



Use of University Facilities Policy & Procedures

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| Policy Number: | OP 01-006 |
| Policy Administrator: | Director of University Affairs |
| Policy Initiator: | Director of University Affairs |
| Authority: | |
| Effective Date: | September 21, 2001 |
| Revised Date: | March 2015 |
| Approved: | President Thomas A. Cropper |
| Approval Signature: | /s/ |

Purpose:

This policy provides guidance for scheduling University facilities for standard University business, including on-campus and off-campus organizations requesting the use of University facilities outside of scheduled instruction.

Scope:

This policy and related procedures apply to the following events: meetings that include internal and external participants, programs, conferences, institutes, trainings, camps, university advancement, special events, socials, and other activities which are scheduled in University facilities.

This policy and related procedures apply to all faculty, staff, students, departments, recognized student organizations, auxiliary organizations, affiliated organizations, off-campus organizations, and individuals utilizing University facilities for Cal Maritime events or non-Cal Maritime events.

Accountability:

The Director of University Affairs in the Office of the President is responsible for administering this policy, ensuring compliance, and for overseeing the coordination of reserving all University space facilities for Cal Maritime.

Policy:

It is the policy of the California State University Maritime Academy (Cal Maritime) that all of its buildings and grounds will be used to their maximum design, capacity, and potential in support of the mission of the institution. Cal Maritime encourages the use of the campus facilities for events and meetings by internal and external groups provided that such events and meetings are consistent with the mission of Cal Maritime and those events do not violate federal, state or local law or any policy of regulation set by the Trustees of the California State University or Cal Maritime.

All entities are required **without exception** to fill out an Event Request through the 25Live web application except for outside entities, which will use a Facility Use Application provided by Conference and Event Services. The on-site event contact must be a Cal Maritime employee, Corps Officer, or Student Officer (with faculty/staff advisor) from a recognized Cal Maritime club or organization for student events.

A. Definitions

1. Auxiliary Organizations - The current recognized auxiliary organizations or independent operations of Cal Maritime are: Associated Students, Inc. (ASCMA), Extended Learning (SPEL), Cal Maritime Foundation, Inc., Dining Services, Housing, Conferences & Events, and the Bookstore.
2. Campus Organizations - All university departments, affiliated organizations, auxiliary organizations, and university-recognized faculty, staff, student, alumni, and development/support organizations.
3. Off-Campus Organizations - The following non-affiliated groups may use university facilities: governmental agencies, nonprofit, charitable, educational organizations, other educational and professional groups or individuals, and corporations.
4. Recognized Student Clubs and Organizations - Those student organizations who have met the criteria established by Cal Maritime for recognition as a student organization or club.
5. Facilities Use Application (FUApps) – The electronic or hardcopy forms requesting use of the facility on a specific date and time. A copy of this form is attached to this policy for reference.
6. Facilities Use Agreement (FUAgmts) - The electronic or hardcopy forms containing the terms and conditions for use of university facilities that are submitted to the Conference and Events Specialist. A copy of this form is attached to this policy for reference.

B. University Facilities

1. University Facilities include all buildings and properties owned or leased by the University, including outside areas.
2. Approval for the use of university facilities is subject to the availability and suitability of the space requested.
3. While the Conference and Events Office may rescind confirmed space on rare occasions, every effort will be made to accommodate campus needs in the best interests of the university.
4. Scheduling and confirming Cal Maritime and/or outside events in academic spaces is restricted until the classroom assignments have been made for each semester and for final exams.
5. Use of university facilities for commercial purposes is restricted.

C. Space Scheduling Priorities

1. Approval for use of university facilities is normally granted in the following priority order:
 - a. Regular university academic programs and related administrative activities (e.g. use which falls within the daily scope of business for the university and for instructional purposes).

- b. Broad university academic programs and academically related activities (e.g., drama and musical programs, intercollegiate meets and activities, ASCMA activities, extended education programs, and other programs that are an integral part of the academic program).
- c. Activities directly related to the advancement of the University's mission sponsored by campus organizations (e.g. events relating to the president or other activities fostering university advancement).
- d. Activities not directly related to the academic program, but intended primarily for a student and/or campus audience (e.g. international fairs, health fairs, career fairs, etc.).
- e. Events related to professional, cultural, or recreational phases of campus life (e.g. information tables, vendors, etc.).
- f. University co-sponsored activities (see Co-sponsored Events below)
- g. Activities supporting the University's educational mission sponsored by off-campus organizations.
- h. Outside organizations and individuals.

Procedure:

All meetings, events, and other activities are **not** considered confirmed until the University's scheduler has received all of the necessary approvals and any other pertinent information related to the event and has confirmed the event in the 25Live system, at which time the event will be placed on the University's Master Calendar.

