



Thank you for deciding to host your event at the Cesar Chavez Student Center. Our Associated Students event services staff is dedicated to providing the highest possible level of service to ensure the success of your programming. This handbook is designed to delineate the policies and procedures pertaining to event operations in the Cesar Chavez Student Center was founded in 1975 and has been a vibrant and dynamic center of student activities. Associated Students is dedicated to the empowerment of SF State's diverse student body with the combined efforts of various programs and departments throughout campus, providing student services and programs, while encouraging external advocacy efforts.

### **Associated Students Mission Statement**

Associated Students (AS), the student government at San Francisco State University, serves as the official voice of students. AS promotes an enriched co-curricular student life experience and is dedicated to the empowerment of SF State's diverse student body through a commitment to social justice and shared governance. AS provides and supports services and programs, maintains fiduciary responsibility, and engages in campus-wide collaborations and external advocacy efforts.

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### Abbreviations and Acronyms

<b>ADA</b>	Americans with Disabilities Act	<b>MXP</b>	Malcolm X Plaza
<b>AED</b>	Automatic External Defibrillator	<b>PL</b>	Plaza Level
<b>AEDFO</b>	Assistant Executive Director of Facilities and Operations	<b>RDL</b>	Recreation and Dining Level
<b>AS</b>	Associated Students	<b>RGO</b>	Registered Greek Organizations
<b>ASBOD</b>	Associated Students Board of Directors	<b>RMH</b>	Rigoberta Menchu Hall
<b>CCSC</b>	Cesar Chavez Student Center	<b>ROMC</b>	Richard Oakes Multicultural Center
<b>COL</b>	Certificate of Liability	<b>RP</b>	Rosa Parks Conference Wing
<b>DPRC</b>	Disability Programs and Resource Center	<b>RSO</b>	Registered Student Organization
<b>DOS</b>	Dean of Students	<b>SAE</b>	Student Activities and Events
<b>ELC</b>	Event Logistics Coordinator	<b>SF State</b>	San Francisco State University
<b>ETM</b>	Event and Technical Manager	<b>SLEC</b>	Student Life Event Center
<b>JAH</b>	Jack Adams Hall	<b>TL</b>	Terrace Level
<b>LCL</b>	Lower Conference Level	<b>TPM</b>	Time, Place, and Manner Policy
<b>MEC</b>	Meeting and Events Coordinator	<b>TSITM</b>	Technical Services/IT Manager
<b>ML</b>	Mezzanine Level	<b>UCORP</b>	University Corporation

## **I. FACILITIES AND SERVICES**

### **Hours of Operation**

#### **Academic Year**

During the Fall and Spring Academic Semesters, as per the SF State Calendar, the Cesar Chavez Student Center hours of operation are:

Monday - Friday: 7:00am - 10:00pm

Saturday: 8:00am - 4:00pm

#### **Summer/Winter Sessions and Fall Break**

During summer session, winter session, and Fall Break, as per the SF State Calendar, the Cesar Chavez Student Center hours of operation are:

Monday - Friday: 8:00am - 6:00pm

Saturday: Closed

#### **Holidays**

Associated Students and the Cesar Chavez Student Center adhere to the Holiday operation and closure schedule outlined in the SF State Academic Calendar.

#### **Emergency Closures**

The Cesar Chavez Student Center may close its facilities during times of emergency and/or unforeseen circumstances, as per the directive of campus, local, city, county, and/or federal officials. Associated Students staff will make all possible efforts to reschedule any programming displaced by such circumstances.

### **Reservable Spaces**

Associated Students has developed scheduling priority (see page 9-10), in order to fulfill its mission to emphasize activities sponsored by registered student organizations or other groups that primarily serve student interests, while maximizing the availability of rooms for as many groups as possible.

Reservations for the upcoming academic year (July 1-June 30) may be made in May according to these Associated Students scheduling priorities. The dates of priority are announced in April of each year. The higher the priority level, the earlier in May reservation requests will be accepted. After the scheduling priority dates in May have passed, reservations are on a first

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come, first served basis. Requests not submitted by the designated date will receive the same priority as other student organization events.

Reservations for the Winter (January) and the Summer (June thru August) may be made up to two years in advance. Please note for student organization: approval of reservation request is conditional upon good standing with the Office of Student Activities and Events.

