



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 subjected 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. 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.

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



Golleher Alumni House Rental Inquiry

Please complete this form and fax it to (657) 278-7774 or email 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.