



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

ADMINISTRATIVE
POLICY
FOR FACILITIES USE

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SECTION 1 – PURPOSES OTHER THAN SCHEDULED INSTRUCTION

INTRODUCTION

This policy is issued pursuant to California Code of Regulations, Title 5, Sections 42350-42354, and Presidential Memorandum PM 2018-02, California State University, Dominguez Hills Use of University Buildings, Facilities, or Grounds and Time, Place, and Manner Policy, concerning the use of university buildings and grounds for the purpose commercial transactions and commercial solicitation and non-commercial solicitation events. This applies to students, student organizations, faculty, faculty organizations, staff, staff organizations, campus-affiliated organizations, and other-campus groups or persons while on campus grounds, including commercial vendors or solicitors.

AUTHORITY

CSUDH policies and regulations are adopted pursuant to the authority of the University President, who is responsible for the general welfare of the campus community over which he/she presides (Title 5, California Code of Regulations, Section 42402) and in accordance with Presidential Memorandum PM 2018-02, California State University, Dominguez Hills Use of University Buildings, Facilities, or Grounds and Time, Place, and Manner Policy.

USE OF UNIVERSITY BUILDINGS, FACILITIES OR GROUNDS

The use of university buildings, facilities or grounds for purposes of solicitations, commercial solicitation or transactions and similar events is contingent upon the agreement of those engaging in such activities to assume responsibility for observing the following university polices:

- All activities must be conducted in an orderly and lawful manner;
- All activities must not unreasonably interfere with the instructional program or operation of the University;
- All activities must conform with the policies set forth in Presidential Memorandum PM 2018-02, California State University, Dominguez Hills Use of University Buildings, Facilities, or Grounds and Time, Place and Manner Policy;
- All activities must abide by the University's alcohol and other drugs policy;
- All activities must be conducted in conformance with all applicable federal, state and local laws, as well as university policies and regulations;
- All non-campus affiliated activities must be registered with the Office of Student Life prior to the start of the activities;
- Prior written authorization must be obtained for the display of commercial advertising.

VIOLATIONS

Behavior in violation of any of the regulations of this policy constitute a violation of an order of the University President, CSUDH Time, Place and Manner policy, and applicable statutes and regulations, and is subject to intervention by university and/or law enforcement officials. If a violation persists or is repeated, or if the assembly poses an imminent danger to public safety, those assembled may be required to disperse immediately.

University disciplinary action against CSUDH community members alleged to have violated this policy shall be in conformity with the Code of Student Conduct, and/or applicable collective bargaining agreements and established University guidelines. The Division of Student Affairs, Faculty Affairs, and Human Resource Management can provide further information about issues of free speech.

DEFINITIONS

As used in this policy the following definitions' apply:

1. "Solicitation" means to request, or endeavor to persuade or obtain by asking, but does not include "commercial solicitation."
2. "Commercial Solicitation" means any direct and personal communication in the course of a trade or business reasonably intended to result in a sale.
3. "Commercial Transaction" means selling or purchasing or both selling and purchasing by any person in the course of employment in, or in the carrying on of, a trade or business.
4. "Sale", "selling" or "purchasing" means an activity creating an obligation to transfer property or services for a valuable consideration.
5. "Private Sale" means occasional selling between persons who are campus students or employees.
6. "University President" means those persons referred to as "Campus President" in Title 5, Section 42355 and includes their designees.

1.1 Purpose

- a. California State University, Dominguez Hills (CSUDH) has a primary responsibility to offer instructional programs to its students. Instructional and instructionally related use of the physical facilities must therefore have the highest priority. At the same time, the University has a strong commitment to support the intellectual and cultural life of the campus and the surrounding community.
- b. These regulations are intended to:
 1. establish guidelines for use of university facilities
 2. protect the mission and the image of the University
 3. encourage free speech
 4. ensure the safe use of university facilities
 5. provide a mechanism to resolve conflicts
- c. The objective of this policy is to outline facility use procedures and ensure protection for all participants and campus property during special events that bring large groups of people to campus.

1.2 Scope

- a. This policy applies to all use of university facilities by groups from the community as well as use by university groups for activities other than scheduled instruction, scholarly and creative activity, testing, and administrative meetings.
- b. For purposes of this policy, "university facility" shall include all spaces under the jurisdiction of the University or of its auxiliaries whether on or off campus.
- c. The University shall set forth in writing the procedures for using university facilities, and shall provide assistance in arranging such use to those individuals requesting use of university facilities.
- d. The President has delegated the authority to lease university facilities, including exterior space, to the Office of Procurement and Contracts.
- e. Where use of specific facilities are managed by separate entity, the procedures adopted by the respective agencies shall be followed for lease of those facilities. This provision includes buildings and grounds leased by:
 1. CSUDH Foundation
 2. California Academy of Math and Science (CAMS)
 3. Dignity Health Sports Park (formally StubHub Center)
 4. CSUDH Associated Students Incorporated (ASI)
 5. Loker Student Union

1.3 Use of the University Name

The right to use university facilities does not confer the right to use the name “California State University, Dominguez Hills” or to imply university sponsorship or endorsement of an event. All agreements for use of university facilities shall include terms to ensure that the university name is protected.

