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Section 1 Welcome to the Cesar Chavez Student Center

1.1 Introduction
The Cesar Chavez Student Center is a non-profit auxiliary organization of San Francisco State University. The Student Center serves as a focal point of student activity. Since its inception the Student Center has continued to evolve, led by active student leadership to meet the ever-growing needs of a large and diverse student population, including the faculty, staff, and administration of SF State university and our off campus community.

The Student Center facilities are available for scheduled meetings, conferences, social, cultural, and educational programs for recognized SF State student organizations, university departments and approved off-campus organizations.

This guidebook is designed to help members of the campus community and others organize a successful event at the Student Center. It explains the policies and procedures pertaining to room reservations and meeting room usage at the Student Center.

These policies and procedures have been established to ensure fairness and to provide staff with consistent and equitable means for making decisions in matters relating to the use of the Student Center, in the following three ways:

- Policies and procedures have been created to ensure that all events are in keeping with the purpose, vision and objectives of the Student Center’s Mission Statement.
- From an operations perspective, policies and procedures set reasonable boundaries that enable services to be scheduled and delivered within a defined framework of available resources.
- From the perspective of the customer, policies and procedures provide clear expectations that allow for the appropriate scheduling and use of services.

The Cesar Chavez Student Center Governing Board (SCGB) shall review this handbook at a minimum of every two years. The Student Center welcomes suggestions for improvements of these procedures. Suggested changes should be forwarded to the Student Center Business Office, C-134. All policy changes must, however, be approved by the Student Center Governing Board before they can go into effect.

1.2 Building Hours of Operation
Hours are subject to change. Please check our website for updated hours of operation.

FALL and SPRING Semesters;
Mon-Fri: 7am-10pm;
Sat: 8:30am-4pm Sun: Closed

WINTER and SUMMER sessions;
Mon-Thurs: 7:30am-7pm
Fri: 7:30am-6pm
Sat: Closed
Sun: Closed
1.3 Department Office Contact Information

<table>
<thead>
<tr>
<th>Department Name</th>
<th>Location</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Desk</td>
<td>Plaza Level</td>
<td>(415) 338-1112</td>
</tr>
<tr>
<td>Business Office</td>
<td>Room C-134</td>
<td>(415) 338-1044</td>
</tr>
<tr>
<td>Student Center Governing Board</td>
<td>T-161</td>
<td>(415) 338-2093</td>
</tr>
<tr>
<td>Meeting Services Department</td>
<td>T-121</td>
<td>(415) 405-0723</td>
</tr>
<tr>
<td></td>
<td>T-123</td>
<td>(415) 338-2416</td>
</tr>
<tr>
<td>Assist. Director of Program Srvcs</td>
<td>T-119</td>
<td>(415) 338-2820</td>
</tr>
<tr>
<td>Retail/Commercial Srvcs Manager</td>
<td>C-134</td>
<td>(415) 338-6441</td>
</tr>
<tr>
<td>Technical Services Department</td>
<td>T-122</td>
<td>(415) 338-2730</td>
</tr>
</tbody>
</table>

SICC (Student Involvement and Career Center) www.sfsu.edu/~LEAD
Student Services Bldg. Rm105 (415) 338-2171

For Meeting Services Department Drop-In Hours see
www.sfsustudentcenter.com/services/scheduling

1.4 Mission Statement, Vision, and Objectives

Mission Statement
To provide, maintain and develop facilities, programs, and support services that promote and enrich the educational, social and cultural needs and objectives of our richly diverse campus and local communities

Vision
A Student Center of excellence that provides an interactive environment for our richly diverse campus and local communities

Objectives
1. Empower students – effect change within the context of the university
2. Value and actively develop diversity
3. Maintain premier quality staff and facility
4. Provide the best services at affordable prices
5. Increase financial stability and economic efficiency
6. Revolutionize the model of Student Centers throughout the United States through our example
Section 2 Guide to Using Rooms and Facilities

2.1 General
This section is to provide important information and to serve as a guide for planning events and reserving rooms. Planning events and making reservations for meeting rooms are two different endeavors but involve similar processes. Both require planning ahead and being thoughtful and thorough in working with various offices.

Facilities
There are a number of rooms that can be reserved for meetings and events. These spaces include Jack Adams Hall, Richard Oakes Multicultural Center, Rigoberta Menchu Hall, Meeting Rooms T-153, T-160, Rosa Parks Conference Wing (A-E). Please refer to our website www.sfsustudentcenter.com/services/scheduling for further details, features, and occupancy of each room.

Standard Reservations
Standard Reservations include reserving the room, specifying the setup, securing audiovisual equipment, and possibly ordering refreshments. Meetings are of limited duration, have a reasonable number of people, and require little setup and cleanup. This term will guide through the reservation process.