## **Meeting and Conference Facilities**

### **Rosa Parks Conference Wing**

*Rosa Parks A-C:* A multi-purpose venue which may be divided into three separate spaces, if reserved as a whole, and designed to fit the needs of most small to mid-sized events. An event planning meeting may be required if the organization requires furnishings or equipment outside of the space's standard setup. Clients must disclose these needs at the time of booking. Any requests received less than 10 business days prior to the event date will be reviewed on a case by case basis. AV support may be provided. (2171 sq. ft.; Capacity: A-C 130; A and C 35 each; B 60)

*Rosa Parks D, E, and F:* Small conference rooms which can accommodate small meetings. (458 sq. ft.; Capacity: 25)

### **Terrace Level Conference Rooms**

T-153: Small meeting room equipped with 75" LED TV screen. Room furnishings may not be adjusted (390 sq. ft.; Capacity: 18)

T-160: Large meeting room equipped with HDMI/VGA enabled projector, speaker system and microphone input. Furnishings may be adjusted with advance notice. (500 sq. ft.; Capacity 35)

Delmy Rodriguez Conference Room (T-152): Board room equipped with two 65" LED TV screens with HDMI inputs. Reserved for official AS Board of Directors business until 5:00pm Monday through Friday unless otherwise released. (500 sq. ft.; Capacity 25)

## **Special Event Spaces**

### **Jack Adams Hall**

A multi-purpose venue which may be designed to fit the needs of most events. Suitable for large events and conferences. Space will not be booked for capacities less than 75 guests unless approved by the Meeting and Events Coordinator and the Event Logistics Coordinator. Must be reserved no less than six weeks prior to event date. An event planning meeting will be required

at least four weeks prior to the event date, or the organization will forfeit said reservation. (5600 sq. ft.; Capacity: 375 Theater, 240 Banquet, 700 Standing)

### **Rigoberta Menchu Hall**

A reception space for mid-sized events. Limited furniture adjustment and AV support may be requested. RSOs may use the space for up to three bookings per semester. Rigoberta Menchu is only available for reservation after 4:00pm Monday-Friday and Saturdays during the semester. (1000 sq. ft.; Capacity 75 - 1st floor only)

### **Associated Students Program Operated Spaces**

*The following spaces are overseen and operated by the titular AS Program and all events must either be approved by or co-sponsored by the respective program director and/or the Assistant Executive Director of Programs.*

### **Richard Oakes Multicultural Center**

A space for cultural events and discussions that focus on providing a collaborative and supportive environment that promotes a multi-ethnic, culturally conscious university that affirms the human and intellectual heritage of all people. Space use must be approved by the Culture and Arts Program Director. (661 sq. ft.; Capacity 50)

### **The Depot**

Located on the lower conference level of the Cesar Chavez Student Center, The Depot provides a venue for various events including live music, open mics, art socials, and comedy nights. Events must be approved and co-sponsored by The Depot Manager. (Capacity 75)

### **The Art Gallery**

The Gallery operates in alignment with the Richard Oakes Multicultural Center to provide students with opportunities, resources, arts-related events, and a range of insightful and visually captivating artworks that reflect and actively engage with the community. Events must be approved by or co-sponsored by the Art Gallery Manager. (Capacity 50)

### **Rack-N-Cue Games Room**

A full service games room and arcade which is reservable for events. Staffing and game rental fees may apply. Events must be approved by the Games Room Manager. (Capacity 75)

## University Operated Spaces

*The following spaces are overseen and operated by agents of San Francisco State University and are subject to approval by the appropriate oversight organizations. Staffing or cleaning fees may still be assessed on a case by case basis.*

### Plaza Level Lobby

The Plaza Level Lobby may only be reserved with the approval of the SF State Dean of Students. Only university wide initiatives and AS Board of Directors and Program events are permitted to use the plaza level lobby as event space.

Registered Student Organizations or third party organizations may request use of the Plaza Level Lobby Zones 1-8 for the purpose of event registration and check in, if said event is housed within the Cesar Chavez Student Center. Requests will be approved on a case by case basis and are subject to availability.

