

## Facility Reservation Policy

### 1) Users and Groups Authorized to Use Loker Student Union Facilities

- Loker Student Union, Inc.
  - The Loker Student Union (LSU) Board of Directors (BOD) and official subcommittees. LSU staff conducting official LSU business.
- Officially Recognized Student Clubs & Organizations
  - Student clubs and organizations who have completed the registration process through the Office of Student Life (OSL) and which are recognized as an active club in good standing.
  - Student organizations who fail to renew officially recognized status by the established deadline date shall lose all reservation privileges and all existing reservations shall be automatically cancelled.
  - Only individuals listed on official recognition documents provided by the Office of Student Life may make reservations.
  - LSU may limit the number of reservations a student organization may make for reoccurring assemblies. Designated rooms, including but not limited to the Dominguez Ballroom, may be subject to a pre-determined number of reservations per semester.
- Associated Students, Inc.
  - Associated Students, Inc. (ASI) staff conducting official ASI business.
  - LSU may limit the number of reservations for reoccurring assemblies. Designated rooms, including but not limited to the Dominguez Ballroom, may be subject to a pre-determined number of reservations per semester.
- CSUDH Departments & Recognized On-Campus Groups
  - Groups conducting official California State University, Dominguez Hills (CSUDH) business, including CSUDH offices, departments, colleges, administrative units, recognized faculty and staff committees and boards, and CSU Chancellor and Trustees.
  - LSU may limit the number of reservations for reoccurring assemblies. Designated rooms, including but not limited to the Dominguez Ballroom, may be subject to a pre-determined number of reservations per semester.
- External Groups, Commercial Filming and Private Use
  - All other groups.
  - Private users include off-campus and campus community members, students, faculty, staff and alumni scheduling facilities for private, non-official, non-CSUDH related programs and activities.
  - Commercial filming includes professional, independent, and non-academic CSUDH student film productions.
  - LSU may limit the number of reservations for reoccurring assemblies. Designated rooms, including but not limited to the Dominguez Ballroom, may be subject to a pre-determined number of reservations per semester.
- The Director/designee reserves the right to determine the category that best fits the user or user group.

## 2) Reservation Scheduling Priorities

- First Priority – The following users and groups are allowed to make reservation requests as needed and with no restrictions:
  - Loker Student Union, Inc.
- Second Priority – The following users and groups are allowed to make reservation requests up to 14 months in advance:
  - Officially Recognized Student Clubs & Organizations
  - Associated Students, Inc.
- Third Priority – The following users and groups are allowed to make reservation requests up to 13 months in advance:
  - CSUDH Departments & Recognized On-Campus Groups
- Fourth Priority – The following users and groups are allowed to make reservation requests up to 12 months in advance:
  - External Groups, Commercial Filming and Private Use

## 3) Reservation Process

- Users seeking to make a reservation can do so via the following methods:
  - Reservation Request Form – May be submitted in person, via e-mail, phone or fax.
  - EMS Web App – Restricted to LSU, ASI, officially recognized student clubs and organizations, campus departments, and recognized on-campus groups.
- Reservation Deadlines - All facilities must be scheduled in advance, and all details associated with the use of facilities must be completed according to the following deadlines:
  - Meetings – Single meeting room or combo room use with no special staffing or set up needs, using basic audio/visual (A/V), and with no catering or alcohol service must be submitted a minimum of three (3) business days in advance. Event details must be finalized no later than two (2) business days prior to the meeting.
  - Minor Events – Multiple meeting room(s), ballroom and/or outdoor space use with no building hour exceptions or dedicated staffing needs, and with no alcohol service must be submitted a minimum of fifteen (15) business days in advance. Event details must be finalized no later than ten (10) business days prior to the event.
  - Major Events – Any event requiring dedicated staffing or custom set up, complex A/V, alcohol service, and/or requiring insurance must be submitted a minimum of thirty (30) business days in advance. Event details must be finalized no later than fifteen (15) business days prior to the event.
- Once a reservation request has been submitted, a copy of a tentative reservation shall be sent to the primary contact person for the event. This form shall outline the name of the event, date and time, number of people in attendance, furniture and equipment setup details, and estimated fees. It is the responsibility of the primary contact person to verify all details before signing and returning this form to Reservations and Event Services (RES).
- Reservation Statuses:
  - Request – All reservation requests shall be strictly considered a request until RES can verify eligibility and availability.

