

# Welcome to the Loker Student Union

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## MISSION STATEMENT

*The Loker Student Union provides an environment which is designed to encourage interaction among the campus' constituent groups, enhance the sense of campus community, and expand the avenues through which the university educates students.*

*Through its many activities and services, the Loker Student Union provides cultural, social and recreational programming that supports the educational mission of the University, encouraging the development of citizenship, leadership, multiculturalism, and social responsibility for success in a dynamic and pluralistic society.*

*The Loker Student Union staff is committed to providing programs, convenient services and facilities that enhance the quality of daily life for the members of the campus community.*

## Introduction

The Donald P. and Katherine B. (LSU), a service of the Division of Student Affairs, opened to the California State University, Dominguez Hills campus in the fall of 1992. The Student Union is a 501(c)3 not-for-profit auxiliary corporation whose purpose is to provide a dynamic educational, social, recreational and cultural environment for residential and commuter students, faculty, administrators and the community.

The LSU's Board of Directors is a student majority, nineteen (19) member panel that represents the interests of the students, faculty and staff in the maintenance and governance of the LSU. Through thirteen (13) voting members, the Board oversees operations through regularly scheduled monthly meetings.

The LSU's facilities, programs and services play a central role by enriching University life and contributing to out-of-classroom learning experiences. It is at the pedestrian crossroads of the campus and acts as the hub of campus life.

In December 2004, the LSU's Board of Directors approved the start of a twenty-month construction project to add approximately 60,000 square feet of new construction, while renovating the existing 60,000 square foot facility. The new state-of-the-art Student Union will not only serve the needs of the campus community and address the requests of the student population, but will serve as a multi-purpose activity space offering full-service amenities.

LSU facilities are available for scheduled meetings, conferences, social, cultural, and educational programs for recognized CSUDH student organizations, university departments and approved off-campus organizations.

This guidebook is designed to help facility users organize a successful event at the LSU. It explains the policies and procedures pertaining to room reservations and meeting room usage at the Student Union.

These policies and procedures have been established to ensure fairness and to reduce the need for personal or arbitrary decisions in matters relating to the use of the Student Union, and to ensure that all events are in keeping with the purpose, vision and objectives of the Student Union's Mission Statement.

The LSU Board of Directors shall review this handbook periodically. The Student Union welcomes suggestions for improvements of its procedures from all members of the campus community. Suggested changes should be forwarded to the LSU, Administrative Office, Attn: Executive Director, 1000 East Victoria Street, Carson, California 90747. The Executive Director will evaluate the suggested changes and forward appropriate recommendations to the Board for action.

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# RESERVATIONS AND SCHEDULING

## GROUPS AUTHORIZED TO USE LOKER STUDENT UNION FACILITIES

- LSU Board of Directors, Operational Staff and LSU Programming Board
  - The Board of Directors, affiliates of the board, official subcommittees, programs and events associated with board activities. Full and Part-time LSU staff conducting Student Union business, programs, services, events and/or related activities and the LSU Programming Board and its related events, programs and activities.
- Student Organizations
  - Student clubs and organizations who have completed the registration process through the Office of Student Life and are recognized as an active club, in good standing, meeting all requirements and standards
- Associated Students, Inc. (ASI)
  - Associated Students staff, official committees, programs and services regularly funded and operated by ASI
- On Campus Groups / CSUDH Departments / Support Groups
  - Groups conducting CSUDH business and support functions. These groups include: CSUDH offices, departments, colleges, administrative units, and support groups (groups recognized by CSUDH or the LSU offering direct service or support to CSUDH students); recognized faculty and staff committees and boards; CSU Chancellor and Trustees, and recognized CSUDH civic groups formed to aid CSUDH students
- Off Campus Groups
  - Off Campus Organizations - all other off campus groups and individuals whose events are consistent with the mission and purpose of the University
  - Campus Community Members scheduling facilities for any off campus professional organization
  - Commercial Filming - all professional, independent and non-CSUDH student film production entities reserving facilities for the purpose of filming
- Private Use
  - Off campus and campus community users, students, faculty, staff, or alumni scheduling facilities for private, non-professional, non-campus related programs and activities.
- The Executive Director/Designee, in accordance to the mission and policies of CSUDH and the LSU, reserve the right to determine the category that best fits the user or user group.

## RESERVATIONS SCHEDULING PRIORITY

- First Priority
  - The Board of Directors, affiliates of the board, official subcommittees, programs and events associated with board activities. The LSU Program Board (Toro Productions); Full and Part-time LSU staff conducting Union business, programs, services, events and/or related activities may make reservations as needed.

## RESERVATIONS SCHEDULING PRIORITY (CONT.)

- Registered CSUDH Student Organizations  
Registered CSUDH Student Organizations that have successfully completed the registration process and are in good standing may make reservation requests up to 14 months in advance if they meet the following criteria:
  - The student organization is registered and in good standing at the time the reservation is made.
  - The reservation request is made by an authorized representative and is accompanied by a completed Event Planner Form with all appropriate signatures.
  - The student organization continues registration and remains in good standing with the University up to and including the semester the event occurs.
  - An updated Event Planner Form is submitted within 6 weeks of the event date.
- Associated Students, Inc.  
Associated Students, Inc. Senate Commissions and Committees may submit reservation requests at anytime up to 14 months in advance.
- Second Priority  
On Campus Groups - CSUDH offices, departments, colleges, administrative units, and support groups (groups recognized by CSUDH or the LSU offering direct services or support to CSUDH students), recognized faculty and staff committees and boards, CSU Chancellor and Trustees, recognized CSUDH civic groups formed to aid CSUDH students may submit reservation requests up to 13 months in advance.
- Third Priority
  - Off Campus groups and CSUDH students, faculty, and staff using the facility for private use may submit reservation requests up to 12 months in advance.

## RESERVATIONS PROCEDURES

- Reservations may be made in person, via email or by phone. Use of the LSU facilities and equipment are based on a first come, first served basis. Requests for exceptions to any policy must be submitted in writing to the Executive Director at least (10) business days prior to the event.
- All facilities must be scheduled in advance. All details associated with the use of facilities must be completed by the deadline date. The deadline date will be determined according to the following schedule:
  - Meeting Room Events with 100 guests or less -
    - Reservation requests must be submitted at least five (5) days prior to event date.
    - Event details must be finalized three (3) business days (72 hours) prior to the meeting date.
  - Meeting Room Events with 101 guests or more, events which require special staffing or set-up, have audio-visual requirements, or include alcohol service.
    - Reservation requests must be submitted at least 3 weeks (15) business days in advance.
    - All event details must be finalized ten (10) business days prior to the event date.

