessive cleaning, as a result from the Client program, will result in additional charges

A walk-through of each apartment is recommended however not mandatory prior to check-in and upon check out for each Client. Should Client opt out of the walk through at check-in, Client agrees to take apartment "as is". Additionally, should Client opt out of a walk through upon checkout, any damages or vandalism will be the Client's responsibility and will be added to the final invoice.

Missing or damaged bed or event linen upon the conclusion of the event will result in a replacement fee which varies based on the item. All applicable charges will be added to the Client's final invoice.

Decorating in and around Your Apartment

Stickers or other adhesive decorations are prohibited. All decorations must be constructed of non-flammable materials. Additionally, the use of glitter or confetti items is not allowed. If used, a cleaning fee of a minimum of \$75.00 per room will be added to the Client's final invoice. Decorations affixed to the ceiling, furniture or found to be obstructing entrances/ exits are also not allowed due to fire safety.

Housekeeping and Trash

It is the responsibility of the Client to leave all apartments in their original condition. Any apartments requiring special cleaning will incur charges that will be added to the final invoice. Special cleaning includes, but is not limited to clearing of excessive trash, boxes, pamphlets and other event supplies; removing flyers, posters, directional signs, anything affixed, attached or sprayed on windows, doors and walls; or cleaning up spills and leftover food.

Additionally, if arranged for in advance, housekeeping services for an additional fee can be added to assist with trash removal, linen changes, etc. Disposal containers are located throughout UVA and The QUAD for trash and recycling. It is the Client's responsibility to dispose of trash and recyclables to the proper locations prior to their departure. Additionally, all used and unused items from the cabinets and refrigerator must be removed and properly disposed of.

Failure to comply may result in an additional cleaning fees starting at a minimum of \$75.00 per apartment.

Key Cards

One key card per attendee will be issued. Keys cards provide access into the applicable apartment complex as well as the individual apartment. Hard keys used for individual attendee bedrooms are not available for use and will not be provided to Clients. Missing or damaged key cards will result in a replacement fee of \$25.00 per occurrence and added to the Clients' final invoice. Master keys are not available for Client use; however an additional key card per apartment may be issued to the Client leader with advance notice to Summer Conferences. Any keys not returned upon checkout will be considered lost and will be charged to replace it.

Minors

Adult supervision either within each apartment or on the same floor is required for all groups that include attendees under the age of 18. Minimum age for overnight conferences/ camps is 8 years. Apartments with attendees under the age of 12 will require adult, live-in supervision within each applicable apartment. COCM reserves the right, in its sole discretion to require adult supervision above that which is stated in this Section. If COCM staff deems inadequate supervision is being provided by the Client, additional Summer Conferences staff will be added to assist the Client until the conclusion of their program. Applicable fees will be added onto the final invoice for the Client.

Pool and Lifeguards

The pool is open from 10:00AM – 10:00PM (excluding Federal and University holidays). All persons using the pool do so at their own risk. Bathing suits must be worn at all times. No diving. Food and drinks are allowed within the gated area; however no food or beverage can be consumed inside the pool. Additionally, glass containers are not allowed. For Client gatherings of 10 or more, a reservation must be obtained by the Client in advance. Applicable rental and/or administrative fees will apply.

Use of either the UVA or The QUAD pool requires one certified lifeguard on duty for the duration of use. One lifeguard is required for the twenty-five (25) people with one additional lifeguard added for each additional twenty-five (25) swimmers. A copy of each lifeguard's certification is required for the Client's file prior to arrival. An additional copy will

be kept on file with the UVA/The QUAD team as well.

Safety and Security

It is understood and agreed that COCM or CSUSM and their agents shall have the right to enter the said property or any part thereof at any time for the purpose of examination or supervision, keeping of the peace, or for the purpose of making repairs and alterations thereto as may be determined necessary by COCM. Clients are not guaranteed exclusive use of any floor, building or property. Additionally, COCM has the right to change accommodation locations without advance notice to Client.

For the safety of all attendees, it is prohibited to prop open any apartment doors at any time.

Removal of items within Apartments

All furniture must remain in the assigned bedroom/apartment. Alterations or modifications that pose a threat to safety, health, physical damage to the unit, the comfort of others, are also prohibited. Window screens and blinds are also considered items within the apartment and may not be tampered with or removed. No objects may be thrown or dropped from a window or apartment/common area opening.

Reserved Community Spaces – Kitchen, Fire Pits, Barbeques and other spaces

The Community building kitchen may be used by Client attendees as long as the kitchen has been reserved for that Client. For gatherings of 10 or more, a reservation must be obtained by the Client in advance. Applicable rental and/ or administrative fees will apply.

Fire pits may be rented for Client or individual use. 24-hour advance notice is requested to ensure propane is added. At no time should any items be placed inside the fire pit (trash, food, wood, paper, etc.). Lighter fluid is not permitted on campus.

Barbeques may be rented for Client or individual use. 24-hour advance notice is requested to ensure propane is added and grills are cleaned prior to use by summer attendees. It is the attendees' responsibility to clean up after each use. Lighter fluid is not permitted on campus or within campus accommodations.