- Tentative – Requests become tentative reservations when eligibility and availability have been verified.
- Confirmed – Tentative reservations are confirmed when all necessary event details are provided, all necessary payments are made, and all necessary paperwork is signed and submitted,
- Waitlist – Requests may be placed on the waitlist if a desired event location is unavailable. Only one (1) request can be added to the waitlist per meeting and event space. A request on the waitlist is not considered a reservation.
- Any change to the reservation after the deadline may result in additional fees. Accommodation of changes requested after the deadline are subject to facility and staff availability.
- Reservations are subject to cancellation if supporting documents, event details, payments, and/or signatures are not submitted by the established deadline, or if required pre-event planning meetings do not take place before the deadline.
- Reservations are made on a first come, first served basis.

#### 4) Pre-Event Planning Meeting

- A pre-event planning meeting may be required for any event held within LSU premises at the discretion of LSU. Pre-event planning meetings may include, but are not limited to, representatives from the LSU, Office of Student Life, Campus Dining Services, Risk Management and Environmental Health and Safety, and University Police, Parking and Transportation Services.

#### 5) Liability and Insurance

- Users must agree to indemnify, defend and hold harmless the LSU, CSUDH and their officers, employees and agents against all claims, loss or liability arising from damage to or destruction of property, injury, or death to persons occurring because of or related to their reservation(s), use of the LSU facility or use of furniture and/or equipment.
- Depending on the nature and scope of the facility use, the user may be required to furnish a certificate of insurance naming LSU as additionally insured with a general liability limit of no less than one million dollars (\$1,000,000.00). Proof of workers compensation insurance may also be required. Certificate of insurance must have an AM Best A+ or better rating. Required certificates must be received by LSU no later fifteen (15) business days prior to the event.
- Failure to submit acceptable insurance when required may lead to automatic cancellation of the reservation regardless of user.

#### 6) Public Area Reservations

- The following public areas are available for reservations:
  - Palm Courtyard, South Lounge Patio, Lower Level South Patio, Lower Level North Patio and Stage, LSU North Lawn and Patio, East Walkway

- The ballroom Pre-function Space may be reserved only when booked with the Ballroom
  - The Games Room may be reserved only during non-operating hours
- The use of any other public space may be allowed, on an exception basis, for activities which do not conflict with the intended purpose of the area being reserved, or with the general use of the facility.
- Certain furniture in public spaces may not be relocated. Items that can be relocated must be coordinated in advance with prior approval.
- Use of the East Walkway is limited to twelve (12) individual 10' x 10' spaces, as outlined by RES.

#### 7) Facility Use and Availability

- Unless prior arrangements are made, meeting and event spaces are available to reserve one-half (1/2) hour after building opening until one-half (1/2) hour prior to building closing.
- LSU facilities shall not be used for instructional activities of courses scheduled by the University.
- Unless deemed urgent or necessary by the Director/designee, LSU facilities shall not be reserved during scheduled building closures or holidays to allow for major cleaning and/or routine maintenance.
- Rooms and/or spaces may be placed off-line as determined by LSU management to accommodate maintenance and cleaning, without prior public notice.
- LSU reserves the right to change room assignments as deemed necessary to accommodate as many reservations as possible.
- In the interest of public safety, LSU reserves the right to cancel reservations or modify the extent of services provided in the event of utility interruptions, campus emergencies, threat of imminent danger, and/or acts of nature.
- Room occupancy levels are set in accordance with State fire regulations and shall be enforced by LSU staff.

#### 8) Audio/Visual Equipment

- A limited inventory of audio/visual equipment is available. Users wishing to use LSU-owned equipment must request it in advance, within the deadlines outlined above. Equipment is subject to availability and may only be used within LSU premises.
- Users wishing to provide their own, or third-party-owned, audio/visual equipment are responsible for making all necessary arrangements, and are responsible for any associated costs. User or third-party-provided equipment must be self-contained and shall not be permitted to be plugged in to any LSU-owned equipment. LSU assumes no responsibility, and shall not handle, operate, or troubleshoot any equipment supplied by the user or a third party.
- Fog/smoke machines, or any equipment that may activate fire alarms, are prohibited in the facility.

## 9) Amplified Sound

- In order to minimize disruption to classes, university business and other events, LSU must approve any event requiring amplified sound. Amplified sound must comply with University policies.
- Events requiring amplified sound may only be scheduled in approved areas of the LSU. Consideration may be given to other scheduled activities and to the volume level required.