3rd party organizations may reserve Plaza Level Lobby zones as part of the AS Short Term Rentals process. For more details, see attached Short Term Rental Policy.

### Vendor Dining Areas

Use of all vendor related dining spaces must be approved by the respective proprietor in written agreement with the AS Meeting and Events Coordinator, no later than 10 days prior to the scheduled event date. Additional charges for SF State custodial services and AS facilities services may be assessed and applied.

### Malcolm X Plaza

Malcolm X Plaza is reserved through the office of Student Activities and Events via the "[Outdoor Events Request](#)" form available on the SAE website. Amplified sound support is provided by AS Technical Services and must be requested at the time of booking.

## Non-Reservable Spaces

The following areas are not available for reservation. AV support and/or amplified sound are not permitted as per the [SF State Time, Place, and Manner Policy](#). Limited exceptions may be granted by written permission from Assistant Executive Director of Facilities and Operations, no later than 10 days prior to the scheduled event date.

1. Non-vendor related lounge and dining areas on the Recreation and Dining, Lower Conference, Mezzanine, and Terrace levels.
2. Pyramid I Outdoor Amphitheater

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3. South Plaza (Toward Fine Arts Building)
4. West Plaza (Toward Burk Hall)
5. North Plaza (Outside bookstore entrance)

## II. FEES

### A. Rate Descriptions

The facility rental fee is based on the space utilized and the length of the reservation. Additional fees for staffing and equipment rentals may be assessed as well.

- a. *SF State Registered Student and Greek Organizations*: RSOs and RGOs will not be charged for use of AS operated spaces. These groups will not be charged for any overtime fees associated with the reservation\*. Insurance fees will not be waived for RSO and RGO events.

\*With the following exceptions:

1. If the event should span over two calendar days (i.e. the reservation start time begins before midnight and the end time falls after midnight)
2. If the event runs over 4 hours past regular operating hours on a Saturday.
3. If the event runs over 4 hours on a Sunday, or otherwise non-operational day.

- b. *SF State Departments*: SF State departments will be charged according to the approved fee structure for room rental, equipment rental, and staffing fees associated with all reservations. They will also be subject to overtime and insurance fees as applicable.
- c. *Third Party Organizations*: Off-campus third party entities will be charged according to the approved fee structure for room rental, equipment rental, and staffing fees associated with all reservations. They will also be subject to overtime and insurance fees as applicable.
- d. *Co-Sponsorship*: A co-sponsored event is defined as an event in which:
  - 1) More than one organization is involved in the planning process, which includes verbal and written instructions, and modifications to existing event agreements.
  - 2) Funding for the event comes from organizations or individuals other than the primary sponsor.
  - 3) Publicity for the event indicates sponsor involvement



If the event is to be co-sponsored by two or more organizations, the names of all participating organizations must appear on the request forms along with the appropriate signatures off their authorized agents.

When users falling into two different fee categories co-sponsor an event, the higher room rental rate shall be used to determine the cost. *Associated Students may cancel a reservation if it is discovered that one organization has falsely applied as the sole sponsor.*

## **B. Payment Procedures**

- a. **Estimates and Invoice Policy:** Meetings Services staff will provide an estimate for customer approval. Once the organization accepts the estimate in writing, the accounting staff will review charges for accuracy in accordance with Meeting & Events Services policies and generate an invoice. Invoices will be emailed to the reservation's primary contact.
- b. **Deposits:** Reservations by non-RSO/RGOs will not be confirmed until payment for 50% of the charges is received. Events must be canceled at least 10 business days prior to event date in order to have this deposit returned. For university departments, POs are acceptable.
- c. **Refunds:** Refunds may be distributed in the event of cancellation as follows:
  - 1) 30+ business days prior to event date: 100% of reservation cost
  - 2) 29 to 10 business days prior to event date: 50% of reservation cost
  - 3) 9 to 0 business days: No refunds will be distributed.
- d. **Payment Deadlines:** For all events, payment in full must be received at least 5 business days prior to the event date, or the reservation will be canceled and the group will be given notice. Extension may only be approved by the Assistant Executive Director of Facilities and Operations.

*Post-billable events* are those which take place outside of AS operated facilities which require AS staffing or equipment support. Charges will be assessed upon completion of services rendered and post-event assessment of equipment rented.