1.4 Compatibility with the Mission of the University

- a. The President of the University has the authority to decide whether proposed use of university facilities is in accordance with the mission of the University.
- b. The President of the University has the authority to refuse use of university facilities for events that would pose an unacceptable level of risk to persons or property.
- c. The President may seek the advice of various groups, including the Facilities Use Group (FUG), as described in Section 1.9, before making a decision about whether a proposed use is in accordance with the mission of the University.
- d. The President has delegated this authority to the Office of Procurement and Contracts, and the Facilities Use Group (FUG). The FUG consists of the Director of Procurement and Contracts, Director of Risk Management, Director of Facilities Services, University Chief of Police (or designee).

1.5 Protection of Instructional Mission of the University

- a. The primary use of university facilities shall be for scheduled instruction.
- b. Every effort shall be made to ensure that special events do not displace scheduled classes. If, for an exceptional reason, it is necessary for a special event to displace a scheduled class, the planners must secure the permission of the department chair, notify the course instructor, and make arrangements in advance to reschedule the class meeting to an alternate location that provides adequate space and facilities to conduct the class.
- c. Access to classrooms and other instructional space shall not be impeded.
- d. Regulations for use of amplification shall minimize interference with scheduled classes. Amplification shall be regulated by this policy and measured by the Office of Risk Management.
- e. Should there ever be a need to block off a substantial number of parking spaces for use by visitors when classes are in session, appropriate notice shall be given

in advance to advise the campus that space in the parking lot will not be available. At no time shall a significant number of parking spaces be committed that students, faculty, and staff are denied a reasonable opportunity to get to classes or workplaces.

1.6 Priorities

Priorities for use of university facilities follow the order of precedence below:

1. Academic and Instructionally Related Programs – classes, research, programs, and meetings that are part of the regular course and academic program.
2. Educational and Co-Curricular Events and Activities Sponsored by Faculty and/or Staff Individuals or Groups and Recognized Student Organizations – such as conferences, meetings, lectures, musical concerts, films, contests covering entertainments aspects of University life.
3. Research and Consultant Activities –research oriented programs that contribute to the professional development of student, faculty and staff.
4. Meetings of Groups Sponsored by or Related to the University – those meetings called by state agencies, professional organizations, recognized student organizations, city school district-sponsored meetings, etc.
5. Other Uses – agencies and organizations with whom the University generates licenses for short-term use.
6. Commercial Uses – prohibited unless prior written permission is granted by the University president or designee.
7. Personal or Private Events – such as weddings and memorial services.

NOTE: Requests by off-campus groups to lease space for instructional programs must be approved by the Office of the Provost and by the Dean of College of Extended and International Education. This is to ensure the proposed program is not in competition with instruction offered by the University either through the regular instructional programs or through the College for Extended and International Education.

1.7 Scheduling of Activities

- a. Arrangements for special activities/events shall be coordinated through the Facilities Leasing and Scheduling unit within the Office of Procurement and Contracts. A master listing of facility locations and the responsible department or area is included in this document, please refer to Attachment A.
- b. The Office of Procurement and Contracts must be notified in advance of all proposed activities that are expected to bring large groups of visitors to the

university with the exception of those activities scheduled by the Loker Student Union. The FUG may rule that an event not be authorized to use the requested facilities if the proposed event would unduly interfere with normal use of the facilities or with other previously scheduled events, or if the event would pose an unacceptable risk to the University.

- c. A permit from the Office of the State Fire Marshal is required for any large event of 50 or more persons, or where a tent or canopy is greater than 400 square feet, or where devices emitting flame, fire, heat, charcoal or other cooking will be done either inside or within 20 feet of a tent or canopy.

1.8 Resolution of Conflicts

- a. The Office of Procurement and Contracts, and /or the Facilities Use Group (FUG) shall offer assistance upon request, whenever conflict arises.
- b. The President or other university official may ask The FUG to review and give advice on any unresolved conflicts. In any case, the decision of the campus president shall be final.

1.9 Facilities Use Group (FUG)

- a. The University shall establish a Facilities Use Group (FUG).
- b. At the request of the President or other university official, The FUG shall advise on issues related to matters covered by these regulations.
- c. The membership of the Facilities Use Group shall be:
 - The Director of Procurement and Contracts
 - The Director of Risk Management
 - The Director of Facilities Services
 - The Chief of University Police (or designee)
- d. The President or other university official may seek the advice of others as appropriate with regard to the venue.

1.10 Facilities License Agreement

- a. In all cases where facilities within university buildings or parking lots are used within the provisions of this policy, the off-campus (external) requestor shall sign a Facilities Use License Agreement.
- b. All authorized personnel responsible for sponsored, co-sponsored, and non-sponsored events (See Attachment B for definitions) are bound by the policies set forth in this document and may be subject to any liability associated with the event. All persons or groups using university facilities must abide by university policies regarding the use of facilities.

- c. Approval for the use of facilities within university buildings or parking lots are subject to the availability and suitability of the space requested. The reservation or event must be in compliance with university policies.
- d. The President of the University through his/her delegated office of authority shall maintain the right to rescind space previously confirmed if the facilities in question are needed by the university for university purposes but will do so only under extreme circumstances.
- e. The University reserves the right to impose limits on the time, place, manner and size of an event within university buildings or parking lots. The University will terminate reservations for any facility during an activity if it is determined that damage is resulting from its use, or that activities are taking place which endanger the health or safety of other persons or property. Activities scheduled for campus facilities may not interfere with the operation of the University or infringe negatively on the surrounding community. Events must be conducted in a manner consistent with existing laws and university policies.
- f. The Facilities Use License Agreement sets forth the specific requirements for insurance, deposits, payments, rules covering cancellations, and general terms and conditions governing the event.