## 10) Set Up and Tear Down

- Facility preparation for all reservations occurring within LSU premises is the responsibility of authorized LSU staff. Users reserving LSU facilities may not elect to provide their own set up or tear down.
- Only authorized LSU staff shall handle and operate furniture and equipment owned by the LSU, and are the only persons permitted in areas where set up, tear down, or repair and maintenance are in progress.
- Should the LSU allow a third party service provider to conduct set up and tear down of additional furniture and equipment, the user shall be responsible for making all necessary arrangements. LSU staff shall not handle, operate, or troubleshoot said equipment. It is the responsibility of the user to ensure that third party service provider access times, furniture and equipment do not exceed reservation hours. LSU shall not store furniture or equipment that is not removed by a third party service provider.
- LSU does not loan ladders or hydraulic lifts. Users and groups requiring assistance requiring this type of equipment must arrange it in advance with RES. Only authorized LSU staff are allowed to operate LSU owned equipment. Additional fees may apply.
- Some events may require the use of protective floor and/or wall coverings to be set by LSU staff. Additional material and labor fees may apply.

## 11) Decorations and Signage

- Decorations may not obstruct entrances and exits and must allow for emergency egress at all times.
- Decorations with open flame and/or which smoke shall not be permitted.
- Directional signage must be placed on sign holders provided by LSU, and may only be placed in designated areas. Use of LSU sign holders must be requested in advance and are subject to availability.
- Decorations may only be adhered using painter's tape. Balloons must be tied to weights and cannot be tied to furniture, equipment, hand railings, or the building.
- Use of confetti, paint, chalk, tacks, nails, or any other items that may cause damage to the facility, furniture, or equipment are strictly prohibited.
- LSU does not accept any responsibility for lost, stolen, or damaged articles.
- User must remove all decorations and signage at the conclusion of the event. Any decorations and/or signage left within LSU premises shall be discarded.
- Decorations and/or signage which cause damage and/or require cleaning may result in additional charges.

## 12) Cleaning

- It is the responsibility of the user to leave all reserved facilities in their original condition. Facilities that require excessive cleaning, at the discretion of the LSU, shall be cleaned by LSU and shall be charged back to the user. Excessive cleaning includes, but is not limited to, excessive trash, boxes, pamphlets, supplies, or other event materials, removal of flyers, posters, or directional signs, anything affixed, attached, or sprayed on walls, floors, windows and doors, cleaning of spills and removal of leftover food.

## 13) Storage

- LSU may at its sole discretion accept, receive, and hold user owned property for temporary storage at the request of the user. However, LSU makes no claims, guarantees, or promises that such property will be safe from vandalism, damage, theft, or loss. LSU shall not be liable for any direct, indirect, incidental, punitive or consequential damages that result from vandalism, damage, theft, loss, use of or inability to use such property by the user.
- Storage areas located within LSU may only be accessed by LSU staff.
- Requests for storage must be made no later than two (2) business in advance and are not guaranteed.

## 14) Event Personnel

- LSU staff are required to be in the facility during all scheduled reservation times. For reservations taking place outside of LSU operating hours, LSU staff shall be scheduled a minimum of one-half (1/2) hour prior to event reservation start time and one-half (1/2) hour after the last person leaves the facility.
- Additional staff including, but not limited to, dedicated LSU event support staff, and University Police or other contracted security personnel, may be required for certain events. Users may not make separate arrangements for security without prior approval from LSU and University Police.
- Users are responsible for any fees and payment of services related to additional staffing.

## 15) Food and Beverages

- CSUDH Foundation is the only entity authorized to engage in the sale or provision of food and beverages within LSU premises, except when CSUDH Foundation waives its right to such sales.
- No user shall be permitted to cater their own event without prior approval from LSU and CSUDH Foundation. Approval for self-catering shall be limited to events that meet the following conditions:
  - Users authorized to self-cater must comply with all University health and safety policies. Authorized users are responsible for their own set up and removal of food and beverages.

- Users authorized to self-cater may not use LSU food preparation facilities or related equipment and supplies.
- Users intending to serve or sell alcohol at an event in the LSU must do so in compliance with University policies.

#### 16) Reservation Conditions

- Users must adhere to all LSU and University policies and procedures.
- Users must agree to and sign the LSU Terms of Facility Reservation Agreement prior to use of the facility.
- The user reserving LSU premises must be the primary organizer of the event. The primary organizer must be present for the entire duration of the reservation to assist in event management and coordination. Absence of the primary organizer during the reservation may result in loss of reservation privileges for the user group.
- No user may reserve space on behalf of another user. Users may not sell, sublease, or transfer their reservation(s) to another user.
- LSU does not recognize co-sponsorships for the purpose of lowering or waiving fees, or altering reservation priorities.
- Exceptions to this policy may be granted by the Director or their designee.