## RESERVATIONS PROCEDURES (CONT.)

- Ballroom Events - dances, banquets, concerts and other events utilizing the Ballroom.
  - Reservation requests must be submitted at least 6 weeks in advance.
  - Event details must be finalized (15) business days prior to the event date.
- Reservations are subject to automatic cancellation if the supporting documents and payment are not submitted by the deadline dates, and if relevant meetings with staff do not take place before the deadline dates.
- Changes in reservations requested after the given deadline will result in a charge if these changes involve a change in the facility reserved, the physical or audio-visual set-up, staffing requirements, or facility access time. Accommodation of changes requested after deadlines are subject to facility and staff availability at the time of the request.
- The LSU may limit the number of reservations a student organization may make for reoccurring assemblies. Designated meeting rooms, including but not limited to the ballroom, may be subject to a determined number of reservations per student organization per semester.
- All groups scheduling meetings and activities must agree to and sign specific facility use agreements terms and conditions prior to facility use.
- Unless prior arrangements are made, meeting space is available to reserve one-half hour after opening until one-half hour prior to closing.
- The organization/individual reserving the space must be the primary organizer of the event.
- The primary organizers must be present at the event to assist in event management and coordination.
- Student Organizations who fail to renew their on-campus status by the established deadline date will automatically lose all reservation privileges and all standing reservations will be canceled.

## PRE-EVENT PLANNING MEETING

- Pre-event planning meetings may be required for any event held in the LSU. University policy requires pre-event planning meetings for certain events hosted by student organizations (Refer to Campus Life Policies PM 99-04, Section 4: Campus Event Policy - refer to: <http://www.csudh.edu/pms/Old/SA-Campus%20Life.htm#99-04sec4>).

## **PENDING VS CONFIRMED RESERVATIONS**

- Once a request for meeting space has been submitted, a copy of the request will be sent to the contact person for the event. This form will outline the name of the event, date and time of the event, number of people attending, the set up of tables and chairs, estimated fees, if applicable, and other equipment or needs as requested. This form is considered a "pending" reservation only. It is then the responsibility of the contact person to approve and verify all details of the request. The form must then be signed and returned to the Administrative Office of the LSU before it is considered a confirmed reservation. In doing so, the requestor agrees to all policies and guidelines for using meeting space in the Student Union. Once the signed "pending" copy is received, the Reservations Staff will confirm the reservation and send an approved copy of this form to the contact person.

## **CO-SPONSORSHIP**

- When users falling into two different fee categories elect to co-sponsor an event, the higher room rental rate shall be used to determine the costs. (For example, if a student organization co-sponsors with a University department, the event will be charged at the University department rate. If a student organization co-sponsors with an off-campus organization, then the room rental charge will be the off-campus rental rate.)
- No organization or department may reserve space on behalf of another group. Groups may not sell, sublease, or transfer their reservation to another group.
- The LSU does not recognize co-sponsorship by campus organizations or off-campus groups for the purpose of waiving fees or altering reservation priorities.
- The "private use" categories of the LSU schedule of charges applies to the private use of facilities by faculty, staff, students and alumni who wish to reserve LSU for their personal use, i.e., graduations, weddings, etc.

## **USER RESPONSIBILITY**

- Users agree to indemnify, defend and hold the LSU, CSUDH and its officers, employees and agents harmless against all claims, loss or liability arising from damage to or destruction of property or injury or death to persons occurring because of or related to their reservations, use of the LSU facility or use of equipment.
- Depending on the nature and scope of the facility use, the user may be required to furnish a certificate of insurance naming the Loker University Student Union, Inc. as additionally insured with a general liability limit of no less than one million dollars (\$1,000,000). Proof of Workers Compensation insurance may also be required. Required certificates must be received by the Loker Student Union thirty (30) days prior to event date.

## **FACILITIES AVAILABILITY**

- Unless deemed urgent or necessary by the Executive Director, LSU facilities will not be scheduled over semester breaks or holidays to allow for major cleaning and routine maintenance.
- Designated rooms and/or spaces within the LSU may be placed off-line as determined by LSU management to accommodate maintenance and cleaning as needed and with or without prior public notice.

## **ROOM ASSIGNMENTS**

- To fulfill our obligation of serving the greatest number of organizations, the LSU reserves the right to change any room assignment if necessary to accommodate as many reservations as possible.

#### **ROOM ASSIGNMENTS (CONT.)**

- The LSU reserves the right to cancel any event or modify the extent of services provided in the event of utility interruptions, campus emergencies, threat of imminent danger, in the interest of public safety or acts of nature.
- Room occupancy levels are set in accordance with State fire regulations and will be enforced by LSU staff.

#### **ACADEMIC PROGRAMS**

- The LSU facilities shall not be used for the instructional activities of courses scheduled by the University on a regular basis.

#### **PUBLIC AREA SCHEDULING**

- The Executive Director/Designee may at his/her discretion schedule "public space" for activities which do not conflict with the intended purpose of the area being reserved. Intent to schedule activities in a public space during normal operating hours shall be posted one week in advance. Public spaces include, but are not limited to:
  - Lounges
  - All Lobbies
  - Courtyards, Public Patios and balconies
  - Food Court and Pub
  - Game Room Area

#### **PERFORMANCES AND AMPLIFIED SOUND**

- In order to maintain campus decorum and minimize disruption to classes and offices, the Office of Student Life must approve all outdoor events requiring amplified sound.
  - All outdoor events must comply with University Amplified Sound Policies (PM 99-04, Section 2. Refer to <http://www.csudh.edu/pms/Old/TOC-SA.htm>) and must be approved by the Office of Student Life. All indoor events with amplified sound must be approved by LSU management.
- Guidelines and Procedures:
  - Musical performances, sound amplification and other presentations to the public may be scheduled into appropriate areas of the LSU by contacting the Reservations Staff. Persons wishing to perform for the public are encouraged to contact the Toro Productions, which presents campus talent and speakers throughout the LSU in varied programs.
  - Since sound from musical instruments, solo or groups, and from speakers and sound equipment can often be disturbing to those engaging in use of the building for other pursuits, such events will be conducted only on a scheduled basis in assigned areas. Before scheduling such an event, consideration will be given to other scheduled activities and to the volume levels involved.

