
GOLLEHER ALUMNI HOUSE RENTAL POLICY

DIVISION:	University Advancement	UNIT:	Alumni Engagement	DEPTMETNT:	Alumni Engagement
CATEGORY:	Facility Rental	LAST UPDATE:	March 1, 2019	POLICY #:	TBD

PURPOSE

The Golleher Alumni House Rental Policy is in accordance with California State University, Fullerton (CSUF) policies and procedures to ensure all activities comply with the mission of CSUF and the Division of University Advancement (UA).

SCOPE

This policy establishes guidelines for those reserving and using the George G. Golleher Alumni House (GAH) for university event and activities. It is the authorized user's/renter's responsibility to ensure that contracted vendors are aware of the guidelines and comply with university policy. Failure to follow the terms and conditions may result in personal liability or financial obligation, loss of use privileges, and or corrective actions.

POLICY

1. Reservations

- a. Only CSUF personnel may reserve the GAH for university events and activities. Student organizations may reserve the facility for official organization functions, however the appropriate faculty/staff advisor must sign all documents and serve as the Responsible Party. Non-affiliates of CSUF may not reserve the facility. CSUF personnel cannot reserve the GAH for personal use.
- b. Reservations must be made at least 30 days before the event/activity. Reservations made within less than 30 days from the event/activity date will be subjected to the facility's availability, limited provisions, and a late reservation fee.
- c. To initiate a reservation request, a Golleher Alumni House Rental Inquiry Form must be completed and submitted to the GAH facility coordinator in the Department of Alumni

Engagement. A rental inquiry does not constitute a confirmed reservation but rather a quote based on required provision and the specific needs of the user/renter. Special features and/or considerations of an event may involve additional fees.

- d. Use of GAH cannot be confirmed until the GAH Rental Agreement terms and conditions has been signed by the user/renter, returned with the required deposit and authorized by the GAH facility coordinator.

2. Availability

- a. The GAH's availability is based on a first come basis.
- b. The facility is available for events and activities seven days a week from 8 a.m. to midnight. All set-up and clean up must also be completed between these hours.
- c. Outdoor facilities are reserved at the discretion of the user/renter, as the GAH may not be able to provide alternative indoor facilities in case of inclement weather.
- d. Appropriate set-up and clean-up time must be calculated into the agreed upon rental period. Access to the GAH will only be available during the user's/renter's reserved time.

3. Responsible Party:

- e. The user/renter acknowledging the GAH Rental Policy and agreeing to the GAH Rental Agreement terms and conditions shall be considered the Responsible Party. The Responsible Party cannot transfer, assign or sublet the GAH.
- f. The Responsible Party will coordinate all event details with the GAH facility coordinator and agrees to complete this coordination no less than ten (10) business days prior to the event/activity.
- g. The Responsible Party must be in attendance throughout the reserved period.
- h. The Responsible Party is responsible for property belonging to the event's/activity's attendees, guests, agents, and vendors. GAH staff, facility coordinator or the house assistant are not responsible for any property left behind by the Responsible Party and/or their attendees, guests, agents, and vendors.
- i. The Responsible Party shall take all reasonable actions to assure event/activity safety, prevent damage to the facility and equipment, and see that the provisions outlined in the GAH Rental Policy, as well as the GAH Rental Agreement terms and conditions, are met.

- j. The Responsible Party is obligated to report any damages or serious situations to the onsite GAH house assistant/facility coordinator at the time of notice or before the end of the event/activity.

4. Rental Fees and Deposit

- a. Rental fees are charged according to the fee breakdown outlined in the approved GAH Rental Agreement terms and conditions.
- b. Securing the event/activity date will require a 50 percent rental deposit due at the time the signed GAH Rental Agreement terms and conditions are submitted to the GAH facility coordinator.
- c. The remaining balance is due ten (10) business days before the event/activity date.

5. Set-Up

- a. The appropriate amount of time for set-up must be included as part of the agreed upon rental period.
- b. Set-up may include such activities as delivery, organizing, decorating, and so forth, by vendors, volunteers, and CSUF personnel.
- c. Advance set-up outside of the agreed timeframe may be considered. Additional fees may apply.