Special Reservations
Special Reservations are more complex and usually require a more rigorous review and approval process, including in-depth planning in advance of the event. Approval of the space requires coordination of services for the proposed date of the event to make sure that (1) no other major events are being held at the same time, and (2) staff resources and technical services are available to support the proposed event. Special Reservations are of variable duration, may involve larger audiences, require special setups, equipment needs, and significant time and effort for setup and cleanup. In addition, event staff may be assigned to provide management and support for the reservation. This term will guide through the reservation process.

In general, the Student Center welcomes events that enhance student life, uphold the university’s principles and values, and helps fulfill its mission. While hosting a number of groups and conferences during the summer months, facilities used by off-campus groups during the academic year is limited.

Any university department or off campus entity that hosts an event or program that is not directly associated with the academic, administrative or student functions of the Student Center and SF State will be charged the room rental rate and authorized labor rate for all work associated with that program. An account number must be provided for billing when applicable. Charges for external events are billed through the Office of the Meeting & Events Coordinator.

The following sections provide guidelines regarding specific issues related to safety, access, event postings, technical services, and maintenance of rooms and facilities.

Safety
2.2 Candles and Other Types of Open Flames
Open flames, such as candles, are prohibited in the Student Center. The burning of incense and/or sage or any other smoke-generating materials is also prohibited in all areas of the Building to ensure safety and access for all. Please refer to Attachment C, “Policy on Burning of Incense and Sage.”
2.3 Emergencies
Users of the Student Center must obey the signals given by all emergency alarms. Everyone must immediately exit the building during an emergency. Emergencies or the loss of power are indicated by:
- strobe lights
- sound of alarm
- public announcements
- directions given by Student Center staff and emergency personnel

To ensure the safety of all users and guests of the Student Center, the following safety precautions should be reviewed for all requesters/event planners:

1. Be Prepared
   - Locate the nearest exit. Identify alternate exits as well.
   - In case of emergency, locate the nearest Courtesy Phone and contact the Information Desk, 338-1112. (In the event of a clear danger or emergency, do not hesitate to pull the alarm)
   - Locate the Student Center building emergency plan, located on each floor: next to elevators, every major exit, etc. Know how to evacuate your guests. (Contact the Information Desk/Meeting Services Department for more information.)

2. In case of emergency:
   a. Stay calm. Leave the Student Center in an orderly fashion, following the directions of building emergency staff.
   b. Think before you leave. Building evacuations can last for extended periods of time. Take your keys, coat, wallet or purse, medication, mobile phone.
   c. Evacuate the building for all alarms.
   • Stay put. Once outside, move away from the building.
   • Do not re-enter the building until notified by University Police or Student Center staff.

For more information, please see the SF State website: http://www.sfsu.edu/~upd/emergency.

2.4 Hazardous Materials and Objects
To ensure that all Student Center patrons remain safe and can use the facilities without endangering themselves or others, weapons, combustibles, and other noxious materials may not be brought inside the Student Center.

2.5 Bicycles, Scooters, Skateboards & Inline/Roller Skates
No bicycles, scooters, skateboards or inline/roller skates are permitted inside the Student Center building.

2.6 Non Smoking Policy
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). To view SF State's designated smoking areas, visit the online campus map with areas set aside for smoking: http://www.sfsu.edu/~news/announce/smokemap.htm.

Access
2.7 Disability Accommodations
In accordance with Federal & State Law, including the Americans with Disabilities Act (ADA), organizations and groups planning events at the Student Center must make arrangements for disability accommodations. To help insure that all events are ADA accessible, the following guidelines are provided:
Each student organization should identify a member who will be the point of contact (a reasonable accommodations coordinator) for making inquiries about the accessibility of a given meeting, event, activity, etc.

The reasonable accommodations coordinator in the group organizing the event should make initial inquiries of Student Center staff and the Disability Programs and Resource Center (DPRC) before creating promotional materials.

All meeting and event publicity must include a disability access statement informing invitees how to request a service such as sign language interpretation or other reasonable accommodations.

Publicity and communications need to include the following accessibility statement with your organization’s reasonable accommodation coordinator’s contact information and the date at least 15 working days before the event. (Sample: “If you need reasonable accommodations for this event, please contact [name of the organization’s reasonable accommodation coordinator at 415-xxx-xxxx or person@sfsu.edu] by [date-15 days before event]”).

All promotional materials should include a statement such as “This material is available in alternate format (e.g. Braille, large print, tape and electronic). Requests for presentation materials should be made to [name of the organization’s reasonable accommodation coordinator at 415-xxx-xxxx or person@sfsu.edu] by [date-15 days before event]”.