1.11 Facilities Rates and Service Charges

- b. The Vice President for Administration and Finance shall establish through the Office of Procurement and Contracts a schedule of rental rates for profit and non-profit fees.
- c. The Vice President for Administration and Finance or designee shall periodically review the rate schedule and recommend changes as needed.
- d. The schedule of fees shall include also reimbursement of the costs of materials and upkeep and repair, additional custodial services and supplies needed to restore facilities to normal use, police and parking services, technical services, and other types of assistance as needed for the particular event.
- e. Under special circumstances and in the best interests of the University, the Vice President for Administration and Finance (or designee) may reasonably reduce or waive the facility use fee charged to a Licensee of certain facilities. Such reduction or waiver shall be made only where:
 - 1. The Office of Procurement and Contracts in consultation with the Vice President for Administration and Finance or the President, may reasonably calculate the value of certain benefits to the University resulting from the licensing of campus facilities, or
 - 2. The Dean of an academic department provides a signed statement that the department is a co-sponsor of the event. If there is a question of whether

co-sponsorship is appropriate The FUG shall have the final decision.

3. A Vice President of the University requests the waiver for an event where some other university entity is the co-sponsor.

1.12 Solicitations

The University does not endorse or encourage monetary solicitations on campus.

SECTION 2 – FACILITIES USE PROCEDURAL GUIDELINES

Introduction

When not in use for its core mission, University facilities are available for those events that relate to and enhance the life of the institution, its activities, and for authorized commercial purposes. All licensing of facilities under the authority of various auxiliary organizations are subject to the terms of their respective Operating Agreements.

Use of University Buildings and Parking Lots

The University has established the Facilities Leasing and Scheduling unit within the Office of Procurement and Contracts, as the central point of contact to assist the community with the steps necessary to license campus facilities and spaces. The Facilities Leasing and Scheduling Unit provides information concerning availability of facilities, fees, and the requirements for their use. Facilities Leasing and Scheduling is also responsible for maintaining the Facilities Use Resource Calendar which is located at <http://pclass.csudh.edu/schedule> and for providing accurate information about campus events to both the community and the campus.

Members of the community wishing to utilize the university facilities listed in Attachment A, are required to pay the established rate(s) which include reimbursement for all costs associated with such use. Additional charges may also apply such as: insurance, labor, parking, utilities, services, maintenance and repairs, food, equipment charges, support/technical staff with specialized equipment, etc.

Prior to the event, a Facilities Use License Agreement outlining the terms and conditions of facility use must be executed by the off-campus requesting party and Facilities Leasing and Scheduling.

All submissions, signatory approvals, deposits, and payments required by the license must be provided in a timely fashion. The Facilities Lease Coordinator is responsible for the preparation of the license for final signatory approval by the Director of Procurement and Contracts or designee.

All student groups must make their requests for university facilities through Facilities Leasing and Scheduling, unless space being requested is located in the Loker Student Union. For use of that location, the requester will be required to adhere to the procedures described in the Student Union Handbook.

2.1 UNIVERSITY FACILITIES USE PROCEDURES

a. Facilities Use Procedures

1. Off-campus (external) groups or campus groups co-sponsoring an event with a non- university group may submit an application for use of university facilities to the Facilities Lease and Scheduling Coordinator. An application for use of facilities should be filed in sufficient time to allow for proper processing and receipt of payment. No publicity may be released until a Facilities Use License Agreement has been fully executed.
2. The Facilities Lease and Scheduling Coordinator will determine the availability of university facilities and estimate the fees associated with the use and review the terms and conditions for the license of the requested facility. **The priority for use of university facilities are set forth in Section 1.6.**
3. If the Director of Procurement and Contracts determines that a proposed event poses an inordinate risk for the University the FUG will be convened. The requestor shall be informed of the concerns and every effort will be made to resolve any issues.
4. The Facilities Lease and Scheduling Coordinator will prepare the Facilities Use License Agreement and secure the necessary signatures.
5. The Facilities Lease and Scheduling Coordinator will secure payment and obtain the proper certificate of insurance from the Lessee.

b. Facilities License Agreement

1. Licensee is required to sign a Facilities Use License Agreement in all cases where facilities within university buildings or parking lots are used.
2. All persons or groups using university facilities must abide by university policies regarding the use of facilities and grounds.
3. Approval for the use of facilities is subject to the availability and suitability of the space requested and conformity of the proposed event with university policy.
4. The university reserves the right to rescind space previously confirmed as set forth in Section 1.10(d) of this document.

c. Facility Use Rates and Service Charges

The following fee structure pertains to university held facilities only. Facilities controlled by the various auxiliaries under the terms of their Operating Agreements may have additional fees.

1. Facility Use Fees

All facilities license fees are in accordance with the current rate schedule and once collected, are deposited into the respective department's Current Year Support Budget account.