#### **AUDIO VISUAL EQUIPMENT**

- Audio-Visual and Technical Services
  - Limited amplified sound and video equipment is available through the LSU. A more complete line of audio-visual equipment is available through the on-campus Instructional Media Services (IMS) department and must be reserved in advance. IMS can be reached on campus at extension 3834.
  - The LSU Maintenance/Technical Department reserves the right to charge for late requests, late changes, or late cancellations of AV/technical equipment, technical services, and labor.

#### **AUDIO VISUAL EQUIPMENT (CONT.)**

- An inventory of audio visual equipment is available on a rental basis for events. Sponsors wishing to use LSU equipment must request equipment at least fourteen (14) working days in advance of the event date. Equipment requested less than fourteen (14) working days prior to the event date will be charged at one and one-half (1½) the regular rental rate. Inventory is limited and subject to availability.
- Sponsors who wish to use their own audio visual equipment must notify the Reservations Office at least ten (10) working days in advance. An equipment test may be necessary for outside equipment to ensure compatibility, and must be scheduled prior to the event. The LSU assumes no responsibility for equipment brought into the facility.
- Audio visual equipment belonging to the LSU may only be used on LSU premises.

#### **RESERVATION OF EQUIPMENT FOR USE ON PREMISES OTHER THAN THE LOKER STUDENT UNION**

- LSU property shall generally not be available to individuals or groups for use on premises other than the LSU. The LSU Executive Director/Designee is authorized to apply certain exceptions for:
  - LSU sponsored and operated activities or events.
  - Associated Students, Inc. sponsored and operated activities or events.
  - Special events or programs which support the general mission of the LSU.
  - When requested equipment is surplus in nature and not needed to support the day to day operations of the LSU.
- Deposits may be required and charges may be incurred.

#### **POSTING REGULATIONS**

- Organizations currently recognized by or registered with the University, campus committees and commissions, students, faculty and staff are allowed to publicize within the LSU, providing they comply with the regulations established by the University. Off campus entities are not allowed to post materials, flyers or handbills within the LSU facility. Publications (such as newspapers) from off campus may not be distributed in the LSU.

#### **DESIGNATED POSTING AREAS**

- **Activities Bulletin Boards**
  - Bulletin Boards inside the Student Union are reserved for Student Groups and Campus Departments Only.
  - Items posted on designated bulletin boards must be at least 4x6 inches but not exceed 8 1/2 x14 inches. Only one item for the same event per bulletin board, regardless of the style of flyer. Thumb tacks or staples may be used to affix materials to bulletin boards. Adhesive (tape, glue, stickers, etc.) should not be used on any bulletin board.
- **Railings**
  - Metal walkway railings are not available for posting except when authorized in advanced by the Executive Director.

## DESIGNATED POSTING AREAS (CONT.)

- **Railings (cont.)**
  - When authorized to post on metal railings, items posted on designated railings must be at least 11x 17 inches but not exceed 3x6 feet and appear neat and professional. All items displayed on railings must use a proper mounting kit (provided free of charge by the Student Union for student organizations). Adhesive (tape, glue, stickers, etc.) should not be used on any railings. Items not properly mounted or posted in areas not designated for posting will be removed and may result in loss of posting privileges.
  
- **Time Limits**
  - All material may be posted for a period of fourteen (14) calendar days. The "POSTING VALID THRU (authorized date)" stamp available through the LSU, must be clearly visible on the face of the posting.
  
  - Materials posted must be removed no later than five (5) days after the conclusion of the event. The sponsoring group or organization is responsible for the removal of posted material.
  
- **Sponsorship**
  - Materials to be distributed or posted must list all the sponsoring organizations.
  
- **Identification of Publicity**
  - All advertisements, announcements and signs must be identified with the name and phone number of the person or organization responsible.
  
- **Language**
  - Publicity written in any language other than Standard American English must contain an English translation.
  
- **California Penal Code**
  - Materials to be distributed or posted must not be in violation of section 311-312.7 of the California Penal Code. A copy of the California Penal Code is available in the Student Union and Activities Office.
  
- **Permanent Banners and Display Cases**
  - Approval for placement of permanently mounted banners and display cases must be obtained from the Executive Director or his/her designee.
  
- **Sandwich Boards**
  - Sandwich boards may not be stationed in areas that obstruct normal pedestrian traffic flow or violate University fire code. Approval for placement of sandwich boards must be obtained from the Executive Director or his/her designee.
  
- **Handbills and Circulars**
  - Distribution of handbills, circulars and flyers is not allowed within the LSU.

## DESIGNATED POSTING AREAS (CONT.)

- Violations
  - Materials are not to be posted in areas other than designated posting areas. Posting is not allowed on elevators, telephone booths, bathroom stalls, sculptures, signs, or planted garden areas. Nothing shall be posted as to obscure previously posted, properly placed materials.
  - Violations of these regulations will result in the immediate removal of posted materials, possible loss of posting privileges for the following semester and/or other restrictions as may be determined by the Student Union and Activities Office and the University. Student organizations and/or individuals will be charged for the cost incurred in the removal or repair of improper posting.

## DECORATIONS

- All decorations must be constructed of non-flammable materials.
- To ensure safety and guard against property damage, and/or personal injury, decorations may not obstruct entrances and exits and must allow for emergency egress at all times.
- Flyers, signs, and posters may be posted using masking tape (painter's tape) only. The use of rubber cement, cellophane tape, nails, paint, thumb tacks, or other material that might damage the building surfaces is not permitted.
- No confetti, glitter, rice, or other small particle substance may not be used at any time in the LSU. A cleaning charge will apply and is to be paid by the event sponsor.
- No candle's or open flames may used at any time.
- It is the sponsor's responsibility to remove all decorations or event signage, including tape at the culmination of the event. Failure to do so may result in additional facility fees.
- The LSU does not accept any responsibility for lost, damaged or stolen articles. Damage to the facility due to postings of decorations or signage will be repaired by the LSU and charged back to the event sponsor.