- A. Protocol for **On-campus** Organizations, Departments, and/or Individuals Requesting Use of University Facilities
 1. On-campus organizations (university departments, affiliated organizations, auxiliary organizations, recognized student organizations, faculty, staff, students, alumni) must comply with all university, and/or auxiliary organization policies and procedures and pay all costs as invoiced by Conference and Events Services.
 - a. Use of Athletics Facilities must first be approved by the Athletics Department and all events and meetings are subject to approval based on the Athletics Schedule. Once approved by Athletics the Scheduler must approve the event with confirmation in the 25Live system so that the event can be placed onto the Master Calendar.
 - b. Use of the Dining Center, the Compass Room or any of its subdivisions must be approved by to the Conference and Events Specialist and is subject to the schedule of events already under contract in this space. Once approved by the Conference and Events Specialist, the Scheduler must approve the event within the 25Live system so the event is placed onto the Master Calendar.
 - c. Use of Library Facilities must be approved by the Dean of the Library and is subject to approval based on the Library Activities Schedule. Once approved by the Dean of the Library the Scheduler must approve the event with confirmation in the 25Live system so that the event can be placed onto the Master Calendar.
 - d. Use of the Training Ship Golden Beard (TSGB) must be approved by the Captain of the ship and is subject to already existing events and activities. Once approved by the Captain, the Scheduler must approve the event with confirmation in the 25Live system.
 - e. Use of the conference rooms in the TITLE TBD must be approved by the Dean of Student Development or designee and is subject to approval based on the various activities that routinely and periodically occur in admissions, careers services, registrar, and financial aid. Once approved by the Dean of Student Development or designee, the Scheduler must approve the event within the 25Live system so the event is placed onto the Master Calendar. Please note that events and meetings of the functional student service areas listed above have priority of the space, regardless of when they may occur; therefore, other areas that may wish to use that space must be prepared to relocate to another meeting/event location on campus in order to accommodate the needs of the following departments: registrar, admissions, career services and financial aid.
 - f. All other University Facilities are subject to availability and may not interfere with scheduled instruction or exams. All events and meetings must be approved by the Scheduler with a confirmation from 25Live and will be placed on the Master Calendar.
 2. Requests for Facility Use
 - a. Campus organizations must complete an Event Request in 25Live for use of university facilities for campus events and/or meetings. All requests from on-campus departments must be made 60 days prior to the event and/or meeting and must receive

the appropriate authorizations as stated in the Facilities Space Approval Process section of this policy.

- b. Campus organizations are required to follow the campus policy on “ADA accommodations for Cal Maritime University Events”.
- c. The maximum amount of time that any events and/or meetings may be scheduled in advance is 12 months.
- d. The Conference and Events Office has authority to approve FUApps for Non-Academic Space.
- e. Individuals or groups using University facilities must adhere to policies regarding the use of facilities and are required to sign to that effect on the FUAgmts.
- f. Approval of an event is subject to review by Risk Management. Please reference Insurance for University Events Policy and Procedure for specific requirements for each event.
- g. Food Service – All food served on campus must be provided by Cal Maritime Dining Services or a caterer approved by the University. Please reference 3rd Party Catering Policy and Procedure for specific requirements for each event.
- h. Alcoholic Beverage Service:
 - i. Individuals or groups wishing to serve alcoholic beverages at an event must submit an Alcohol Request Form (attached at end of policy for reference) and follow the corresponding Alcohol Use Policy & Procedures. The Alcohol Request form should be turned in 14 days before an event in order for it to be approved.
 - ii. The President or his designee has final approval on any event planning to serve or sell alcohol.
- i. All persons using University facilities must comply with the Vallejo ordinance code on amplified sound.

B. Protocol for **Off-Campus** Organizations Requesting Use of University Facilities

1. Off-campus organizations must comply with all University, ASCMA, Corps, Cal Maritime and/or auxiliary organization policies and procedures and pay all costs as invoiced by the Conference and Events Office.
2. Organizations or businesses that have the possibility of training or research or a potential product that is a duplicate of Cal Maritime’s programs or competes with Cal Maritime or has that potential are directed to Sponsored Programs and Extended Learning (SPEL) for negotiation and contract execution.
3. Application for Facility Use
 - a. Off-campus organizations must file the following documents with the Conference and Events Office to request the use of university facilities for campus events:
 - i. FUApp form in hardcopy must be received by the Conference and Events Office no less than six (6) weeks prior to the event. This requirement may be waived if business warrants.
 - ii. Signed FUAgmt
 - iii. Certificate(s) of Insurance as evidence of required insurance (as detailed in Exhibit A of the FUAgmt.)
 - iv. Other documents may be required based on the nature of the event.
 - b. The maximum amount of time that events may be scheduled in advance is 12 months.
 - c. The Conference and Events office is the delegated authority to approve FUApps.
4. The Conference and Events Office provide interested users with facility utilization information and services for the scheduling of University facilities. Persons experienced in using University facilities generally plan directly with the Conference and Events Office.