2. Maintenance, Upkeep, and Repair (MUR) Fees

Fees for maintenance, upkeep, and repairs are assessed for all events scheduled in accordance with the current rate schedule. Funds are utilized to replace and refurbish facilities and equipment in accordance with approved rates for these services. These fees may be adjusted by the Director of Facilities Services and/or the Chief of Police as appropriate.

3. Other Special Fees

Service fees may be applicable subject to the requirements of the specific event. These costs may include, but are not limited to the following:

- Set Up Fees
- Custodial Support (including paper goods)
- Technical Support (electrical connections, etc.)
- Police/Security (including Fire Marshall)
- Parking Fees
- Event Manager Fees
- Support Equipment (e.g. audio-visual equipment)
- Labor, (i.e., removal of notices from kiosks or bulletin boards)
- Utility fees (when clearly related to use)

4. Deposits

The University may require a deposit of up to 40% of the total event cost and any such deposit will be subtracted from the total license fee.

5. Cancellation Fees

If an event is cancelled by the Licensee, the Facilities Lease and Scheduling Coordinator shall determine what costs, if any, have been expended in support of the event up to the date of cancellation. If costs have been incurred, the Facilities Lease and Scheduling Coordinator will deduct such cost from the deposit.

d. Facility License Fee Adjustments

Requests for fee adjustments are processed through the Facilities Lease and Scheduling Coordinator. If an adjustment to facility lease fees is approved, the Facilities Lease and Scheduling Coordinator will notify the requestor of any adjustments or updates.

e. Insurance Requirements

Licensee shall furnish to the University, prior to commencement of the term of the License, an underwriter's endorsement with a certificate of insurance stating that there is liability insurance presently in effect for the Licensee with a combined single limit of not less than \$1,000,000 per occurrence, and \$2,000,000 aggregate; and that vehicle insurance (where applicable) is in effect with a minimum coverage of \$1,000,000 per occurrence. The policy endorsements shall name as additional insured: The State of California, the Trustees of the California State University, California State University, Dominguez Hills and the employees, officers, agents, and auxiliaries of each of them.

Licensee agrees to indemnify and hold harmless the State of California, California State University Trustees, California State University, Dominguez Hills and the officers, agents, and employees of each from any and all loss, damage, or liability, including attorney fees, arising out of, or in any way connected to the use of the premises and facilities or its event.

The University may assist the Lessee in arranging for special event insurance where applicable.

1.2 UNIVERSITY FACILITIES USE RESPONSIBILITIES

a. Vice President for Administration and Finance Shall:

1. Recommend to the President a schedule of rental rates and other charges for use of campus facilities, equipment, and services. In developing this schedule, the Vice President shall consult with the appropriate Deans for use of facilities that come under the jurisdiction of Academic Affairs, or other responsible officials for other facilities, if necessary.
2. Periodically review the rate schedule and recommend changes as needed.
3. Establish guidelines for expenditure of revenues generated.

b. The Director of Procurement and Contracts Shall:

1. Research and recommend rates and charges for university facilities, to the Vice President for Administration and Finance as needed.
2. Approve or deny requests for reduction or waiver of facility rental charges in consultation with the VP for Administration and Finance.
3. Review proposed uses of facilities for compliance with university guidelines and procedures.
4. Review and execute, or appoint a designee to review and execute, the final Facility Use License Agreement.

c. The Facilities Lease and Scheduling Coordinator Shall:

1. Respond to initial contacts from off campus or co-sponsored organizations.
2. Verify the availability and suitability of facilities requested.
3. Present and confirm the current approved rates for each facility.
4. Explain insurance requirements to prospective Licensees.
5. Monitor completion of the agreement process and assist the Licensees as necessary.
6. When needed, notify other offices such as Parking, Public Safety, Food Services, and Facilities Services, of the event details for handling of additional requirements such as protection, special food, postings, amplification, signs and/or barriers.
7. Monitor customer satisfaction and make recommendations to improve Facilities Use procedures.
8. Periodically recommend changes and updates to Facilities Use procedures.
9. Review and approve certificates of submitted insurance documents.
10. Prepare Facilities Use License Agreement and secure Licensee's signature.
11. Present signed Facilities License Agreement to the Director of Procurement and Contracts or designee, for final review and approval.
12. Collect fees, prepare receipts, and make deposits into appropriate accounts.
13. Input event information in Facilities Use Resource Calendar.
14. Maintain Lease Agreement files and update as necessary.

d. The Master Calendar/Events Specialist Shall:

1. Respond to initial contacts from on-campus organizations.
2. Verify the availability and suitability of facilities requested.
3. Explain insurance requirements to facility requestor. Forward submitted insurance documents to Procurement and Contracts for approval.
4. Monitor completion of the verification process and assist the requestor as necessary.
5. Connect requestor with appropriate departmental offices i.e., Parking, Public Safety, Food Services, and other departments of the event details.
6. Monitor customer satisfaction and make recommendations to improve Facilities Use procedures.
7. Ensure proper clearances are obtained for special food or alcohol requests, posting, solicitation, amplification and special event signs or barriers.
8. Send Reservation Verification and secure requestor's signature.
9. Send Reservation Confirmation once signature is obtained to requestor and file with event database record.
10. Confirm event and input information into University Master Calendar.

e. Loker Student Union Scheduling Office Shall:

1. Maintain a master calendar for Loker Student Union and ASI events and facilities, notify appropriate campus offices of upcoming events.
2. Assist groups seeking to lease Loker Student Union facilities.
3. Schedule and coordinate student groups with using Loker Student Union.
4. Coordinate with the Facilities Lease and Scheduling Coordinator or the Academic Scheduling Coordinator as appropriate for all prospective groups seeking to use university facilities.
5. Determine set-up requirements, secure cost estimates, and assist in making special arrangements for use of the Loker Student Union.
6. Assist in routing reservation application forms for required approvals.
7. Distribute copies of the confirmed reservation forms as required.
8. Notify all appropriate parties.

f. The Academic Scheduling Coordinator Shall:

1. Schedule classrooms and other university facilities for all faculty and staff for instructional purposes only and for on-campus meetings.

g. The College for Extended and International Education Scheduling Coordinator Shall:

1. Inform the Facilities Lease Scheduling Coordinator of any outside group inquiries prior to the event scheduled at the College for Extended and International Education Building (COEE).
2. Provide information about proposed events in order to ensure adequate and timely planning and approval processes are accomplished.
3. Secure actual costs and service cost estimates for facilities in the COEE.
4. Ensure that proper clearances are obtained for special food or alcohol requests.
5. Ensure the Facilities lease agreements are forwarded and completed by and through the Facilities Lease and Scheduling Coordinator in sufficient time prior to the proposed event.
6. Direct all fees to be collected by the Facilities Lease and Scheduling Coordinator.
7. Coordinate with the Facilities Lease and Scheduling Coordinator to ensure all events are listed on the Facilities Use Resource Calendar.
8. Ensure that Licensee's comply with the requirements of the University's Administrative Policy for Facilities Use.

COMMERICAL TRANSACTIONS AND COMMERCIAL SOLICITATION

1. Commercial transactions and the display of property or services for sale in and around the Loker Student Union (and shall be exclusive to the Loker Student Union area) are prohibited unless proper written authorization has been obtained from the President or Executive Director of the Student Union.

Individuals or organizations wishing to engage in commercial transactions or display goods or services for sale in and around the Loker Student Union grounds may be granted permission to do so if the proposed activity aids achievement of the educational objectives of the University and is conducted in accordance with the Time, Place and Manner policy, unless such commercial transactions violation of law. Private sales are excluded from this section.

2. Commercial solicitation on a campus is prohibited unless prior written authorization has been obtained from the University President or designee. Persons wishing to engage in commercialsolicitations on campus grounds may be granted permission if

the proposed activity is conducted in accordance with the policies set forth in this document. Marketers of student credit cards are prohibited from offering gifts to students for completing credit card applications (California Code of Regulations, Title 5, Section 42350.6). For further information, contact the Executive Director, Loker Student Union, 310/243-3854.

2.2 COMMERCIAL FILMING

CSUDH Foundation is responsible for oversight of all commercial filming on the University. It is the policy of the Foundation to allow filming when and where possible while adhering to all university policies and procedures. The University has established the following guidelines as they relate to commercial activities on campus.

A filming permit is required when filming on the campus of California State University, Dominguez Hills. The permit is coordinated by the Foundation and enforced by University Police. Permits are issued for commercial filming or photography. Permits are also issued for documentaries that promote University programs, policies, or philosophies. Bona fide news or editorial photography is exempt from the permit requirement, however. The Foundation has a selective process of reviewing filming permits, as the filming criteria must fit within the needs of our academic priorities. Proposed filming under any circumstance may not displace CSUDH students or employees.

CSUDH STUDENT FILMING: Filming Permits are generally not required for students involved in filming projects as a course requirement. However, students must obtain permission through their academic department. The department must then notify University Police with pertinent information concerning the student filming project. Film projects that are not part of the University course requirement is subject to the policies set forth in these guidelines.

a. Filming Company Information:

The Foundation requires communication with an authorized representative from the filming company. This person must be able to make decisions for the filming vendor and will be held accountable for compliance with University requirements stated within these guidelines and on the filming permit. For contractual purposes, the Foundation cannot change the primary contact person(s) after an application has been filed with the University. Failure to adhere to this requirement may result in denial of a filming permit application. Filming lessees are required to provide current and validated information about the company and the filming project as requested by the Foundation. Failure to do so may result in application denial or automatic cancellation of a filming permit.

b. Filming Process and Timelines:

Requesters wishing to film commercially in any area of the University will need to obtain a filming permit from the Foundation. Information on filming permits may be

obtained at any time. However, all requests for permits must be made at least two (2) weeks in advance of the first date of arrival on campus for filming.

Requesting parties should not expect approval for permit applications submitted after the two week minimum processing time. However, occasional exceptions may be considered if a) no on-campus activities are scheduled, b) no permanent impact to resources is anticipated, and c) staff are available to prepare and monitor the permit.

The following documents must be submitted with the Application and filed with the Foundation prior to filming:

1. A signed copy of a Statement of Intent
2. Certificate of Insurance and Endorsement
3. The Script

Inclusions for the required review by the State Fire Marshall (Section 1.7) are outlined in this time line recommendation.

