



# **FACILITIES USE MANUAL**

**November 2016**

The Board of Trustees of the California State University has delegated to campus presidents the responsibility and authority to regulate all uses of University buildings and grounds (“facilities”). Pursuant to this authority, the President of California State University, Fullerton has approved this Facilities Use Manual to serve as a reference for students, faculty and staff as well as community members regarding the University’s policies and procedures for scheduling and using University facilities. The policies and procedures noted are subject to change at any time through the normal policymaking processes of the University. Through the release of this Manual, the President delegates to the positions outlined below the authority set forth below.

## **I. UNIVERSITY FACILITIES**

The procedures set forth in this Manual govern the scheduling and use of all University owned facilities. “Facilities” includes any facility owned, leased or controlled by the University, including Housing & Residence Life, and facilities owned by the Auxiliary Services Corporation (ASC) and leased to the University. This Manual does not apply to those areas leased to the Associated Students, Inc. (ASI) and the ASC (Commons Patio Area). However, the Vice President for Student Affairs and the Vice President for Administration & Finance will ensure that the use of any University facility or any other facility owned by or leased to the ASI or the ASC (respectively) complies with all of the procedures and policies set forth in this Manual.

The right to use University facilities does not confer the right to use the University name or marks, or imply University sponsorship or endorsement of an event.

## **II. USE OF UNIVERSITY FACILITIES**

### **A. Appropriate Uses**

University facilities may be scheduled only for uses that are consistent with the University’s Mission and Goals and the University Strategic Plan, and that comply with all applicable federal and state laws and regulations, and any system and University policies regarding such use. The University reserves the right to impose time, place and

manner limits for any use of any University facility. The University may terminate a reservation before or during the conduct of an activity, if an appropriate campus administrator determines that serious damage or liability may result or the use could endanger the health and safety of persons, interfere with the operation of the University, or infringe upon the rights of others.

## **B. Inappropriate Uses**

The University will restrict or deny use of its facilities when the proposed use:

1. Conflicts or competes with the University's regular instructional activity, or is inconsistent with the Mission & Goals, Strategic Plan, image or academic integrity of the University
2. Conflicts with supplemental educational/instructionally related programs or non-instructional events already scheduled or anticipated
3. Presents a clear and present danger to the orderly operation or peace of the University, or would present real or potential harm, injury or liability to sponsors, participants, or campus personnel or property for which the University cannot conveniently provide adequate safety, protection or security
4. Involves a group whose membership is, or which would permit attendance at the event to be, in any way restricted on the basis of race, color, age, disability, religion, sex, sexual orientation, marital status or national origin; or if the stated purpose or usual activities of the group are inconsistent with University policies and goals
5. Implies University or state endorsement/support of a religious, political or ideological group
6. Incorporates instruction that is not consistent with and appropriate to University standards
7. Is managed by sponsors or organizers who are not visibly qualified, financed, or knowledgeable to ensure the integrity, professional credibility or fiscal stability of the event
8. Requires personnel or resources to arrange, manage, coordinate or monitor beyond the University's ability to provide

9. Involves individuals under 18 and there is insufficient adult supervision
10. Represents unfair competition with local business
11. Is planned during a period when the University is normally not operating or is operating at minimum levels, or if the applicant has insufficient means to reimburse fully all costs associated with the use
12. Is a fundraiser by a group not specifically provided for in this Manual; or
13. Is by a group which is using another group's name, or which has changed its name, after being denied access because of previous improper acts or other violations

**C. Use by Individuals or Groups not associated with the University**

The University is committed to supporting the intellectual and cultural life of the surrounding community. The University recognizes that its facilities are not widely or readily available through other agencies, and use of University facilities by individuals or groups not associated with the University may result in various benefits to the University, its programs, its budgets and the morale of its students, faculty and staff. The University will review these requests in light of availability of space, impact on University budgets and personnel, and the educational value or purpose of the event.

**D. Fundraising**

The use of University facilities for fundraising activities must be consistent with the image and integrity of the University and reimburse the University for all costs as required by law.