6. Clean-Up

- a. The appropriate amount of time for clean-up must be included as part of the agreed upon rental period.
- b. Clean-up includes all activities (pick-up, cleaning, loading, etc.) necessary to return the facility and the surrounding property to the condition it was received at the beginning of the event/activity.
- c. Special consideration for the removal of property beyond the rental period may be considered if arranged in advance. Additional fees may apply.
- d. A cleaning kit will be provided to the Responsible Party by the onsite GAH house assistant/facility coordinator. However, a cleaning fee of \$100.00 can be paid upfront in place of the Responsible Party's use of the cleaning kit.
- e. If the Responsible Party waived the upfront cleaning fee and failed to return the GAH and the surrounding property to its original condition, a \$200.00 cleaning fee plus damages (if any), will be billed to the Responsible Party.

7. Vendors

- a. A list of vendors must be provided for review four (4) weeks before the event/activity.
- b. If the Responsible Party chooses not to use pre-authorized vendors established by CSUF's Contract and Procurement department, a copy of the authorized procurement form from CSUF's or its Auxiliaries must be provided.
- c. A copy of each vendor's contract and procurement authorizations must be submitted to the GAH facility coordinator 15 business days before the scheduled event/activity.

8. Catering Services

- d. The Responsible Party must use caterers that are properly licensed and insured.
- e. If the Responsible Party chooses not to use a pre-authorized caterer established by CSUF's Contract and Procurement department, a copy of the authorized procurement form from CSUF's or its Auxiliaries must be provided.
- f. A copy of the catering contract must be submitted to the GAH facility coordinator 15 business days before the scheduled event/activity.
- g. Catering staff and/or the Responsible Party must place all trash/waste in the proper trash receptacles in the loading dock of the facility, which includes the disposal of cooking oils, food waste, all trash and cleaning chemicals.
- h. The GAH kitchen is not a part of the rental facility and shall not be used by caterers.
- i. Self-catered events are limited to no more than 75 individuals. Delivery to the campus by a local retailer or restaurant is not allowed under the self-catering provisions. CSUF personnel, campus departments or student organizations electing to self-cater must pick up all food and supplies.

9. Alcoholic Beverage Service

- a. Beer, wine, and champagne are the only alcoholic beverages permitted at the GAH.
- b. Bar service is permitted only through the use of a Campus Pre-Approved Caterer authorized to provide and serve alcohol on campus.
- c. The ability to have bar service as part of the event/activity must be requested at the time the GAH Inquiry Form is submitted.

- d. The service of alcohol is limited to a maximum of six hours and must be served by an approved caterer or certified bartender.
- e. It is the responsibility of the caterer or Responsible Party to provide a copy of the required daily liquor permit, issued by the California Department of Alcoholic Beverage Control, a minimum of five (5) business days prior to the event/activity.
- f. In the case the required permit is not submitted five (5) business days prior to the event, the contract will be amended to reflect that no alcohol will be served or consumed. Any fees incurred by the GAH related to the request to have alcohol service will still be charged to the Responsible Party.
- g. Under no circumstance is the Responsible Party, attendees, guests or agents permitted to provide or serve alcohol.
- h. Alcoholic beverages may not be served to or consumed by anyone under 21 years of age. Servers may request proof of age.
- i. A university police officer must be present at events/activities where 100+ guests are expected and alcohol is served. The cost of having university police is at the expense of the Responsible Party.
- j. All alcoholic beverages are to be served and consumed inside the reserved GAH area. Alcohol possession or consumption is prohibited on the sidewalks surrounding the property, parking lots, and surrounding CSUF grounds.

10. Amplified Music/Sound

- a. Amplified music/sound will be allowed only for receptions, fundraising events, and approved special events.
- b. Noise must be kept at a reasonable volume as deemed by campus and reduced to 3.5 decibels after 10 p.m. per the City of Fullerton. The Responsible Party will be responsible for any fines or citations issued for not adhering to noise ordinances.
- c. All amplified music/sound must be turned off one hour prior to the event/activity end time indicated on the GAH Rental Agreement terms and conditions to allow for guest departure and clean-up time.

11. Special Equipment

- a. Should the Responsible Party intend to bring in any equipment that requires access to facility water, high voltage electrical, satellite signals or such systems must obtain authorization by the GAH facility coordinator at least five (5) business days before the event/activity.

- b. CSUF assumes no responsibility for equipment used at an event/activity that is supplied by another party. CSUF and the GAH facility coordinator reserves the right to refuse equipment and equipment providers.