5. Consultation, scheduling, and logistics are arranged with the appropriate facility coordinator.
 - a. The reservation will be placed into the 25Live system for approval by the Scheduler which will then allow the event to be placed on the Master Calendar. All events must be placed onto the Master Calendar.
6. Food Service
 - a. All food served on campus must be provided by Cal Maritime Dining Services or a caterer approved by the Enterprise Services Office. If the event is approved for food sales, the Cal Maritime Guidelines as listed in the FUApp must be followed. Please reference 3rd Party Catering Policy and Procedure for specific requirements for each event.
7. Alcoholic Beverage Service
 - a. Individuals or groups wishing to serve alcoholic beverages at an event must submit an Alcohol Request Form (attached at end of policy for reference) and follow the corresponding Alcohol Use Policy & Procedure. The Alcohol Request form should be turned in 14 days before an event in order for it to be approved.
 - b. The University reserves the right to remove any person or persons from the premises for violation of this policy.
 - c. A fully executed copy of the Alcohol Request Form must be received by the Conference and Events Office before a space reservation allowing alcohol will be confirmed.
 - d. If the use of alcohol is requested after an event has already had space confirmed, the reservation remains as a non-alcoholic event until the fully executed Alcohol Request Form has been received in the Conference and Events Office.
 - e. The President or his designee has final signature on all events that alcohol is being served.
8. Misuse of Facilities and Grounds
 - a. All campus facilities shall be used in accordance with federal, state, and local laws and shall not be used for the purpose of organizing or carrying out unlawful activities.
 - b. A misuse of campus facilities by anyone or the unauthorized use of facilities by employees or students is grounds for disciplinary action by the University and is considered a misdemeanor and punishable as such (California Education Code 89031).
 - c. All persons using University facilities must comply with the Vallejo ordinance code on amplified sound.
9. Financial Responsibilities
 - a. Off-campus organizations are required to provide deposit(s) as required in the FUAgmt.
 - b. Invoice balances are due within thirty (30) days of receipt.
10. FUApp is not complete until **all** parties have signed the request. A FUAgmt will be produced by the University and signed by the appropriate authority or designee.
11. Schedule of Cal Maritime Facilities and space fees shall be used for each external organization. Fees shall be reviewed and approved by the President or appropriate Vice President that oversee each facility.

- C. **Cancellation Requirements**
Cancellations are required to be made through the 25Live system or via email to the Scheduler except for events scheduled through Conference and Event Services in which a FUApp and FUAgmts has been filled out. In this case all cancellations must follow Conference and Event Services procedures.
- D. **Rates, Fees, and Charges**
1. The Rates and Charges Schedule, which is established by Conference and Events, includes reimbursement of the costs of maintenance, upkeep and repair; additional custodial services and supplies needed to restore facilities to their normal use; equipment; parking; university police; technical services; and other types of assistance as needed for the event.
 - a. Parking fees for conferences are per vehicle per day. Please reference Cal Maritime Parking Regulations.
 - b. University Police will determine the level of need for security at the event.
 - c. Technical Services – Includes IT (internet) and A/V Services (screens, microphones, podiums, etc.)
 - d. Custodial and Grounds Services
 - e. Insurance, permits and/or licenses
 2. Event organizers are responsible for the cost of any damage resulting from the event.
 3. Prior unpaid event charges must be paid in full before any subsequent request for use of facilities by the same group will be approved.
 4. Labor and other service costs will be charged regardless of funding source.
 5. The Cost Recovery Committee establishes rental rates with final approval by the VP of Administration & Finance.
 6. Event fees may be waived by the president.
- E. **Use of Name/Motion Picture/Video/Photography**
1. The approval to use the University's facilities does not confer the right to use the University's name nor does it imply that the University is acting as a sponsorship or endorsement of the event. The University's name and/or logo may be used only if it is in the best interest of the University as determined by the Director of Communications. All agreements for the use of University facilities shall include terms to insure that the University's name is protected.
 2. Use of university facilities, including those under license agreement to an auxiliary, for filming of motion pictures, video, or still photography is governed by procedures being written. Request for these items are referred to the President's office.
- F. **Use of State Funds for Hospitality Expenses**
1. Campus organizations that use state funds for hospitality expenses must follow the Hospitality Policy & Procedure found at <http://www.CSUM.edu/>.
 2. A completed Hospitality Form may be required before a space reservation request can be confirmed.