University organizations may fundraise using a University facility only for their own purposes (net proceeds must remain within the University community and be used only for the benefit of the sponsoring group or of some other approved University entity). Individuals and groups not associated with the University may fundraise using a rented University facility or when selling publications not available through the campus bookstore as allowed by Title 5. Individuals or groups who desire to sell such materials must properly reserve an appropriate University facility, file a copy of the literature

available for sale and comply with all “manner” limitations set forth in President’s Directive No. 2 (<http://president.fullerton.edu/directives/directive2.aspx>) with respect to commercial transactions, solicitation, commercial solicitation.

#### **E. Commercial Transactions**

Commercial transactions and the display of property or services for sale on campus by individuals or groups not associated with or sponsored by the University are prohibited unless the proposed activity aids achievement of the educational objectives of the University, does not unreasonably interfere with the operation of the campus and is not prohibited by law. The Vice President for Administration & Finance must approve any such activities.

### **III. SCHEDULING UNIVERSITY FACILITIES**

The Vice President for Administration & Finance has been delegated the responsibility for maintaining and managing the use of all University facilities as noted above. This responsibility includes approving all fees associated with the use of University facilities, including the amount of any fee. The University’s Facilities Use Officer is responsible for developing policies and procedures pertaining to the coordination and scheduling of all University facilities, including those areas managed by the Student Life & Leadership and ASI and ensuring that any such use complies with this Manual.

The Vice President for Administration & Finance has delegated scheduling authority for the University facilities set forth below to the designated academic or administrative units. In addition, the Vice President has assigned other University facilities (such as conference rooms, laboratories, studios and galleries) for the specific and ongoing use of a particular academic or administrative unit. Any academic or administrative unit assigned such space is responsible for scheduling its use. However, only staff in Contracts & Procurement have been delegated the authority to execute agreements with outside parties requesting the use of University facilities. The Vice President will review such agreements as necessary.

<b>Venue</b>	<b>Scheduling Office/Coordinator</b>
General-use classrooms	University Scheduling (Ext. 2381)
Gym, Physical Education Facilities, Recreational Fields, Baseball and Softball Facilities, Titan Stadium, Track, Tennis Courts, and Golf Practice Facility	Athletics Director or Designee (Ext. 2777)
Quad, Titan Walk, Academic Building Patios and Outdoor Space other than Athletic Fields	Student Life & Leadership (Ext. 7622)
Performing Arts Center	Dean, College of the Arts or Designee (Ext. 4807 or 3553)
Parking Lots	Director, Parking and Transportation Services (Ext. 3082)
Titan Student Union and Becker Amphitheater	Executive Director, Titan Student Union or Designee (Ext. 5867)
Golleher House	Alumni House Director or Designee (Ext. 2586)
Student Housing	Housing & Residence Life Director or Designee (Ext. 2168)

In addition to the responsibilities outlined above, the Student Life & Leadership is responsible for reviewing requests by any student or student group requesting the use of a University facility.

Any request to use a University facility not mentioned or described above will be reviewed by the Facilities Use Officer utilizing the policies and procedures set forth in this Manual.

#### **IV. USE REVIEW**

The Vice President for Administration & Finance has final approval for the use of any University facility. No other individual or office may schedule the use of University facilities unless the President has granted this authority in writing. Any other individual allowing programs to occur on University facilities, or equipment or personnel to be used will be held accountable for costs and could be held personally liable for injuries or accidents resulting from such unauthorized use.

The following University offices or administrators will review and make recommendations concerning any request to use any University facilities.

##### **A. Facilities Use Officer**

The Facilities Use Officer is responsible for (a) ensuring that any proposed use of University facilities is an appropriate use; (b) developing and maintaining a schedule of rental rates and other charges for the use of all University facilities except those areas leased to the ASI; (c) marketing the use of University facilities; and (d) chairing the University's Facilities Use Advisory Committee. The rate schedule will include reimbursement of the costs of materials, upkeep and repair; additional custodial services and supplies needed to restore facilities to normal use; University Police and parking services; technical services; and other types of staffing assistance as needed for the type of event.

