



**Events & Facilities Use Office**  
**Division of Administration & Finance**

# Authority

- Executive Order 1000
  - Delegation of authority through the President to the CFO to ensure costs incurred for services, products, and facilities are recovered:  
<http://www.calstate.edu/EO/EO-1000.html>
- Audit Report 11-27  
[http://www.calstate.edu/audit/audit\\_reports/doa/2011/1127DOAFullerton.pdf](http://www.calstate.edu/audit/audit_reports/doa/2011/1127DOAFullerton.pdf)

# Audit 11-27 Findings

- Update campus policies & procedures;
- Revise delegation of authority to define which individuals are authorized to approve short-term leases;
- Revise contract language to include standard provisions for possessory interest;
- Approved fees charged for facilities use; ensure fees are charged accordingly;
- Ensure agreements are properly approved.

# CSU Requirements for Facility Use

- Funds will be reallocated to maintain campus facilities
  - A central account will be established and administered by the Vice President of Administration & Finance/CFO
  - Events & Facilities Use Advisory Committee will provide recommendations on how revenues will be allocated
- Charges will be assessed to recover all costs including, but not limited to rental fees and labor cost

# CSU Requirements for Facility Use

- Must have
  - Fully executed facilities use agreement from Contracts and Procurement (C&P)
    - C&P is the only department authorized to issue university agreements
  - Acceptable Certificate of Insurance
- Campus departments must obtain the necessary use agreement. If they do not, the department will be financially responsible for any exposure to risk and liability
  - Damages will be paid from division/department funds
- Facilities Use Requirements do not apply to University recognized student organizations (unless the club or organization co-sponsors an event with an off-campus entity)

# Functions of the Events & Facilities Use Office

- Establish policies and procedures
- Work with event sponsors and the appropriate university offices to comply with audit findings
- Establish a “one stop shop” to assist campus departments and off-campus entities interested in using university facilities for events
- Provide clear, concise information and instructions