## SET UP / TEAR DOWN

- Facility preparation for all events, programs and meetings occurring on the Loker Student Union premises is the responsibility of authorized building operations staff. Groups reserving Loker Student Union facilities may not elect to provide their own set up and clean up as to reduce rents, fees or other charges.
- For liability reasons, the LSU does not loan ladders or hydraulic lifts for any reason. Individuals and/or groups requiring this type of equipment (for decorating, hanging banners, etc.) must make arrangements with the LSU Reservations Staff at least one week prior to their event date. Equipment is subject to availability. A labor charge will apply and is to be paid by the event sponsor. Only trained LSU staff is authorized to operate LSU equipment.
- To insure the health and safety of Loker Student Union customers, only authorized Loker Student Union staff shall be permitted in areas where set ups, tear downs, or repair and maintenance is in progress.

#### **SET UP / TEAR DOWN (CONT.)**

- Charges for adequate staffing and service will be made to all groups. Staffing requested during University recognized holidays shall be provided at 1-1/2 times the appropriate hourly rate normally charged.
- Should the Loker Student Union require the assistance of an outside sound and/or lighting contractor for complex events, the event sponsor will be responsible for all applicable charges.

#### **STORAGE**

- The Loker Student Union may at its sole discretion, accept, receive, and hold User owned property at the request of the User for safeguarding or temporary storage. However, the Loker Student Union makes no claims, guarantees, or promises that such property will be safe from vandalism, damage, theft, or loss. In no event shall the Loker Student Union be liable for any direct, indirect, incidental, punitive or consequential damages that result from vandalism, damage, theft, or loss, use of or inability to use such property by the User.
- Requests for storage must be made in advance and approved by the Executive Director of the Loker Student Union.
- Storage areas located within the Loker Student Union may be utilized only by authorized Loker Student Union staff.

#### **CLEANING SERVICES**

- It is the responsibility of the event sponsor to leave all facilities used in their original condition. Facilities that require special cleaning will be cleaned by the Loker Student Union and charged back to the event sponsor. Special cleaning include but are 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, and cleaning up spills and leftover food.

#### **EVENT STAFFING**

- At least one (1) Loker Student Union employed Building Manager is required for all events scheduled during times the Loker Student Union is not regularly scheduled to be open and/or for major events which, due to the nature and complexity of the event requires additional support staff. Building managers are assigned and charged one-half (½) hour prior to the event access time and one-half (½) hour after the last person leaves the facility.
- Building Managers must be scheduled at least ten (10) working days prior to the event date. A four (4) hour minimum, per technician, per event is required.

#### **SECURITY PERSONNEL**

- The LSU Executive Director/Designee and/or the University Police may determine that in the interest of public safety, University Police officer(s) or other security personnel must be present at certain events scheduled in the LSU at the expense of the sponsoring organization or individual.
- The LSU Executive Director/Designee will arrange for any security services provided by University Police or an agency other than University Police

#### SECURITY PERSONNEL (CONT.)

- Groups may not make separate arrangements for security without prior approval from the LSU and the CSUDH University Police.
- The sponsoring group shall be responsible for the payment of services provided by the University Police or any other security agency as deemed necessary by the LSU Executive Director/Designee. Advance payment/deposits may be required.
- The LSU reserves the right to require, at the expense of the sponsoring organization or individual, security personnel at any event that involves the serving of alcoholic beverages.

#### FOOD / BEVERAGE POLICY

- The CSUDH Foundation is the only organization authorized to engage in the sale of food and beverages within the LSU facilities except when the Foundation waives its rights to such sales.
- No group shall be permitted to cater its own banquet, luncheon or other occasion without prior approval from the Catering Manager and the LSU Executive Director/Designee.
- Approval for self-catering shall be limited to meetings and events that meet the following conditions:
  - Groups engaged in self-catering must comply with all University health and safety policies. Authorized groups are responsible for their own clean up and will be charged accordingly if campus dining services, LSU, or other campus personnel are required to provide clean up services and/or furnishings or facilities are damaged or soiled.
  - Groups authorized to self-cater may not use University or LSU food preparation facilities or related equipment and supplies.
  - The LSU will assess cleaning charges or deposits where applicable.
- All groups intending to serve or sell alcohol at an event in the LSU must do so in compliance with University Policy. (Refer to Campus Life Policies PM 99-04, Section 1: Policy on the Possession and Consumption of Alcohol - Campus Event Policy - refer to: <http://www.csudh.edu/pms/Old/SA-Campus%20Life.htm#99-04sec4>).

#### ALCOHOL

- All groups intending to serve or sell alcohol at an event in the Loker Student Union must do so in compliance with University Policy. (Refer to Campus Life Policies PM 99-04, Section 1: Policy on the Possession and Consumption of Alcohol - See Appendix C).

# Fees

## EXPLANATION OF FEES

- The Student Body Center fee is paid by all students enrolled at CSUDH, and is the primary financial support for the LSU operations and programs. Fees are used to repay interest and bonds related to original construction, personnel to maintain and operate the facility and its programs, landscape maintenance, equipment, activities and overhead costs such as utilities.
- The room rental fee is based upon the room used and the length of time the room is reserved by a group. It includes the set up of tables and chairs as reserved by the requestor.
  - CSUDH Student Organizations  
Registered Student Organizations are charged room rental for use of the Dominguez Ballroom at a reduced rate (Refer to rate sheet). Registered Student Organizations are not charged for use of the LSU meeting rooms. Non-exempt fees apply (refer to Rate Sheet).
  - Associated Students, Inc.  
Associated Student, Inc. are charged room rental for use of the Dominguez Ballroom at a reduced rate (refer to Rate Sheet). Registered Student Organizations are not charged for use of the LSU meeting rooms. Non-exempt fees apply (refer to Rate Sheet).
  - CSUDH Departments  
Campus Departments are charged room rental for use of the Dominguez Ballroom and LSU meeting rooms at the On Campus rate (Refer to rate sheet). Non-exempt fees apply (refer to Rate Sheet).
  - Off Campus Organizations  
All off-campus groups will be charged for use of the LSU meeting rooms depending upon the room used, length of time the room is reserved, and any non-exempt fee items requested (refer to Rate Sheet).
  - Co-sponsorship  
Because the LSU is primarily funded by student fee dollars, the LSU does not recognize co-sponsorship by campus departments of off-campus groups for the purpose of waiving fees. Depending on the nature of the relationship, an on-campus organization or department co-sponsoring an off-campus group's event may be eligible for reduced room rental rates. Please refer to Rate Sheet for current pricing.
  - Other  
Any event for which an attendance or enrollment fee is collected is subject to room rental fees as determined by LSU management in addition to any non-exempt fees.