The Facilities Use Officer will consult with University Counsel, University Risk Management, and Environmental Health & Safety as needed when reviewing proposed uses to control the risk of loss and to avert, minimize, or transfer liability for such risks.

## **B. Contracts and Procurement**

Any use of a University facility may occur only after the execution and issuance of a formal lease, license or use agreement approved by Contracts and Procurement.

## **C. University Police**

The University Police Department performs a risk assessment of each proposed event to identify security resources required to mitigate risks associated with the event. If necessary, a pre-event coordination meeting will be held involving event sponsors and representatives from affected on-campus departments.

The requirement of security at events is based on an assessment of the characteristics of the event, which include but are not limited to the following:

- The type of event
- Past history of the event or similar events on this campus or similar venues
- Type or amount of pre-event publicity
- Alcohol use
- Expected attendance (number and demographics)

If a determination is made that security is required, security will consist of one or a combination of the following depending on the risks associated with an event: police officers, outside security, community service officers, and organization volunteers. The Chief of University Police must approve in writing the use of all outside security personnel.

## **D. Facilities Management**

Facilities Management is responsible for the maintenance and operation of all University facilities, except for those owned by and/or leased to the ASC or the ASI. Facilities Management's assessment of a proposed activity includes reviewing the following:

- Landscape Services – Field preparation, repair of damaged landscaping, sprinkler operation
- Custodial Services – Restroom maintenance, event clean up, trash removal.
- Building Trades - Electrical and plumbing support before, during, and after events
- Central Plant - Adjustment of heating and cooling needs
- Logistical Services - Moving services
- Building Access

Because these services are typically non-maintenance in nature, Facilities Management must, by law, charge for services not included in daily maintenance procedures.

#### **E. Parking & Transportation**

To provide sufficient parking resources to meet the daily demands of the University's mission, a minimum of ten business days before an event should be provided for Parking and Transportation to determine if the event parking needs can be accommodated.

Parking & Transportation reserves the right, at any time, to assign, limit or restrict access to parking facilities depending on campus needs and parking space availability.

Additional fees for parking and traffic control (parking officers, barricades, flares, traffic cones, and signage) depend upon the time, date and nature of the event.

If the parking demand created by the instructional activities of the University cannot be met because of a co-sponsored or non-sponsored event, the University may prohibit the latter event.

#### **V. USE PRIORITIES**

The University has established use priorities to ensure the availability of University facilities to serve the University's academic program. However, a priority ranking does not imply a right to "bump" a previously scheduled event.

The University will apply the following priority rankings when addressing multiple requests to use University facilities other than an athletic venue or performing arts facility:

**A. The Regular University Instructional Program**

Full-time enrollment-generating instructional programs identified in the University catalog and/or the University class schedule have the highest priority at all times. Requests from other programs and activities will not be reviewed until the University schedule coordinator, in consultation with the College Deans, has identified and filled all requests for instructional space for the upcoming academic semester.

**B. Key Instructional Support Activities**

Activities that support the regular University instructional program such as registration, fee payment, change of program, and other administrative processes of the Office of Admissions and Records; academic advising; general testing programs; University, college, departmental and committee meetings; commencement; convocation; student recruitment programs; and emergency repairs to University facilities are next in priority.

**C. Supplemental Educational/Instructionally-Related Programs and Activities**

Activities that enhance or complement the regularly scheduled University instructional program are next in priority, and they include but are not limited to the following:

1. Activities not directly related to the regular University instructional program, but sponsored by University-recognized organizations (including support groups) and intended primarily for a campus audience. These include but are not limited to cultural events such as concerts, plays and performances; musicals; forensics; films; and intercollegiate athletic events
2. University sponsored fundraising and promotional events approved by the Vice President for University Advancement;
3. Student Recreation Center programs and activities for students, faculty, and staff; and
4. Office of Extended Education programs. Programs, clinics, and workshops operated primarily for the benefit of the general public fall outside of this category.