In the case of an extension or a post-billable event, if a balance is unpaid at 30 days following an event, the account will be frozen, all standing reservations shall be canceled, and no further requests will be processed until the amount is paid in full.

All events cancelled for non-payment will be subject to the AS Cancellation Policy (Section IV.J)

- e. Payment Options: Checks Checks addressed to Associated Students of San Francisco State University, may be mailed directly to AS or dropped off in person at the Accounting Office.

% Accounting Supervisor  
Associated Students Accounting Office  
1650 Holloway Ave. C-138  
San Francisco, CA 94132

Cash Customers may pay invoices in person using cash in the AS Accounting Office (CCSC C-138) during regular business hours, Monday - Friday, 9am-5pm.

AS currently does not accept credit card payments.

### **III. RESERVATION POLICIES AND PROCEDURES**

#### **A. Reservation Priority Schedule**

- a. AS-SFSU Operating Schedule
- b. Official Meetings for Associated Students Board of Directors
- c. Associated Students Program Events
- d. RSO Traditional, Annual, or Bi-Annual Special Events
  - i. "Traditional Events" are those that have been scheduled in the Student Center for at least five consecutive years.
  - ii. Organizations sponsoring traditional events are allowed to reserve a maximum of two traditional events per semester.
  - iii. All traditional requests made outside of the priority period will be considered on a first come, first served basis.
- e. All University-Wide Special Events and Programs
  - i. New Student Programs
  - ii. Student Outreach Services
  - iii. Student Activities and Events
  - iv. Office of the University President
  - v. Commencement
  - vi. Health Promotion and Wellness
  - vii. Office of Career Services
- f. Official Meetings for Registered Student Organizations
  - i. Meetings may only be scheduled in the Rosa Parks and Terrace Level Conference rooms (Rosa Parks A-C, D, E, and F, T-153, and T-160)
- g. Registered Student Organization Programs and Events
  - i. Jack Adams Hall and multiple room reservations (conferences, etc.)

- h. University Departments and Affiliations
- i. All Other Organizations

## **B. Reservation Methods**

Reservations in the Cesar Chavez Student Center are facilitated by the AS Meeting Services Department, overseen by the Meeting and Events Coordinator.

In the interest of preserving student organization accountability and ownership of events, reservations for Registered Student Organizations and Registered Greek Organizations will only be accepted from approved student officers of said organizations. Faculty advisors, general members, and/or university department officials will not be permitted to request bookings on behalf of RSOs/RGOs, nor be permitted to serve as primary or secondary contact on a reservation. It is the responsibility of all RSO/RGO student officers to ensure that reservation information is communicated between outgoing and incoming leadership during transition periods.

Email: Reservation requests may be submitted to [scheduling@asi.sfsu.edu](mailto:scheduling@asi.sfsu.edu) and should include the desired date, time, location, event description, expected attendance, primary and secondary contacts, and any special AV or room setup requests. A Meeting Services Assistant will follow up with all reservation requests within three business days and may require further information.

Phone: Reservations may be made with a Meeting Services Assistant via phone at 415-405-0723.

In Person: Reservations may be made in person with a Meeting Services Assistant in the Meeting Services Office (CCSC T-123). The office is open Monday through Friday, 9:00am to 5:00pm unless otherwise noted.

Web User: Registered Student Organization approved officers and SF State department officials may request web user accounts via the Meeting Services Department in order to facilitate automatic requests for conference and event spaces. Jack Adams Hall, Rosa Parks A-C, and Rigoberta Menchu Hall, are not available to web users. Requests less than 10 business days prior to the requested event date will be denied.

All reservations are subject to review and are tentative pending a confirmation email from the Meeting Services Department. Additional information may be requested via email or phone by the MS staff. Organizations have 3 business days to acknowledge any requests for information before reservation request is dismissed.

### **C. Standard Meetings and Events**

A *standard meeting or event* is defined as a reservation located in a Terrace Level Conference Room or the Rosa Parks Conference Wing in its “standard setup,” requiring no additional furnishings, audio visual equipment, or risk assessment.