## PAYMENT POLICY

- Acceptable forms of payment include:
  - Purchase orders, money orders, checks, or cash.
- A deposit of 25% of all estimated charges is due at the time the reservation is made and must be submitted within ten (10) days of the reservation request. Full payment for services as estimated is due ten (10) days prior to the date of the event. Non-payment may result in the loss of the reservation.

#### **PAYMENT POLICY (CONT.)**

- Additional charges assessed as a result of the event, will be billed immediately following the event. Payment is due upon receipt and will be considered delinquent thirty (30) days after your event.
- Groups that are over ninety (90) days past due on any invoices will not be allowed to make future reservations until account is cleared. Any existing reservation(s) will be cancelled.
- Late fees will be assessed after 30 days.

#### **DEPOSITS/REFUNDS**

- Once event space has been reserved, the event sponsor is required to submit a deposit within ten (10) days to hold the reservation. Failure to submit required deposit within ten (10) days may result in event cancellation.
- Any costs incurred by the LSU related to the event will be charged to the sponsoring organization or individual. These charges will be deducted from any deposit funds and the outstanding balance will be billed immediately.
- Sponsoring organizations are eligible for a refund of their deposit if cancellation is received within the timeline outlined under the Cancellation/No Show policy. (refer to the Cancellation/No Show Policy below)
- Sponsoring organizations eligible for a refund may have the refundable balance applied to another event or returned via check in fourteen (14) days.

#### **CANCELLATION POLICY**

- Cancellation of a reservation must be made by the primary contact or an authorized person designated at the time the reservation is originally requested. For Student Organizations, cancellation of a reservation must be made by an authorized representative, student organization president or primary faculty or staff advisor. Cancellations must be completed according to the timelines listed below.
  - Cancellation of meetings with an estimated attendance of 100 guests or less may be made no later than three (3) business days prior to the meeting.
  - Cancellations of meetings with an estimated attendance of 101 guests or more and events in the Ballroom may be made no later than (10) business days prior to the event.
  - Cancellation requests must be in writing or submitted via email.
- Groups failing to cancel events within the indicated timeline may forfeit any deposit balance.
- Charges related to a cancelled event that have become guaranteed or have become financial obligations of the LSU (e.g. Extended Building Hours, University Police, Special equipment rental costs, etc...) will be charged to the sponsoring organization or individual. These charges will be billed immediately and/or withheld from deposits received in advance.
- In the event of cancellation, the refundable balance may be applied to another event or returned via check in fifteen (15) business days.

## **NO SHOW POLICY**

- Scheduling of facilities which are ultimately not used, incurs unnecessary cost, diverts staff from support for occurring events, precludes use by other organizations and prevents the offering of events to the Campus. Therefore, if a group does not show up to their scheduled event and fails to notify the LSU reservations office at least 1 hour prior to their event start time, the group will be considered a “No show” .
  - If a group is considered a “No show”, the group will be charged a No show fee plus a Set-up/Tear-down fee (Set up and Tear-down fee will be determined on a labor cost/per hour basis), and any charges related to the event that have become financial obligations of the LSU (e.g. Extended Building Hours, University Police, Special equipment rental costs, etc...). These charges must be paid within five (5) working days, or by the next reservation, whichever comes first. The group will not be allowed to book any future reservations until the charges are paid.
  - Groups that repeatedly violate the “No show” policy will have all existing reservations cancelled and may lose their ability to make reservations in the LSU on a permanent basis.
  - Charges that result from violation of the “No show” policy are in addition to any forfeiture of fees and charges that arise from violation of the Cancellation Policy.

## **EXTENDED BUILDING HOUR GUARANTEE**

- Events which require the facility to be accessible beyond its normal operating hours will be charged an extended building hour fee. These charges become guaranteed (10) ten days prior to an event and must be paid regardless if the event is subsequently cancelled.

## **ARRANGEMENTS AND SCHEDULING**

- Minimum Charge
  - Overtime, insurance and/or other special fees will be additional in all cases. Special events, which require unusual or complex set-up or staffing, will be charged additional fees accordingly.
- Equipment rental or other outside charges incurred by the Union for a scheduled event will be billed to the scheduling organization or individual.

## **OUTDOOR AREAS**

- The majority of the outdoor space adjacent to the LSU is open to the public and is not available for event scheduling. There are two exceptions as noted below.
- Guidelines and Procedures:
  - Usage of outdoor space around the LSU shall be maintained on a casual use basis. All outdoor areas, except as noted below, shall be open to all persons at all times so long as such use does not interfere with safety of or use by others. Exceptions will be made for the (designated spaces).
  - These areas may be scheduled for a limited number of events in such a way as to not intrude upon other events and as approved by the Executive Director. Such events must be located only upon the stage area in such a manner that no impediment to traffic flow will be created in walkways or entrances.