The Foundation will review the application, conduct a Pre-Permit Conference within the first week and conduct a walk-through at that time. By the first week Foundation shall complete coordination for facility usage and required support services. By the second week, the Foundation will process a filming permit. Lessee will be notified upon approval within 2 weeks of the filming permit process.

c. Script Review and Prohibited Screen Elements

A copy of the final script or storyboard must be submitted for Foundation and State Fire Marshal review. Review approval from both agencies must be granted prior to signing the contract. Any script changes or additions (including title change) must be brought to the attention of the Foundation once approval has been granted.

Nudity and pornographic filming is strictly prohibited on campus. Profanity is also discouraged if filming takes place in an open and/or in close proximity to the nearest instruction facility or office.

Guidelines concerning special effects involving pyrotechnics are monitored closely. Simulated car chases or scenes involving gunfire are also elements which require in-depth review during the script review period.

d. Locations

Authority to film in a specific location does not allow the Lessee to restrict the university community from any location, unless exclusive arrangements have been made. Specific venues may not be available for filming and photography. The Foundation has delegated certain separate authority for the management of certain facilities and its appropriate contact for the venue. These venues have similar but separate operation protocols from the University in general. Check with the Office of Facilities Leasing and Scheduling for the most current list of University facilities available for filming.

Filming is typically not permitted at or around:

- Building signage and familiar landmarks
- Administrative Offices
- Undeveloped acreage
- Anywhere during the first two weeks of school and during the week of final examinations
- Any areas that adversely impact safety and access
- A highly impacted period of time for the University
- Computer and Science laboratories (require additional approval from the respective Colleges)

e. Pre-Permit Conference

A meeting is required with the Foundation and potential Lessee once the required documentation (Statement of Intent, Application, and Insurance) is on file with the Foundation. This meeting will involve an in depth review of the filming project. A visit to the potential filming site will usually be made at this time, unless other visiting arrangements are required.

f. Insurance Requirements

Unless greater coverage is requested by the Foundation, the Lessee agrees to furnish to the University an underwriter's endorsement with certificate of insurance stating that there is liability insurance presently in effect for the Lessee with a combined single limit of not less than \$1,000,000.00 per occurrence, and \$2,000,000.00 aggregate; and that vehicle insurance is in effect with a minimum coverage of \$1,000,000.00 per occurrence, Additional insured endorsement shall read: The State of California, the Trustees for the California State University, The University, Campus Auxiliaries if applicable, and employees, officers, agents, and volunteers of each of them. Policy cannot be canceled without fifteen (15) days prior written notice to the Foundation.

Cancellation fees and or other direct cost are assessed if Lessee cancels within fifteen (15) days. Lessee further agrees to provide evidence in the form of certificate that he or she has in effect for the entire period of permit, a bond from a third party property damage insurance of at least \$500,000.00, covering property in their care and control that may be damaged during permit period. The Foundation shall not be liable for the payment of any premiums or assessments on any insurance required in this agreement. In the event premiums or assessments on any insurance required by this agreement is not paid, Foundation may terminate the permit upon the occurrence of such events.

g. Safety Regulations

As a component of applying for a film permit on campus, Lessee must submit an effective Injury and Illness Prevention Plan, as required of all employers conducting business within the State of California (ref. CCR, Title 8 section 3203 The University requires your compliance with all California Occupational Safety & Health Administration (Cal OSHA) General Industry and Construction Industry Safety Orders with any production company pre-filming, filming, and post filming activity on special effects by the

production company on or in close proximity to the campus. Filming equipment (i.e. cameras, trucks, props, generators, and electrical cords, etc.) shall be set up in a fashion that does not create safety hazards, fire hazards, blocked exits, or other safety concerns.

Protective matting is required over all cords, which cross walkways. Generators must meet university noise-level and voltage requirements. Fueling of generators must be carried out so as to eliminate any spills of fuel. Any releases of fuel or other fluids from generators or other internal combustion engine driven equipment must be prevented from entering university catch basins, and must be cleaned up promptly. Generator exhaust and emissions must be in compliance with the South Coast Air Quality Management District clean air regulations, The University must approve use of open flames or fire in advance. The University also requires compliance with all federal, state and local laws and regulations.

h. Public Notices

Filming notices to the public are required around the area of production. The signage must be placed in highly visible locations where pedestrian traffic is expected. The placement of signage and signage equipment shall be set up in a fashion that does not create safety hazards i.e., tripping hazards, fire hazards, blocked exits, or other safety concerns. The signage may not be posted on buildings, walls, rails, posts, poles or any fixture on campus, The signage must be placed on standing frames. These may be provided upon request or must be provided by vendor at his/her expense. All signage must be removed and disposed properly before leaving the area. Failure to do so will result in cost assessment against the deposit, where simulated car chases or scenes involving gun fire are to be employed, University Police must be notified in advance and the signage must also reflect this information.

Signage Language: By default the signage should read " Filming in Progress Today"

For arrangements with exclusive access, the signage should read, "This Area Closed to the Public - Filming in Progress". Additional Public Notices may also be required upon review of the filming request.

i. Campus Access Regulations

The Foundation shall retain the right to inspect the premises covered by the permit at any or all times there are high peak traffic hours on campus when school is in session. Our office will advise of these periods, which range from early morning to late afternoons.