### **D. Special Events**

A *special event* is defined as a reservation located in a special event space (i.e. Jack Adams Hall, Rigoberta Menchu Hall, and/or Program/University Operated Spaces), and/or require additional furnishings, audio visual equipment, staffing, or risk assessment that fall outside of the “standard setup.”

### **E. Reservation Statuses**

Admin Review - Reservation requires additional administrative review and/or approval from a specific admin.

Canceled - Room reservation has been cancelled. For any questions regarding as to why your reservation has been cancelled, please see Meeting Services Office.

Confirmed - Room is confirmed available and reserved for your organization.

Confirmed Pending Payment - Room is confirmed available and reserved for your organization, but will require a fee payment for a certain services.

Confirmed by ROMC - Room is confirmed available, reserved for your organization, and approved by the AS Cultural & Arts Manager.

Confirmed by University - Reservation is reserved for a University-Wide event.

Conflict - Room request is conflicting with another reservation.

No Show - Organization has failed to show for the reserved space.

Tentative/Pending ASI Review - Room is confirmed available but requires AS Director approval.

Tentative/Pending ROMC Review - Room is confirmed available but requires AS Cultural & Arts Manager approval.

Tentative/Pending SAE Review - Room is confirmed available but requires approval from the office of SF State Student Activities & Events.

Waitlisted - Reservations may be placed on a Wait List status in cases where events may be cancelled.

Web Request - For events reserved from the online room reservation website.

#### **F. Risk and Insurance Assessment**

Hosting organizations may be required to provide proof of insurance in compliance with the SF State Office of Risk Management. Determination of insurance coverage will be made during the event planning meetings with AS staff four weeks prior to the event. If required, proof of insurance must be provided to the Meeting and Events Coordinator at least five business days prior to the event.

#### **G. Short Term Rental**

AS offers opportunities for community owned businesses and other interested third parties to promote their products and services, and provide a means for cultivating new business relationships. Terms and conditions are outlined in the attached Short Term Rental Policy (Attachment A)

#### **H. Filming Permits**

All student and SF State community requests for filming, surveying, etc. for class purposes must be submitted to the Meeting and Events Coordinator in writing at least two weeks prior to requested date(s) and must provide the following information:

- Student name, email address, and contact telephone number
- Project purposes
- Course title and number
- Name and campus extension of professor
- Date(s) and Hour(s) of building use
- Description of equipment/material to be used
- Special needs, i.e. after-hours use, special room arrangements, etc.

All requests will be reviewed and approved by the Assistant Executive Director of Facilities and Operations.

#### **I. Short Notice Reservations**

RSOs and RGOs are permitted to make three “short notice” standard reservations no less than 72 hours prior to the event date. This policy excludes Jack Adams Hall, Rosa

Parks A-C, Rigoberta Menchu Hall, and any University or Program Operated spaces.

#### **J. Walk In Reservations**

Small groups, not exceeding room seating capacity, who wish to study or meet may use Rosa Parks D, E, or F for up to two hours on a walk in, “first come, first served” basis, subject to availability. All walk-in reservations are facilitated by the Information Center staff. No equipment may be rented for walk-in reservations.

#### **K. Late Changes, Cancellations, and No Shows**

*The following policies will apply to all conference and event spaces, not including Jack Adams Hall. For the Jack Adams Hall Cancellation Policy, please see item L, below.*

University Departments and off-campus entities must cancel reservations *at least 10 business days before* the event in order to have the deposit returned.

RSOs and RGOs that reserve a space and do not cancel the reservation within five business days of an event are defined as “No Shows.” Student organizations that have a No Show will be subject to the following:

1. First No Show: A written warning.
2. Second No Show: A written warning.
3. Third No Show: The organization is subject to automatic cancellation of **all** future room reservations for that semester and may not make any further reservations for that semester.

#### **L. Jack Adams Hall Cancellation Policy**

Reservations in Jack Adams Hall must be cancelled at least 10 business days prior to the event date. Organizations that cancel within 10 business days will forfeit any deposits or payments, including insurance charges made on the space. Registered Student Organizations that cancel within ten business days will forfeit all additional bookings in the Cesar Chavez Student Center for one academic semester.

Organizations may not forfeit a booking in Jack Adams Hall in favor of transferring the desired date to another organization. All organizations wishing to reserve CCSC facilities must adhere to proper reservation procedures.