Cal Maritime Facilities Rental Rate Sheet

| FACILITY | CAPACITY Capacity | 2014-2015 Profit - Private | 2014-15 Non-Profit | 2014-2015 Dept. use, Staff Rate |
|---|-----------------------------|--|--|---|
| Classroom - 8 hr | 40 | 70 | 50 | 30 |
| Tech support - 2 hr min | | 30 | 30 | 30 |
| Extended Learning Lab | | | | |
| Formation Quad - 8 hr | 750 | 300 | 200 | 115 |
| Mayo Hall (court) - hr | | 70 | 50 | 45 |
| J.P. Rizza Auditorium | 499 | 660 | 525 | 290 |
| J.P. Rizza LOBBY | 50 | 515 | 400 | 225 |
| RIZZA total | | 1175 | 925 | 515 |
| | | | | |
| Compass Rose Room all second flr (East, Center, West) | 200 banquet, 150 conf | \$10 per person, or minimum \$1,800 | \$7 per person, or minimum \$1295 | \$4 per person, or minimum \$750 |
| Compass Room 1 (East) | 25 | 775 | 600 | 350 |
| Compass Room 2 (Center) | 112 | 1,125 | 825 | 485 |
| Compass Room 3 (West) | 40 | 775 | 600 | 350 |
| Prefunction Space - not rented separately | 40 | 500 | 500 | 350 |
| Dining Center 1st floor | | 1250 | 875 | 500 |
| Labs | | | | |
| Lawn at Dining Center | 200 | 865 | 625 | 375 |
| Student Center interior | 50 | 575 | 425 | 250 |
| TV lounge in Stu Center | 15 | 145 | 100 | 65 |
| Student Center with Patio | 75 | 865 | 625 | 375 |
| Stu Ctr w/ Patio and Lawn | 275 | 1,725 | 1,300 | 750 |
| Peachman Tech 146 - 8 hr | | 200 | 160 | 85 |
| ABS 102 | | 150 | 125 | 85 |
| Residence Halls - per person * | | | | |
| Simulation Center LOBBY | 50 | 260 | 200 | 115 |
| Sim lab - facility use Plus tech | | 100 | | |
| Sports Courts - hr | | 70 | 50 | 30 |
| Swimming Pool at Mayo Hall - hr | | 70 | 50 | 30 |
| Single Lawn | 50 | 200 | 150 | 85 |

Cal Maritime Athletics Facilities Rental Rate Sheet

| PEAC Rates | 2014-2015 | 2014-15 | 2014-2015 |
|--------------------------|------------------|------------|-----------------------|
| Space Offered | Profit - Private | Non-Profit | Dept. use, Staff Rate |
| PEAC conference room | 125 | 85 | 150 |
| Wet conference room | 50 | 30 | 70 |
| | | | |
| Half gym (per hour) | 50 | 50 | 50 |
| Half gym (half day) | 400 | 400 | 400 |
| Half gym (full day) | 750 | 750 | 750 |
| Large gym (per hour) | 100 | 100 | 100 |
| Large gym (half day) | 800 | 800 | 800 |
| Large gym (full day) | 1500 | 1500 | 1500 |
| Both gyms (per hour) | 150 | 150 | 150 |
| Both gyms (half day) | 1200 | 1200 | 1200 |
| Both gyms (full day) | 2250 | 2250 | 2250 |
| | | | |
| Bodnar Field (per hour) | 100 | 100 | 100 |
| Bodnar Field (full day) | 680 | 680 | 680 |

| Pool Rental Rates | Max Occupants | 2 Hour Block | Additional Hourly Rate |
|---|---------------|--------------|------------------------|
| <i>short course - yards</i> | | | |
| Full Pool (18 lanes) | 100 | \$300.00 | \$150.00 |
| Half Pool (9 lanes) | 50 | \$200.00 | \$125.00 |
| Third Pool (6 lanes) | 25 | \$133.33 | \$83.33 |
| Quarter Pool (4 lanes) | 25 | \$88.89 | \$55.56 |
| | | | |
| <i>long course - meters</i> | | | |
| Full Pool (8 lanes) | 100 | \$300.00 | \$150.00 |
| 3/4 Pool (6 lanes) | 50 | \$250.00 | \$137.50 |
| Half Pool (4 lanes) | 50 | \$200.00 | \$125.00 |
| Quarter Pool (2 lanes) | 25 | \$100.00 | \$62.50 |
| | | | |
| additional guards as needed (max 25 swimmers/guard) | 20/hr | | |