For major productions, all vehicles are required to arrive before 7:00 am and depart the campus after 10:00 p.m., unless otherwise indicated. All drivers must have a valid driver's license and must adhere to all driving safety laws. Driving on campus is restricted to campus roadways and parking facilities only. Driving is prohibited on sidewalks, special access roads, and on the lawns. Loading zones are available in some facilities and may be used for loading and unloading purposes only. Vehicles may not

park in loading zones for more than 30 minutes at a time. Some driving areas on campus have height and weight restriction. Skateboarding is prohibited in all areas of the campus. While on campus, it is important to adhere to permanent and temporary signage for accessing approved areas.

Unless exclusive use of area is requested and approved, Licensee may not close off any areas to the campus community. Full and complete access must be maintained at all times unless specific arrangements have been made and indicated on your filming permit.

The University enforces the City of Carson noise ordinance from 7:00 a.m. to 10:00 p.m. Filming is prohibited before 7:00 a.m. and after 10:00 p.m.

j. Alterations to Property

Licensee may not make alterations, place or attach any fixtures, signs, or equipment in, about or upon University property except those alterations, fixtures, signs and equipment described in advanced and approved by the Foundation. Any fixture, signs and equipment provided by Licensee shall remain Licensee's property and shall be removed from Foundation property prior to the termination of the filming permit. Licensee shall restore property to original conditions as existed at the time filming permit is approved and filming begins.

Temporary construction shall be conducted in a fashion that shall neither damage university property nor in any way endanger faculty, staff, students or visitors. No construction and alteration of the university building's interior or exterior is allowed at any time. The University must approve the erection of building facades and other construction that could impede fire lanes or otherwise affect the safety of pedestrians or building occupants. All construction, equipment set-up, and other activities associated with filming must be conducted safely and in accordance with Federal, State and local standards. As such, employees associated with the film project must use required protective equipment and apply safety procedures that will ensure their safety as well as that of university employees, students and visitors.

k. Dining Regulations

University Campus Dining reserves the rights to any commercial sales of food items and beverages on campus, therefore, commercial catering trucks are not authorized on campus, unless approved by the University. The section of approved meal areas will take into consideration the suitability of the location, the safety of pedestrians, the obstruction of emergency exits and fire lanes, and damage to the grounds. Production companies are required to maintain and control litter in designated and or available dumping bins. Dining facilities are available on campus during normal operating hours.

Alcohol consumption is prohibited on campus. Lessee may not bring or consume alcohol on campus unless purchased and consumed in approved campus alcohol services dining facilities.

l. CSUDH Film Students Available

The University encourages the involvement of CSUDH film/production students in all filming projects held at the University premises. If there is a need for temporary production assistants please contact the Digital Media Arts Department at (310) 243-2053.

m. The Designated Coordinators of Assigned Space Shall:

1. Refer student groups, on campus staff and faculty groups or outside groups to the appropriate offices for scheduling University facilities:
 - Academic Scheduling Coordinator;
 - Facilities Lease and Scheduling Coordinator;
 - University Student Union Scheduling Office.
2. Upon request provide cost estimates for services, labor, and equipment to the Scheduling Office located in the University Student Union, Academic Scheduling Coordinator, or the Facilities Lease and Scheduling Coordinator as appropriate.
3. Attend planning meetings with the requesting party as required by the Facilities Leasing and Scheduling Office.
4. Arrange for representation at scheduled events to monitor the use of facilities and equipment.
5. Immediately report the misuse or damage to any facility to the Facilities Lease and Scheduling Coordinator.

n. The Director of Facilities Services Shall:

1. Provide estimate costs for services, utilities, and labor.
2. Assist the Facilities Lease Scheduling Coordinator in determining appropriate fees and charges for maintenance and repair of facilities.
3. Perform inspection of facilities prior to and after the event as requested by the Facilities Lease Scheduling Coordinator.
4. Seek advance approval of the State Fire Marshal for the event, if required.

o. The Office of Student Life in the Student Affairs Division Shall:

1. Coordinate the approval of all recognized student organization requests for use of university facilities and grounds through Toro Link.
2. Approve flyers and banners for posting that meet the Time, Place and Manner policies.
3. Coordinate Event Planning Meetings to address security and planning regulations for major student events.

p. University Police Shall:

1. Perform risk assessments of events as requested by The FUG.
2. Require written plans from the organizers as appropriate.
3. Provide oversight of all special events held on campus; take intervention measures as appropriate to provide protection for participants and attendees as well as appropriate measures for the security of university property.
4. Provide cost estimates related to security and police duties.

q. Parking and Transportation Services Shall:

1. Advise and assist groups with special event parking needs, which minimizes the disruption of university operations.
2. Provide signs and barricades for campus organization events as requested.
3. Provide cost estimates related to Parking and Transportation Services.

r. Office of Risk Management and Environmental Health and Safety Shall:

1. Provide information regarding low cost special event insurance coverage to qualifying groups.
2. Issue Certificate of Insurance - Special Event Liability Program, if required.

s. Audio Visual/Learning Resources Shall:

1. Provide specialized equipment for on-campus events as appropriate.
2. Provide cost for use of equipment by off-campus and co-sponsored organizations and those university recognized events which will charge admission, registration or other fees. All costs, including deposits, for equipment provided by the AVLRL shall be paid to the Office of Facilities Leasing and Scheduling prior to the event.

t. The Office of Procurement and Contracts Shall:

1. Coordinate short-term license activities and scheduling as described in this document.
 - a. Review, approve and sign all Facility Use License Agreements.
 - b. Chair and or convene the Facilities Use Group (FUG) in all matters as necessary.