#### **D. Supplemental Programs for the General Public**

These include:

1. Community service, public service, and public relations activities of CSUF programs, colleges, departments, offices
2. Extended Education programs, workshops, or clinics operated primarily as a public service or for the benefit of the general public
3. Activities of student/employee clubs and organizations, and/or University auxiliaries, for the leisure, social, and recreational pursuits of their members and those pursuits associated with the entertainment phases of University life
4. Professional development programs of professional and research societies not sponsored or actively endorsed by the University; and
5. Supplemental Educational programs sponsored by governmental agencies and intended primarily for the general public or non-University community

#### **E. Non-Instructional Activities**

These include:

1. Non-University recreational or athletic camps and clinics
2. Non-instructional activities of non-University groups, even if University-related, and of government agencies when the activity is not co-sponsored by the University
3. Special local, state, regional, or national tournaments, exhibitions, contests, or meetings which enhance the public image and service mission of the University or indirectly promote University recruitment
4. Special local, state, regional, or national tournaments, exhibitions, contests, or meetings which do not actively promote the interests of the University
5. Non-profit activities of non-University, non-profit groups; and
6. Profit-making activities of non-University groups

Items in each of these six categories share equal priority with all other items in the same category. University-sponsored uses have scheduling priority over all uses, and uses co-

sponsored by the University have priority over non-sponsored activities. Appendix II contains the definitions of terms, “University-sponsored, Co-sponsored, and Non-sponsored.” Use of any specialized or special-use facility will normally be granted to a University-sponsored or co-sponsored activity that is most closely consistent with the facility's designated purpose.

#### **F. Athletic Venues**

The University will apply the following priority rankings when addressing multiple requests to use an athletic venue:

1. Regularly scheduled instructional programs and activities, including winter and summer sessions
2. Scheduled NCAA intercollegiate athletic events, including NCAA and Big West post-season events
3. Scheduled NCAA intercollegiate athletics practices including NCAA and Big West post-season practices
4. Club sports and University recognized clubs and student organizations
5. Regularly scheduled student recreation activities and programs, including intramural sports. During the noon hour Monday through Friday, recreational activities of ASI have first priority for use of the Athletic venues, except by mutual agreement of the Executive Director of Associated Students, Inc., the Chair of Kinesiology & Health Science (KHS) and the Director of Athletics
6. Special events sponsored or co-sponsored by KHS, the Athletic Department, or ASI (including fundraisers)
7. Extended Education classes and/or activities
8. Events or activities of an individual or group not associated with the University and not co-sponsored by the University

#### **G. Performing Arts Facilities**

The University will apply the following priority rankings when addressing multiple requests to use a performing arts facility:

1. Regularly scheduled classes of the Music and Theatre Departments
2. Regularly scheduled College of the Arts practices and rehearsals, and College of the Arts events, including public service programs
3. Regularly scheduled events intended for the entire University community
4. Special University-sponsored or co-sponsored events, including Extended Education programs, intended for the University community
5. University-sponsored or co-sponsored events, including Extended Education programs, intended for the general public
6. Events or activities of an individual or group not associated with the University and not co-sponsored by the University

## **VI. RESOLUTION OF SCHEDULING CONFLICTS**

### **A. University Facilities (excluding Athletic Venues and Performing Arts Facilities)**

Scheduling conflicts created when two activities are proposed for the same space; noise or crowds from one activity may interfere with another activity in the same vicinity; or parking needs of one activity will limit parking for another activity will be resolved as follows:

1. If applicants are from the same department: by the department chair, with right of appeal to the dean
2. If applicants are from different departments of the same College: by mutual agreement of department chairs or by the relevant dean
3. If applicants are from different Colleges: by mutual agreement of department chairs or by the relevant deans, with the concurrence of the Vice President for Academic Affairs
4. If applicants are student organizations: by the Vice President for Student Affairs
5. If between Faculty/Staff and/or non-University groups: by the appropriate Vice Presidents

## **B. Athletic Venues**

Scheduling conflicts created when two activities are proposed for the same space; noise or crowds from one activity may interfere with another activity in the same vicinity; or parking needs of one activity will limit parking for another activity will be resolved as follows:

1. If between units or departments within the College of Health and Human Development (HHD): by that Dean, with right of appeal to the Vice President for Academic Affairs
2. If involving units or departments outside the College of HHD, by mutual agreement of involved or relevant deans/directors, with right of appeal to the appropriate Vice President(s)

## **C. Performing Arts Facilities**

Scheduling conflicts created when two activities are proposed for the same space, noise or crowds from one activity may interfere with another activity in the same vicinity, or two activities would require the same parking spaces will be resolved as follows:

1. If between units or departments within the College of the Arts: by that Dean, with right of appeal to the Vice President for Academic Affairs
2. If involving units or departments outside the College of the Arts, by mutual agreement of involved or relevant deans/directors with the concurrence of the Dean of the College of the Arts, with right of appeal to the appropriate Vice President(s)

## **VII. FACILITIES USE ADVISORY COMMITTEE**

A. The Facilities Use Advisory Committee will advise on issues related to matters covered by this Manual.

B. The Vice President of Administration and Finance may direct the Facilities Use Advisory Committee to review and give advice on unresolved conflicts or on appeals

against decisions made concerning facility scheduling. In all cases, the decision of the Vice President of Administration and Finance is final.

C. The Facilities Use Advisory Committee is comprised of:

- Facilities Use Officer
- Facilities Use Program Analyst
- Student Life & Leadership
- University Police Department
- Academic Affairs: Provost
- Human Resource, Diversity & Inclusion: Risk Manager

## APPENDIX I SELECTED UNIVERSITY POLICIES

### CSU Fullerton Presidential Directives

**Directive Number 1:** University policy regarding the sale, furnishing without charge, and consumption of alcoholic beverages on campus.

<http://president.fullerton.edu/directives/directive1.aspx>

**Directive Number 2:** University policy regarding the commercial transactions, solicitation, and commercial solicitation on campus.

<http://president.fullerton.edu/directives/directive2.aspx>

**Directive Number 3:** University policy regarding the sale of published materials on campus.

<http://president.fullerton.edu/directives/directive3.aspx>

**Directive Number 4:** University policy regarding handbills and circulars on campus.

<http://president.fullerton.edu/directives/directive4.aspx>

**Directive Number 5:** University policy regarding public meetings, performances, rallies or similar public events on campus.

<http://president.fullerton.edu/directives/directive5.aspx>

**Directive Number 6:** University policy on the sale of food, beverages, merchandise and services.

<http://president.fullerton.edu/directives/directive6.aspx>

**Directive Number 7:** University policy on the marketing of alcoholic beverages on campus.

<http://president.fullerton.edu/directives/directive7.aspx>

**Use of Alcohol--Consumption of Beer and Wine**

<http://president.fullerton.edu/directives/directive1.aspx>

**Guidelines on Helicopter Landings and Departures on Campus**

<http://rmehs.fullerton.edu/riskmanagement/EventsAndActivities.php>

**Use of Facilities by Employee Organizations**

<http://rmehs.fullerton.edu/riskmanagement/UseOfUniversityFacilities.php>

**APPENDIX II**  
**UNIVERSITY-SPONSORED, CO-SPONSORED AND NON-SPONSORED**  
**DESCRIPTIONS**

1. An event is “University-sponsored” if:
  - Activity is developed, controlled, and staffed by University departments or units and their employees (or official subcontractors) acting within the scope of their employment;
  - 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;
  - All surplus revenues after expenses are disbursed to University departments, programs or accounts, to further the University's educational mission; and
  - 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:
  - 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 co-sponsoring University unit
  - Salaries, fees, and other program and personnel costs, and financial benefit to the co-sponsoring University unit, are identified and specified in the agreement
  - Revenues are paid into and disbursed by a University unit or auxiliary organization in accordance with University and CSU regulations; and
  - 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.

1. An event is “non-sponsored” (even though it may be endorsed by a University unit or official) if either of these is true:
  - 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
  - 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.