#### **M. Wait List**

Organizations who wish to be placed on the waitlist for a conference space will be alerted of reservation confirmation no later than 10 business days prior to the event date.

Organizations who wish to be placed on the waitlist for Jack Adams Hall will be alerted if their reservation is confirmed no later than six weeks prior to their event date.

#### **N. Rain Contingencies**

Events in any SF State Outdoor Spaces will not be permitted to move into any indoor area of the Cesar Chavez Student Center in the event of inclement weather. Furthermore, no indoor spaces may be reserved as a "Rain Contingency" location.

### **IV. GENERAL USE POLICIES**

#### **Facility Operations**

##### **A. Access**

Primary and secondary contacts listed on a reservation may check out keys for reserved spaces at the Information Center in exchange for a student, staff, or alternative photo ID. Keys must be returned before the end of the reservation time.

##### **B. Safety**

Associated Students staff abides by all SF State campus safety regulations and emergency procedures. Details of emergency procedures may be found in the AS Emergency Procedures Manual.

Facility evacuations will be overseen by AS Facilities and Operations staff, with the assistance of relevant university personnel and campus authorities. Users of the Student Center must obey the signals given by all emergency alert systems (i.e. alarms, strobing lights, public announcements, and directions given by staff and emergency personnel) and must immediately evacuate the building.

Automatic External Defibrillators are available on each floor of the CCSC, and are denoted by posted signage.

##### **C. Open Flames/Smoke Production**

Open flames of any nature are prohibited in the Cesar Chavez Student Center. The burning of incense and/or sage, or any other smoke-generating materials (including fog machines) is also prohibited in all indoor areas to ensure safety and access.

##### **D. Smoking and Tobacco Products**

It is the policy of San Francisco State University to provide a smoke-free environment for its students, faculty, staff, administrators, visitors, and the general public attending

campus events (Executive Order W-42-93). Smoking is allowed in designated smoking areas only. Visit the SF State website to view all campus designated smoking areas.

#### **E. ADA Accommodations**

In accordance with Federal and State Law, including the Americans with Disabilities Act (ADA), organizations and groups planning events in the Cesar Chavez Student Center must ensure all events are ADA accessible and that all requests for reasonable accommodation are fulfilled. Assistance for making necessary accommodations may be arranged through the SF State Disability Programs and Resource Center (DPRC), and should be requested no less than two weeks prior to an event date.

#### **F. Animals**

Associated Students abides by all SF State policies regarding the presence of service and support animals on campus. For SF State animal policy, please refer to SF State's [Office of Environmental Health and Safety](#).

#### **G. Occupancy**

Patrons must adhere to the posted room occupancy limits in all CCSC facilities. If Associated Students staff discover a space has reached or is exceeding capacity, guests may be asked to close event doors, or ask patrons to leave said event.

#### **H. Public Address System**

The CCSC Public Address System is designed only to make building and/or emergency announcements necessary for the proper operation of the facility. Requests for general paging or other announcements are prohibited.

#### **I. Lost and Found**

Lost and found items are collected and logged at the AS Information Center in the lobby of the Cesar Chavez Student Center throughout the week. Items are collected each Friday by a University Property Clerk and may be claimed at the University Police Department, by appointment.

#### **J. Maintenance and Custodial Services**

All organizations are expected to leave CCSC facilities in the condition in which they were found. Food and beverage items, and other discarded items must be properly disposed of. A cleaning charge may be assessed and applied for any cleaning services



rendered beyond standard maintenance and room turnover.

#### **K. Damages and Vandalism**

Persons and/or sponsoring organizations responsible for any acts of damage, vandalism to the premises, or unauthorized removal of items from the Cesar Chavez Student Center will be referred to the appropriate authorities and will be held accountable for their actions, including financial obligations to repair or replace any damage to the building, furniture, equipment, etc.

### **Event Operations**

#### **L. Event Publicity Postings**

Literature distribution and solicitation are not allowed inside the CCSC. People seeking to provide information to the campus community using such methods should contact Student Activities and Events.