# Programs and Services

## DESIGNATED VENDOR AREA

- The Loker Student Union has a designated vendor area where CSUDH Student Organizations, campus departments, and off-campus commercial vendors can solicit or provide information to the campus community. Reservations must be made in advance through the LSU Reservations Staff. The program runs during the spring and fall semesters.
- **CSUDH Student Organizations**
  - CSUDH registered student organizations may reserve space on the Designated Vendor Area at no cost. All reservation requests must be made through the Loker Student Union Reservations Staff at least 48 hours in advance and be accompanied by a completed Event Planner Form. An event planning meeting may be required.
  - Reservations are made on a first come first served basis. Registered student organizations may select a specific space at the time of reservation.
  - Designated Vendor Area reservations will not be confirmed until all appropriate paperwork has been approved. Access to tables and chairs is available upon request (be prepared to leave ID when checking out equipment).
- **CSUDH Departments**
  - Campus departments may reserve space on the Designated Vendor Area at no charge to sponsor events that are for the direct benefit of CSUDH students and do not involve the sale or promotion of a commercial product.
  - Reservations for the Designated Vendor Area may be made in person, by phone or email.
  - Programs or events may require an Event Planner Form be submitted outlining the proposed event. An event planning meeting may be required to discuss appropriate use of the reserved space.
  - Access to tables and chairs is available upon request (be prepared to leave ID when checking out equipment).
- **Designated Vendor Area General Use Guidelines**
  - Sponsoring organization representatives, tents, tables, chairs, and products must stay within the 10' x 12' space assigned to them. It is the responsibility of the user to cover all sharp edges present on their tents, tables, chairs, and products before setting up on the vendor area.
  - Amplified sound is not permitted on the Designated Vendor Area without prior approval.
  - Sponsoring organization must provide a safe environment for themselves, their vendors, and their customers at all times. Sponsoring organizations may not hold the Student Union or the University liable for any injury, loss, or damage resulting from their participation in an event on the Designated Vendor Area.

## DESIGNATED VENDOR AREA (CONT.)

- **Designated Vendor Area General Use Guidelines (Cont.)**
  - All trash resulting from the use of the Designated Vendor Area must be removed by the sponsoring organization and placed in appropriate trash receptacles.
  - All groups are responsible for the set-up and tear-down of their equipment. Vendors renting equipment from the Loker Student Union will be provided access only and will be responsible for taking the equipment out to the vendor area and returning it to the proper storage area. Groups requesting to have equipment set up by LSU Staff will be assessed a set up and tear down fee.
  - All groups using the Designated Vendor Area must obtain a valid permit at the time of check in from the Loker Student Union front desk. All permits must be displayed at the space reserved and made available upon request to University Police and Loker Student Union Staff. Groups that have not obtained a valid permit will not be allowed to set up on the Designated Vendor Area.

## OFF-CAMPUS VENDOR PROGRAM

The Off-Campus Vendor Program is designed to add to the products and services provided to the students at Cal State Dominguez Hills by the Student Union. By inviting off-campus entrepreneurs and businesses to sell or promote on campus, the Student Union is able to bring a variety of products and services to the University and make them available to Students. The Loker Student Union makes every effort to safeguard students' consumer rights and only allows licensed vendors to participate in the Vendor Program. It is a privilege to participate in the Vendor Program and strict policies and procedures governing the program are in effect which clearly outline the terms and conditions of participation.

- **Vendor Responsibilities**
  - Vendors must adhere to ethical business practices as mandated by the State of California. A copy of the Vendors current state driver's license and/or State Board of Equalization's Seller's Permit must accompany the Vendor Agreement when applying to the Vendor Program (both are required when selling a product).
  - The Loker Student Union reserves the right to verify business practices through the Franchise Tax Board, District Attorney's Office, Better Business Bureau, and activity on other Universities. The Loker Student Union Executive Director or designee at their discretion may deny or terminate membership to vendors not in good standing with any of these entities.
  - No invasive procedures to individuals may be performed on campus (i.e. ear piercing, tattoos, etc...)
  - Vendors may not sell products which promote illegal activities or are deemed unacceptable by LSU staff.
  - All Trash must be taken to the large dumpsters located at the loading dock of the building.
  - The Loker Student Union does not provide storage. Property left overnight will be removed at the owner's expense and a cleaning charge will be assessed.
  - Vendors and their representatives must also become familiar and comply with all Designated Vendor Area General Use Guidelines. (see Designated Vendor Area General Use Guidelines on page ##)

## OFF-CAMPUS VENDOR PROGRAM (CONT.)

- **Vendor Reservations**
  - Once approved to participate in the Vendor Program, Vendors may make reservations for up to 5 days. A reservation ensures that a space will be available for the Vendor. The space will not be assigned until check in on a first come first served basis.
  - Reservations may be made by phone or in person at least two days in advance.
  - Vendors with reservations will be checked in first. Vendors without reservations will be asked to wait until all Vendors with reservations have checked in.
  - All groups must check in at the Loker Student Union front desk before setting up any equipment on the Designated Vendor Area.
  - Vendors may check in between 8am - 9am Monday -Friday. Vendors must claim their reservation during the check in time. Reservations not claimed by 9am will be reassigned.
  - A Vendor Operational Permit must be obtained from the LSU at check in. Vendors must keep the permit onsite and present it to University Police upon request.
- **Cancellations**
  - The LSU must be notified of a cancellation at least (2) days prior to arrival date. Otherwise, vendor forfeits advance payment or will be billed for the rental space.
  - The LSU reserves the right to cancel any current or future reservations without notice to vendor.
  - Vendors that must cancel due to rain and tear-down before 12pm may be eligible for a credit towards another reservation.
- **Payment Policy/Rental Rates**
  - The Loker Student Union accepts cashiers checks, money orders, and cash. No personal checks or credit cards will be accepted.
  - Check payments must be made at least 10 days prior to the reservation date.
  - All estimated rental fees must be prepaid or paid at the time of check in.
  - All outstanding balances must be paid in full prior to the next reservation.
  - Rental rates are as follows:
    - Vendor space: \$50.00
    - Additional vendor space: \$40.00
    - 1 table with 2 chairs: \$10.00
    - 1 canopy: \$15.00

(Rental rates are subject to change)

## OFF-CAMPUS VENDOR PROGRAM (CONT.)

- **Non Commercial Off campus organizations/individuals**
  - Non Commercial organization and/or individuals may not request space on the Designated Vendor Area. These groups or individuals must secure a permit to be on campus through the University Facilities Scheduling Office in Procurement and Contracts Welch Hall B-485.
- **Entire Vendor Area Reservations**
  - Only registered student organizations and Campus Departments may submit requests to reserve the entire Designated Vendor Area for special events. Upon approval, the sponsoring organization will be responsible for the management of the event (equipment rental, distribution of spaces, administrative support) as well as ensuring that all participants become familiar with appropriate use of the Designated Vendor Area (see general use guidelines above) and Campus Event policies.

