



Thank you for your interest in hosting your event at the Golleher Alumni House (GAH). Please note a few of our policies listed below, which are strongly enforced. For a full copy of our policy, please [click here](#). You may also find our policy by visiting [alumni.fullerton.edu](http://alumni.fullerton.edu).

### **Policy Highlights:**

- Reservations must be made at least **30 business days** prior to the event/activity. Reservations made within less than 30 business days from the event/activity date will be subject to the facility's availability, limited provisions, and a late reservation fee.
- Dates will only be placed on hold upon submitting a completed event inquiry form.
- 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 acknowledging the event is an official organization event and that sufficient funds are available to cover all costs related to the rental. Non-affiliates of CSUF may not reserve the facility. CSUF personnel cannot reserve the GAH for personal use.
- Use of GAH cannot be confirmed until the GAH Rental Agreement terms and conditions have been signed by the user/renter, returned with the required deposit and authorized by the GAH facility coordinator.
- 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.
- All events/activities are subject to a mandatory liability insurance fee. The fee is at the expense of the "Responsible Party" and is to be determined in the final Rental Agreement. The level of risk associated with the event/activity is the basis of the liability insurance fee determined by CSUF Risk Management. The type of event, number of attendees and service of alcohol are some of the many determining factors of the liability insurance fee.

**Rental Fees:** All rentals require a 2-hour minimum rental  
(prices are subject to change without notice)

Monday- Thursday: \$150.00 per hour + \$125.00 cleaning fee

Friday-Sunday: \$250.00 per hour + \$200.00 cleaning fee

Thank you again for your interest. We are looking forward to hosting your next event!



CALIFORNIA STATE UNIVERSITY

FULLERTON

## Golleher Alumni House Rental Inquiry

Please complete this form and fax it to (657) 278-7774 or email [alumnievents@fullerton.edu](mailto:alumnievents@fullerton.edu)

For questions, please contact **Office of Alumni Relations (657-278-2586)**

Contact Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

### Type of Event (Check One):

Official Campus Event \_\_\_\_\_

President's Office event \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Estimated Number of Guests: \_\_\_\_\_

Hosted by: \_\_\_\_\_ Purpose of Event: \_\_\_\_\_

Set-up Time: \_\_\_\_\_ Event Start: \_\_\_\_\_ Event End: \_\_\_\_\_ Clean Up End: \_\_\_\_\_

*\*\*\*No later than Midnight*

### Location Requested:

Fiesta Room (accommodates 50 guests at rounds of 10)

Patio (accommodates 200 guests at rounds of 10)

Veranda (accommodates 48 guests at rounds of 8)

*\*\*Max Capacity is estimated at 250 guests.*

### Additional Event Info:

Will food be served? \_\_\_\_\_ Will alcohol be served? \_\_\_\_\_ Will children under 18 be present? \_\_\_\_\_

Who are the vendors you are planning to use? \_\_\_\_\_

Will you require access to the facility before the day of your event (i.e. set-up, rehearsal, etc)? \_\_\_\_\_

If so, please indicate the date and time for this: \_\_\_\_\_

**ALL catering must have proper insurance documentation.**