Requestors of reasonable accommodations who make contact by the posted date allow for the time needed by the student organizations to effectively put the accommodation into place. If a requestor doesn’t make contact until after the posted date, every effort must still be made to honor the request.

For further tips & information, please check the Disability Program and Resource Center web page: http://www.sfsu.edu/~dprc/ or visit the Student Services Bldg, Rm 110, 415 338-2472.

2.8 Pets
No animals other than service animals are permitted inside the Student Center.

Event Postings

2.9 Literature Distribution & Solicitation
Literature distribution and solicitation is not allowed inside the Student Center. People seeking to provide information to the campus community using such methods should contact the Student Involvement and Career Center (SICC). (Student Services Bldg, Rm 105, (415) 338-2171).

2.10 Event Postings
All fliers and postings should include the organization name, time of event, and room number. Postings cannot be placed on any columns or windows within the building. All fliers, posters, and signs that are posted outside of the specific event date, will be taken down.

The following are some suggestions for other on-campus options for publicizing your event:

- The University Student Life Calendar online
- Golden Gate Xpress
- Malcolm X Plaza announcements
- Student organization mailboxes
- Chalk (For more information see the SICC Handbook)
- Public posting boards in the various buildings around campus
- KSFS radio
- Student Center Plasma Screens (for more information contact Publicity Office T-120, 338-1789)

2.11 Banners
See the Student Center ‘Banner Policy,’ Attachment B.
2.12 CCSC General Posting Boards
The Student Center has general posting boards throughout the building which are maintained daily by the Student Center Information Desk Staff. People wishing to have a flier/poster displayed on one of these boards should take it to the Information Desk (Plaza Level) to be stamped, approved and posted. Fliers/Posters may be posted for two weeks. If space is limited postings will be approved and stamped for one week.

The following rules apply:
- Maximum poster size is 11"x17"
- One announcement per event will be posted
- All foreign language notices must have corresponding information in English
- No advertisements for off campus businesses will be accepted
- No political announcements shall be posted unless the announcement pertains to a candidate running for on campus positions, i.e. SC Governing Board, AS Legislature candidates
- Fliers may not be posted on walls, columns, doors, and windows or inside restrooms
- Unstamped and unapproved postings will be removed by Student Center staff

Every effort will be made to post all campus related activities. However, if space is a consideration the following priority listings will take effect:
- Announcements for Student Center sponsored events
- Announcements for ASI & ASI program sponsored events
- Student organization events
- SF State Departmental activities/events
- Official SF State announcements

Technical Services
2.13 Technical Service Department
The Technical Services Department is the in house audio/visual provider at the Cesar Chavez Student Center. Many events and meetings in or around the Student Center require technical support. The Technical Services Department assists both student and non-student groups with any and all technical needs and room furnishings requests that contribute toward a successful event.

2.14 How does one Obtain Technical Services?
After securing a room through the Meeting Services Department, if your event requires Technical Services audio-visual equipment, or you would like to discuss a change in room set up, you must meet with the Technical Services (T-122) (414) 338-2730, at least two weeks before your event. Please do not come to the Technical Services Department (T-128) the day of your event and request audio-visual equipment. Please see Attachment D, AV Equipment & Room Furnishings current listing.
Maintenance

2.15 Maintenance of Rooms and Facilities
All organizations are expected to leave the room in the condition in which it was found. Food and beverage items and other discarded objects must be picked up and properly disposed of.

The policies of the Student Center state:
- Furniture may not be moved.
- Painted surfaces may not be used for any kind of display; no tape, nails, thumbtacks, staples or other devices are to be used on painted surfaces.
- Blue / “Painter’s” Tape may be provided upon request for Confirmed Events.
- Upon request, blue tape can be provided for your postings.
- No glitter, confetti or similar decorations may be used.
- Duct tape may not be used on any surface, including carpet.

Organizations will be billed for any direct cleaning expenses beyond the normal cleaning conducted for room turnover and for damages to Student Center facilities.

2.16 Limitations on the Use of Facilities
The rooms and facilities of the Student Center are not available for use by regularly scheduled academic credit and non-credit courses.

The following public areas are not available for reservation and television and/or amplified sound are not permitted in these areas. Exceptions may be made in unusual circumstances by the Assistant Director of Program Services.
- Lounge seating area located on the Lower Conference Level
- Café seating area located on the Lower Conference Level
- The Terrace Lounge areas
- Food Service Areas
- The Depot Stage and Seating Area (Depot Events are scheduled by the Depot Manager.)

The following public areas have restricted use:

Rigoberta Menchú Hall may be used a maximum of 3 times per semester per student organization. It is available on weekdays after 4:00 p.m. or on weekends during the semester. During the Winter and Summer it can be reserved during the day. This area is reserved for receptions only. The furniture arrangement is limited to a reception configuration.