## LOBBY INFORMATION TABLES

- The purpose of this program is to allow recognized student clubs and organizations and campus departments to use designated high-profile locations within the Loker Student Union to promote their organization and provide information to the campus community.
- **Lobby Tables Use Guidelines**
  - Lobby Information tables are available to CSUDH student clubs and organizations that have successfully registered with the Office of Student Life and are in good standing with the University and Campus Departments.
  - Only Loker Student Union tables and chairs may be used in the LSU facility.
  - At least one member from the sponsoring organization must be at the table at all times. Equipment may not be left unattended at any time.
  - Information is to be made available only to those who approach the table; no loud or aggressive behavior is permitted. Members must remain behind the table.
  - Sponsoring groups must have a sign on the table displaying the organization's name.
  - Sponsoring groups are responsible for taking out the lobby information tables and returning them to the proper storage. A valid student I.D. or other acceptable form of identification must be provided when equipment is checked out.
  - Trash resulting from the use of the lobby information tables must be removed by the sponsoring organization and placed in appropriate trash receptacles.
  - The LSU reserves the right to remove the information tables when necessary for special events or other purposes.
  - The sponsoring organization may lose its reservation privileges if it fails to adhere to LSU or University policies.

## LOBBY INFORMATION TABLES (CONT.)

- Lobby Table Reservations
  - Reservation requests must be made through the Loker Student Union Scheduling Office at least 48 hours in advance and be accompanied by a completed Event Planner Form with all appropriate signatures. An event planning meeting may be required to discuss appropriate use of the reserved space.
  - Reservations will not be confirmed until all appropriate paperwork has been approved. Food sale fundraisers must submit a Request for Exception from Catering Form and receive approval from Campus Dining.
  - Lobby information tables may be reserved only during normal building operating hours on a first-come-first-served basis.
  - Sponsoring organizations must check in at the Loker Student Union front desk. Sponsoring organizations may check in at any at any time after 8am and must check out before 8pm on the reserved date.
  - Sponsoring organizations must obtain a valid permit at the time of check in. Permits must be displayed at the space reserved and made available to LSU Staff upon request.

## GAME ROOM

- The Game Room offers recreational opportunities between or after classes, after work or during campus visits. Student Game Room Attendants are employed to facilitate use of the room and provide customer service.
- Identification accepted for equipment checkout:
  - CSUDH Student I.D. w/ current semester sticker
  - CSUDH Faculty or Staff I.D.
- The LSU reserves the right to make specific exceptions when accepting Identification.
- Students checking out equipment must remain in the room until equipment is returned.
- Food, drink, and tobacco products are not allowed in the Game Room.
- There is no sitting or leaning on the billiard tables.
- Gambling is not allowed.
- Any abuse of the video/pinball games or the tables such as kicking, lifting or pounding will not be tolerated.
- Personal checks, credit cards and bills generally larger than \$20.00 are not accepted.
- An adult must accompany children under 18.
- Abuse to equipment or disruptive behavior may result in the customer being asked to leave the room or the involvement of University Police.

# Operations

## BUILDING HOURS

- Regular operating hours for the LSU will be posted at each entrance.

### Fall/Spring Semesters:

Monday-Thursday	7:30 a.m. - 9:30 p.m.
Friday	7:30 a.m. - 5:00 p.m.
Saturday	7:30 a.m. - 3:00 p.m.

### Summer/Winter Sessions:

Monday-Thursday	7:30 a.m. - 7:00 p.m.
Friday-Saturday	7:30 a.m. - 5:00 p.m.

- During non-academic periods, the LSU operates on a reduced schedule which will be posted approximately one week before any change in building hours. Unless a special event is scheduled, the LSU is closed during normal University Holidays (between Dec. 25 and Jan 1, Martin Luther King Jr. Birthday, Memorial Day, July 4<sup>th</sup>, Labor Day, and Thanksgiving Weekend) and non-academic Saturdays.
- Regular operating hours for the LSU Administration Office are Monday-Friday, 8:00am-5:00pm. The hours for Campus Dining, University Bookstore, the Office of Student Life, the Multicultural Center and Associated Students, Inc. operations may vary from those of the LSU and will be posted near the entrances to those areas.

## EXTENDED BUILDING HOURS / OPENING ON A CLOSED DAY

- This refers to events and services scheduled outside of normal building operating hours as listed in the Hours of Operation Schedule approved annually by the LSU Board of Directors.
  - Scheduling for any event, meeting or service outside of normal operating hours must be approved by the Executive Director/Designee.
- For fees associated with extended building hours, please refer to the Rate Sheet.

## BUILDING OVERTIME COST CALCULATIONS

- Occasionally event sponsors request to have events start or end beyond the regular operating hours of the LSU. In an effort to facilitate these events, procedures and associated charges have been developed.
- When an event starts before or extends beyond the LSU's scheduled operating hours, or is scheduled on a day when the LSU is closed, the event sponsor is billed for the costs of operating and staffing the building during that time. The amount charged to the event sponsor is based on several criteria:
  - The cost of providing supervisory staff during the overtime hours
  - The cost of providing custodial staff during the overtime hours
  - The cost of providing Information Desk staff during the overtime hours
  - The cost to light the event space and the path of travel to and from the event
  - The cost of providing HVAC in the space and the path of travel
  - Accounting overhead costs for the above
  - The length of the event time, plus 30 minutes before or after building hours.
- Overtime events must be requested no less than two weeks prior to the event date, and must be approved through the Reservations Office. A list of upcoming overtime events and the hours of staff coverage needed is produced by the Reservations Staff each week and is distributed to the appropriate staff. The overtime costs are added to the event reservation and billed to the event sponsor.

**BUILDING OVERTIME COST CALCULATIONS (CONT.)**

- When an event ends earlier than expected, the full estimated overtime costs are still charged to the event sponsor. This is due to the fact that staff is scheduled to work and all lighting and HVAC systems are programmed well in advance. These costs will be incurred regardless of last-minute changes.

**BUILDING ACCESS**

- Exterior keys to the LSU shall be issued only to authorized LSU staff whose responsibilities may require them to access the LSU during non-operating hours.
- Persons who have been assigned office space must vacate the building at the close of operating hours. Such hours shall be posted on building entrances.
- In no case shall office tenants or building visitors be permitted to remain in the LSU when they are not under the supervision of authorized staff. Special exception to this policy may only be made by the LSU Executive Director or his/her designee.
- Authorized after hours users of the facilities are to notify University Police of their presence in the facility indicating approximately what time they are planning to leave and secure their exit.

