



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.

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 full payment of the rental fee.
- Dates will be placed on hold for seven (7) days upon submitting a completed event inquiry form.
- Securing the event/activity date will require a 50 percent rental deposit due at the time the signed GAH Rental Agreement or full payment if less than 30 days before even. Terms and conditions are submitted to the GAH facility coordinator.
- 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 payment and authorized by the GAH facility coordinator.
- 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.
- 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: \$250.00 per hour + \$125.00 event fee (includes Fiesta Room, Veranda, and Patio)

Friday-Sunday: \$325.00 per hour + \$200.00 event fee (includes Fiesta Room, Veranda, and Patio)

Alumni Courtyard

Monday-Thursday: \$150 per hour + \$125.00 event fee Friday-Sunday: \$225 per hour + \$200.00 event 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 alumnihouse@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)

Alumni Courtyard (additional \$150/hr Mon-Thursday \$225/hr Fri-Sun) ****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.