There are several AS-operated general posting boards which are maintained daily by the Information Center Staff. Fliers and posters must be approved, stamped, and posted by the Information Center staff, and will be displayed for no more than two weeks. If space is limited, postings will be approved and stamped for one week. For detailed requirements for posted materials, please visit the Information Center.

Those wishing to display banners within the Cesar Chavez Student Center will adhere to the AS Banner Policy (Attachment B).

Directional/Day of signage should include the organization name, time of event, and room number. Postings may not be placed on any columns, windows, stairway railings, or stairs within the building. All postings that do not adhere to these policies and/or are displayed outside of the specific event date will be removed immediately.

#### **M. Technical Services**

Technical Services is the in-house event services support team, responsible for providing all audio-visual components and furnishings for the Cesar Chavez Student Center. All requests for Technical Services must be made no less than ten business days before an event date. Any request received within 10 days of a reservation will be reviewed on a case by case basis.

Technical Services provides adapters for presentation compatibility which may be used only within CCSC facilities by reserving organizations. These adapters will be checked out from the Technical Services Storeroom (CCSC T-128) in exchange for a student,

staff, or alternative photo ID.

Technical Services provides flatbed carts for the purposes of loading and unloading event related materials from the Technical Services Storeroom (CCSC T-128) in exchange for a student, staff, or alternative photo ID.

## **N. Food and Beverage**

*All groups hosting events in the Cesar Chavez Student Center must adhere to [food service guidelines](#) as outlined by SF State's Office of Environmental Health and Safety.*

### *Catering*

University Vendors (UCORP): SF State houses a number of vendors providing approved catering services to the university community. Event services staff may provide contact information for approved on-campus vendors

Non-University Vendors: For catering services provided by off-site, third-party vendors, an appropriate Certificate of Liability (COL) must be submitted to the Meeting and Events Coordinator no later than 10 business days prior to the event date.

Vendor must provide documentation and maintain a \$2 million COL which identifies Associated Students at San Francisco State University named as an additional insured with respect to the liability of outside vendors occupancy or use of AS facilities or property. The COL must specifically identify the name of the event, as well as the location and date of the event.

### *Pre-packaged Items*

Sponsoring Organizations may provide pre-packaged food that has been obtained from a licensed and permitted retail or wholesale food server. The organization must meet with the Meeting and Events Coordinator at least two weeks before the event to discuss arrangements and sign a "Food and Beverage Service" form.

### *Potluck*

RSOs and RGOs planning a closed, members only function may be allowed to provide food prepared at home pending approval by the Meeting and Events Coordinator.

### *Food Sales*

Organizations may include food in the ticket price of an event, but may not not sell individually priced food items in any Cesar Chavez Student Center facilities. Food sale

fundraisers are not permitted on CCSC premises.

### *Styrofoam*

Sponsoring organizations must also ensure that participating members and vendors adhere to the San Francisco Food Services and Packaging Waste Reduction Law which bans the use of styrofoam, the trade name for polystyrene, products by all vendors operating within the Student Center.

### *Food Preparation*

Food preparation is not allowed outside of designated vendor kitchen areas. Food may not be prepared on site except by licensed and insured vendors which have been vetted by the UCORP Retail and Commercial Services Manager. Catering organizations will not be granted access to kitchen space without expressed written agreement from the UCORP Retail and Commercial Services Manager and the Assistant Executive Director of Facilities and Operations.

## **O. Alcohol**

Associated Students abides by all state, city, County and San Francisco State University regulations regarding alcohol consumption, including drinking laws, open container laws, and all other laws as they pertain. Associated Students assumes no responsibility for enforcing such laws, but requires compliance from all groups that choose to serve alcohol. The Student Center reserves the right to refuse use of the Student Center Facilities to any organization or person who has failed to comply with applicable laws and alcohol use procedures.

Registered Student Organizations are prohibited from serving alcohol at events or meetings held in the Cesar Chavez Student Center.

University Departments and third party organizations may serve alcohol with the prior approval of the Meeting and Events Coordinator, the Chief of the University Police Department, and the SF State Office of Risk Management. An "Alcohol Clearance Request Form" must be submitted and filed for every event at which alcohol is to be served. (See Attachment C)

Associated Students does not permit the consumption, distribution, or sale of alcohol other than beer and wine within the premises.