# General Policies

## LSU LOUNGES AND OTHER PUBLIC AREAS

- Furniture in all lounges and public areas shall be moved only by LSU staff.
- The use of typewriters, tape recorders or amplifying equipment of any kind is prohibited in the Lounges, Meditation Lounge or other public areas.
- The Meditation Lounge is intended to be used for quiet reflection. Discussion, phone calls, conversations and other disruptive activities are not allowed.

## CONDUCT

- Groups reserving space are responsible for the behavior of their members and guests. Any damage to property or equipment is the responsibility of the sponsoring organization.
- It is agreed that charges arising from the use of LSU facilities will be billed to the sponsoring organization's principal member and will remain the principal member's obligation and responsibility until paid. This includes any theft or property damage occurring from the use of the facility.
- It is understood that the organization accepts and agrees to abide by LSU policies and procedures and CSUDH policies and/or procedures. The LSU facilities are for use by all members of the CSUDH community. The policies outlined are intended to facilitate the use of the LSU with the least possible infringement on the activity or freedom of individual groups.
- The sponsoring organization agrees to indemnify, defend and hold the LSU, CSUDH and its officers, employees and agents harmless against all claims, loss or liability arising from damage to or destruction of property or injury or death to persons occurring because of or related to their reservations.
- All groups are required to follow LSU and University policies and procedures.
- Groups and student organizations reserving LSU facilities are responsible for the conduct of their members and guests and shall be held responsible for any damages caused to the LSU facilities, property, and equipment by their members or guests.

## PETS

- No animals other than service animals are permitted inside the LSU.

## SMOKING

- No Smoking Facility. The LSU is designated as a no-smoking facility; smoking is prohibited throughout all indoor areas of the LSU building and within 20 feet of any outdoor area (for example; a patio, balcony or courtyard). Smoking is permitted beyond 20 feet in outdoor areas unless otherwise posted.

## VEHICLES (BICYCLES, SKATEBOARD, ROLLER BLADES, UNICYCLES, SKATE SHOES, ETC.)

- Bicycles may be parked only in property designated areas on the outside of the facility.
- The parking, riding and movement of vehicles, wheeled or otherwise, is prohibited within the LSU building, except those for the purpose of transporting the handicapped.

## GENERAL POLICIES

- Anyone under the age of 18 years must be under the immediate supervision of an adult and/or be able to present a valid ID (CAMS, CSUDH, or campus related program) to any LSU staff member upon request.
- In the interest of safety, all persons will evacuate the building calmly and immediately in the event of any emergency or as requested by LSU Staff.
- Unauthorized solicitation for commercial activity or donation is not allowed in the LSU. Violators will be asked to leave the building and University Police may be contacted.
- Shoes and shirts must be worn in the LSU. For health and safety reasons, bare feet are prohibited throughout the entire LSU building including outdoor eating area and restrooms. Exceptions may be made for certain culturally related events and performances scheduled through the Reservations Staff.
- Food should be confined to identified areas of the building and is not allowed in the carpeted lounges or the game room.
- Any behavior exhibited in the LSU that violates the law or University policy will not be tolerated and may result in prosecution or disciplinary action.
- Food and drinks shall be permitted only in areas designed for the consumption of food.
- Building tours of the LSU which include areas not normally open to the public must be conducted by LSU employees only and with authorization of the LSU Executive Director or his/her designee.
- No person, while on University property, shall possess, carry, or have control of any firearm, whether loaded or not, unless such person is transporting the firearm directly to Public Safety for storage and/or safekeeping, or has prior written approval from the President of the University, or his designee, and has notified the Chief of University Police of such approval. Exception would be sworn peace officers of the State of California, and where otherwise provided by law.

## EMERGENCIES

- Users of the LSU must abide by the signals given by all emergency alarms. Event organizers and participants must immediately exit the building when the emergency alarm goes off. They must also follow the directions given by LSU staff and emergency personnel.

## HAZARDOUS MATERIALS AND OBJECTS

- To ensure that all LSU patrons remain safe and can use the facilities without endangering themselves or others, weapons, combustibles, and other noxious materials may not be brought inside the Student Union.

# Exceptions

## EXCEPTIONS

Exception to these policies may be made by the LSU Executive Director, his/her designee and/or the LSU Board of Directors.

# Appendix - Fee Schedule

	STUDENT ORGANIZATIONS / ASI	ON CAMPUS Campus Related Use	OFF CAMPUS Private Use*
<b>Dominguez Ballroom - All Sections</b>			
First four (4) hours	\$ 150.00	\$ 750.00	\$ 1,500.00
Each additional hour	\$ 25.00	\$ 150.00	\$ 250.00
<b>Dominguez Ballroom - Section C or A+B</b>			
First four (4) hours	\$ 75.00	\$ 400.00	\$ 800.00
Each additional hour	\$ 15.00	\$ 75.00	\$ 150.00
<b>Dominguez Ballroom - Section A or B</b>			
First four (4) hours	\$ 50.00	\$ 250.00	\$ 500.00
Each additional hour	\$ 15.00	\$ 50.00	\$ 75.00
<b>Meeting Rooms 1 - 10</b>			
First four (4) hours	\$ --	\$ 75.00	\$ 150.00
Each additional hour	\$ --	\$ 10.00	\$ 25.00
<b>Extended Building Hours</b>			
Per hours beyond normal operating hours	\$ 50.00	\$ 50.00	\$ 75.00
<b>No Show Fee</b>			
Fee per occurrence	\$ 25.00	\$ 50.00	\$ 100.00
<b>Dance Floor Rental Fee</b>			
Per event, set-up and tear-down	\$ 25.00	\$ 50.00	\$ 100.00
<b>Vendor Program Rental Rates</b> <i>Rental rates are subject to change</i>			
Vendor Space	\$ 50.00		
Additional Vendor Space	\$ 40.00		
1 table with 2 chairs	\$ 10.00		
1 canopy	\$ 15.00		

\* Members of the CSUDH Campus Community (students, faculty/staff and alumni) will be extended a discount of 30% for their private events.