2.4 SUPPLEMENTAL REQUIREMENTS

a. State Fire Marshal Review Process

The State of California Fire Marshal requires approval of proposed CSUDH filming permit applications. Generally, the State Fire Marshal can approve filming activities on this campus within 24-48 hours. If the activities involve pyrotechnics, it requires a minimum of 4 days and an on-site of inspection during filming. If pyrotechnics are proposed, the special effects operator must contact the State Fire Marshal immediately. The California Film Commission Application is required by the State Fire Marshal of all CSUDH filming permit lessees and is available from the Foundation Office.

b. Special Effects / Pyrotechnics

The University requires compliance with Title 19 of the California Code of Regulation concerning the types of special effects involving pyrotechnics that are approved for use and the appropriate special licenses required by operators of those devices. Appropriate documentation and certifications on all production company employee, contractors or sub-contractors that will handle, rig, and / or detonate pyrotechnic device is required at the time of the University film permit review process.

The University Police will serve as the primary liaison to the Office of the State Fire Marshal. With the exception of pyrotechnics, the University Police will submit all other required information to the Fire Marshal of your behalf. The University recommends the three-week time line required by the University as ample time to meet Fire Marshal terms and be able to respond to additional requirements.

ATTACHMENT A
FACILITY/LOCATIONS AND RESPONSIBLE DEPARTMENT

<u>Facility/Location</u>	<u>Responsible Department</u>
EAC Classrooms (East Academic Complex)	Facilities Leasing and Scheduling
ERC Classrooms (Educational Resource Center)	Facilities Leasing and Scheduling
LCH Classrooms (La Corte Hall)	Facilities Leasing and Scheduling
SAC Classrooms (South Academic Complex)	Facilities Leasing and Scheduling
SBS Classrooms (Social & Behavioral Sciences)	Facilities Leasing and Scheduling
SCC Classrooms (Small College Complex)	Facilities Leasing and Scheduling
Conference Rooms in the ERC, LCH, SBS, WH (only for reservations after 4:00 p.m.)	Facilities Leasing and Scheduling
Recital Hall (LCH AI 03)	Facilities Leasing and Scheduling
ERC Forum (ERC Patio)	Facilities Leasing and Scheduling
Sculpture Garden	Facilities Leasing and Scheduling
University Theatre	Facilities Leasing and Scheduling
Soccer Field (South of the Gym)	Facilities Leasing and Scheduling
Parking Lots	Facilities Leasing and Scheduling
Gymnasium	Facilities Leasing/Athletics Dept.
Dance/Combative Room	Facilities Leasing/Athletics Dept.
Locker Rooms	Facilities Leasing/Athletics Dept.
Track	Facilities Leasing/Athletics Dept.
Baseball Field	Facilities Leasing/Athletics Dept.

Softball \Field

Facilities Leasing/Athletics Dept.

Activity Field (Soccer Field)

Facilities Leasing/Athletics Dept.

Pool

Facilities Leasing/Athletics Dept.

Tennis Courts

Facilities Leasing/Athletics Dept.

Computer Labs

Scheduling Office (LSU)

Campus Phone Numbers:

1. Facilities Leasing and Scheduling:

310/243-2231

2. Office of Procurement and Contracts

310/243-3799

3. Loker Student Union, Scheduling Office

310/243-3854

ATTACHMENT B
UNIVERSITY-SPONSORED, CO-SPONSORED AND NON-SPONSORED DESCRIPTIONS

1. An event is “University-sponsored” if:
 - a. Activity is developed, controlled, and staffed by University departments or units and their employees (or official subcontractors) acting within the scope of their employment;
 - b. Income and revenues, if any, are paid directly to, and are disbursed by, a University entity or auxiliary organization, in accordance with University and CSU regulations;
 - c. All surplus revenues after expenses are disbursed to University departments, programs or accounts, to further the University's educational mission; and
 - d. Event has been approved by the appropriate Vice President or by the Dean of the college having jurisdiction over the sponsoring unit, or by another authorized official.

2. An event is “co-sponsored” by a University unit or group if:
 - a. Activity is developed, controlled and staffed by University departments or units and an incorporated or formally structured non-University organization, pursuant to a formal written agreement between them; or the event is intended primarily for a University audience including the co-sponsoring University unit, and is presented pursuant to a formal agreement between the sponsor and the cosponsoring University unit;
 - b. Salaries, fees, and other program and personnel costs, and financial benefit to the co-sponsoring University unit, are identified and specified in the agreement;
 - c. Revenues are paid into and disbursed by a University unit or auxiliary organization in accordance with University and CSU regulations; and
 - d. Event has been approved by the appropriate Vice President, or by the Dean of the college having jurisdiction over the co-sponsoring unit, or by other authorized official.

3. An event is “non-sponsored” (even though it may be endorsed by a University unit or official) if either of these is true:
 - a. An authorized University administrative office does not exercise a reasonable amount of participation in and control over the planning, staffing, and fiscal activities of the program; or
 - b. Monies generated by the program are not paid into, disbursed from, and subject to the fiscal and audit controls of a University entity or auxiliary organization.