



CALIFORNIA STATE UNIVERSITY, FULLERTON

Office of the Vice President for Administration and Finance

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MEMORANDUM

DATE: December 04, 2013
TO: Campus Community
FROM: Stephen G. Garcia, Interim Vice President for Administration & Finance/CFO
SUBJECT: Events & Facilities Use Planning Office

Effective fall 2013 the Events & Facility Use Planning Office has been established within the Administration & Finance Division per Executive Order 1000-Delegation of Fiscal Authority and Responsibility. This office is temporarily located in the Vice President for Administration and Finance/CFO Office, Langsdorf Hall 802.

The Events & Facilities Use Planning Office is under the direction of Joseph Ferrer, Facility Use Officer, and Jacki Drumm, Program Analyst. The office will manage the use of state supported facilities for events. Events controlled by University recognized student organizations will be exempt from facilities use fees.

The function of the Events & Facility Use Planning Office will serve the campus in the following capacities:

- Act as liaison between event hosts and campus entities/venue managers;
- Coordinate with responsible campus departments regarding cost recovery and the issuance of facilities use agreements for use of state funded facilities;
- Process facilities use requests; determine appropriate fees and necessary documents.

An advisory committee composed of a representative from each division and one college dean along with ex-officio members has been established to provide recommendations to the Vice President for Administration and Finance/CFO in relation to facilities use policies, fees, and revenue allocation.

For more information, please contact Jacki Drumm at extension 8357 or visit the Events & Facilities Use Planning Office website at <http://facilitiesuse.fullerton.edu>.

SGG/jtd

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