12. Parking

- a. A valid CSUF parking permit is required Monday – Thursday all day, and Friday until 5 p.m. Facility users, guests and vendors must abide by all CSUF parking and traffic requirements, including but not limited to passenger and equipment loading/unloading regulations, observance of authorized parking locations, payment of required fees, and display of valid parking permits.
- b. Payment of citations which result from parking/traffic violations are the sole responsibility of the facility users, guests or vendors.
- c. The Responsible Party can arrange for prepaid parking permits through CSUF's Parking and Transportation department.

13. Insurance

- a. All events/activities are subject to a mandatory liability insurance fee. This fee is at the Responsible Party's expense and will be determined in the final Rental Agreement. Liability insurance fee is based on the level of risk associated with the event/activity. The type of event, number of attendees and service of alcohol are some factors that may increase the insurance fee.
- b. The insurance fee is subject to change based upon review by CSUF Risk Management department.
- c. A minimum of 30 days review time is required for all events/activities involving alcohol, anticipating more than 150 guests, or including any components requiring special permission.
- d. Depending on the nature and scope of facility use, the Responsible Party and vendors may be required to produce a certificate of insurance naming California State University, Fullerton and various university entities as additionally insured.
- e. Proof of Workers Compensation Insurance, and/or Auto Insurance may also be required. The CSUF Contracts and Procurement department must receive the required certificate(s) 30-days/one month prior to the event/activity date.

14. Security Services

- a. A campus police officer must be present for events/activities with 200+ guests or events/activities with 100+ guests where alcohol is present.

- b. CSUF and/or the GAH facility coordinator have the right to require security services for any event.
- c. There is a three-hour minimum for police services. Pricing is subject to change upon review of the event/activity needs. All fees for university police are the responsibility of the Responsible Party.

15. Prohibited Items And Activities

- a. **Fog/Smoke Machines or Other Equipment** that may activate fire alarms are prohibited in the GAH.
- b. **Decorations/Signage** items may not be taped, glued, tacked, nailed or affixed in any other manner to the walls, doorways or any other surface of the GAH. The use of glitter and confetti is prohibited.
- c. **Open Flames/Fire** and the burning of any materials, including candles and incense are prohibited.
- d. **Bare Feet** are prohibited in the building and on the grounds of the GAH.
- e. **Animals** – Except for animals certified to assist disabled persons, are prohibited from entering the premises of the GAH.
- f. **Weapons/Firearms** are strictly prohibited on CSUF campus.
- g. **Smoking** – CSUF is a smoke and tobacco-free campus and therefore smoking is strictly prohibited at the GAH or on the grounds of the GAH including in the parking lot
- h. **Conduct** – The Responsible Party and guests shall not interfere with the regular use of the building by University Staff, the public or other facility guests. Excessive noise or other disruptive behavior is prohibited.

16. Other Provisions

- a. A request for modification to GAH Rental Agreement must be done in writing for the GAH facility coordinator to authorize and attach to the original agreement as an addendum.
- b. Special requirements such as receiving, shipment or storage service, activation of data lines or signals, access for news/media, office services or other such requirements must be coordinated in advance with the GAH facility coordinator. Charges for such services will apply.

- c. An onsite GAH House Assistant is required to be present at all times and will be provided by the GAH facility coordinator. A fee for this service is included in the rental rate. Additional university personnel shall have the right to access and enter the facility for any reasonable purpose during the reservation time. The Responsible Party and guests shall follow all reasonable directives from the GAH facility coordinators.

17. Cancellation

- a. In the event of a cancellation by the Responsible Party, deposits for the GAH will be returned in accordance with the following schedule: (Reservations are non-transferrable.):

- **55 days or more from date of event:** **Full Refund**
- **54 days to 16 days from date of event:** **50% Refund**
- **15 days or less from date of event:** **No Refund**

- b. Cancellation must be done in writing, by the Responsible Party.
- c. Reservation may be cancelled by the GAH facility coordinator whenever use of the facility may interfere with any emergency maintenance, public health and safety matters, or any other emergency declared by CSUF.

18. Publicity

- a. The GAH facility coordinator and/or CSUF reserves the right to approve, in advance, all forms of advertising or publicity for any event/activity held in the facility.

19. Record Keeping

- a. The GAH facility coordinator must maintain complete and accurate records per contracted event/activity.
- b. The GAH facility coordinator is responsible for obtaining and recording the required event/activity information and documentation specifically outlined in the GAH Rental Policy, which may include:
 - i. Test
- c. A detailed listing (as known as the GAH Check List) indicate the types of documents collected and when they were obtained must be kept in every contracted event's/activity's record and/or file folder.
- d. The Unit/Department must legally keep all records as specified by CSUF retention schedule.