All organizations serving alcohol must post a notice stating the legal drinking age at the serving station, and ensure that alcoholic beverages are consumed and allowed only in

the designated event spaces.

## **P. Copyright**

Associated Students and its facilities strictly abide by the Copyright Laws for the illegal use of “original works of authorship,” which require that a separate license agreement be obtained before any copyrighted material may be shown.

## **Q. Merchandise and Ticket Sales**

RSOs and RGOs are not permitted to profit off of the sales for any SF State branded items or use of the SF State branding (i.e. name, logo, mascot, etc.). Furthermore, no organizations may sell items which are currently available for sale by the SF State Bookstore or approved UCORP campus vendors. Any items to be sold must be approved by the AS Event Services Staff.

Tickets sales and prices must be disclosed at the time of booking and/or at the event planning meeting, and must be clearly stated on publicity materials. All cash transactions must be made in a secure space and cash boxes must be attended at all times.

## **R. Raffles, Drawings, Auctions**

Organizations may sponsor drawings under the following guidelines:

- a. Request a donation for an item. The item must have an equal value to the ticket donation and the organizer must provide the donor a drawing ticket.
- b. Anyone requesting a ticket without making a donation must receive a ticket.
- c. On the printed ticket, you must also disclose the beneficiary of the drawing and that the tickets are available free of charge.

Raffles are not permitted on State of California property (Penal Code 330). A raffle is defined as “the sale of a chance at a prize.” Games of Chance where money is involved are not allowed. Games of chance may only be played with free chips, tokens, and tickets.

Auctions which involve selling, bidding for, or in any way paying for a person’s company or services are not allowed. Silent auctions will be reviewed on case by case basis by the Meeting and Events Coordinator and Event Logistics Coordinator.

## **S. Installations and Exhibits**

All exhibits including artwork and sculptures unrelated to AS programming require pre-approval from the Assistant Executive Director of Facilities and Operations and must adhere to the following guidelines:

- a. Client must provide all materials and labor for installation and removal.

- b. Dependent upon exhibit, pre-approval from the SF State Fire Marshal may be required.
- c. A cleaning and/or damage fee may be assessed and charged upon post-installation space inspection.

Associated Students is not responsible for any lost or damaged installation materials.

## **T. Decorations**

Associated Students prohibits the use of the following items:

- a. Confetti
- b. Glitter
- c. Dry rice
- d. Loose helium balloons
- e. Loose natural flower petals
- f. Nails, Tacks, Pushpins
- g. Fog machines
- h. Paint

Associated Students prohibits the use of any adhesive products on all surfaces other than **blue painter's tape**.

All decorative items must be removed by event organizations upon completion of the reservation. Additional cleaning and/or damage fees may be assessed and applied upon post-event inspection.

## **U. Storage**

Storage space may be authorized by the Meeting and Events Coordinator on a case by case basis. Items must not exceed over \$50 in individual value and may not include:

- a. Personal electronics
- b. Combustible/Chemical items
- c. Bicycles/Skateboards/Wheelchairs
- d. Perishable food items
- e. Alcohol

Associated Students is not responsible for any lost or damaged property.

## **V. Rehearsal Space**

Access to Jack Adams Hall for the purpose of rehearsal or pre-event load in will be granted by the Meeting and Events Coordinator based on availability. Additional access

to the space may be subject to a reassessment of charges and should be discussed no later than four weeks prior to the event date.

## **W. Sound Amplification**

All amplified sound on CCSC premises will be monitored by AS Facilities and Event Staff for adherence to the University Time, Place and Manner Policy.

## **X. Parking**

There is no designated parking for guests attending events in the Cesar Chavez Student Center. SF State enforces parking fees in all public lots 24 hours a day, 7 days a week. More information about parking may be found at <http://parking.sfsu.edu/>

Cars may park in the CCSC Loading Dock for no longer than 20 minutes, for the purpose of loading and unloading event-related equipment. Vehicles in the loading dock may not obstruct the requisite 6' emergency vehicle entrance and egress route. Vehicles in violation will be subject to citation at the discretion of SF State Parking Enforcement Officers. Exceptions may be granted in writing by the Assistant Executive Director of Facilities and Operations, in cooperation with the Department of Parking and Transportation.