The Plaza Level Carpet Square and Lobby area is available for SCGB and AS Inc. student elections, Student Center Governing Board outreach, Academic Advising and the ASPA Winter Crafts Fair events only.

Making Reservations
3.1 General
These procedures have been developed to ensure that all room reservations are requested in a way that is orderly and fair to all requesting organizations. While ensuring that the Mission and Objectives of the Student Center are met, the scheduling department, along with the other relevant departments, must have sufficient preparation time and information in order to facilitate events properly.

The Student Center strives to make facilities and services available on a regular and continuing basis to all groups and organizations that agree to adhere to the Student Center’s policies and procedures outlined in this manual and with other SF State regulations.
3.2 Priority Reservations

The Student Center has developed scheduling priority (see page XX), in order to fulfill its mission to emphasize activities sponsored by 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 Student Center scheduling priorities. The higher the priority level, the earlier in May reservation requests will be accepted. (The Student Center publishes the dates for each priority level every April.) After the scheduling priority dates in May have passed, reservations are on a first 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 SICC.

3.3 Scheduling priority levels:

1) Student Center Operating Schedule
2) All University Special Programs (e.g. Advising Days, Career Center Events, New Student Orientations, the SF State Bookstore, World AIDS day)
3) Official Meetings for:
   A. Student Center Governing Board
   B. Associated Students, Inc. official business
   C. SF State Registered Student Organization meetings
4) Traditional Special Events (Annual or Biannual) sponsored by a Student Organization
5) Associated Students, Inc Programs (e.g. Performing Arts and all program events sponsored by ASI)
6) Registered Student Organizations’ regular programs
7) University Groups (includes University departments, units and auxiliaries)
8) All other groups

❖ Referring to Schedule Priority Level #3 Official Meetings: please be advised that all official meetings reservations may not exceed 3 hours. Recommended room locations are the Rosa Parks Conference Wing (A-F) and Terrace Level Meeting Rooms (T-153 and T-160).

❖ Referring to Schedule Priority Level #4, ‘Traditional Special Events’ are those which have been scheduled with the Student Center continuously for at least five years. Sponsoring organizations may request a maximum of two such events per semester.

3.4 Preparing to make your Room Request

In order to ensure that the Student Center provides all the necessary services and support to make your event or program successful, be prepared to provide us with the following information in a timely fashion. Users of the facilities must meet a series of deadlines in order to confirm and retain reservations. To ensure your reservation is complete and confirmed, be prepared to do the following:

☐ Give yourself some time to properly prepare your event. No matter the level of importance for your event, you want to do it right.
☐ Communicate in a consistent, accurate, and timely manner with the Student Center Meeting Services Office.
☐ Determine whether your event is a Standard or Special reservation.
☐ Determine whether your event is a co-sponsored event.
☐ Determine whether your event will provide food or refreshments.
☐ Submit all supporting documents by the deadline dates
☐ Fliers, Invitations, etc.
☐ Event Insurance Coverage for Special Events.
☐ Liability Insurance for your caterer.
☐ For Special Reservations, be prepared to meet with Student Center Staff and SICC advisors at least four weeks prior to your event.
☐ If you anticipate that your Event will incur Event Costs and After Hours Charges, be prepared to submit payments: a deposit one month prior and full payment five business days (one calendar week) prior to your event.
☐ The person responsible for the event must submit the initial reservation request and be the primary organizer(s) and sponsor/co-sponsor(s) of the event.
☐ The person responsible for the event must provide all reservation details and must be in attendance at the event.
☐ Confirm you have a room with the Meeting Services Department. Since it takes some time to set up a room when other events are going on in the Student Center, please confirm your reservation one day prior to your event. You can confirm your reservation through the scheduling department: Scheduling Department, Office T-123 (415) 405-0723.
☐ If your event requires a special furnishing or audiovisual setup please confirm it with Technical Services Office T-122 (415) 338-2730.
☐ Please inform Student Center Meeting Services office in advance of any changes regarding your reservation (e.g., cancellations, changes in event times, changes in program, etc.).

Now that you have prepared yourself to make a reservation, the following section will guide you through the reservation process for standard and special events!
3.4a STEP 1: Determine if your request is a standard or special reservation

**STANDARD or SPECIAL Reservation?**
The Student Center has two different types of reservations: STANDARD Reservations and SPECIAL Reservations.

It is important to establish how your event is categorized.

**STANDARD Reservations**
If you are requesting:
- a meeting room
- with the standard room set-up
- NO audio/visual equipment
- NO food or beverages will be served

You are making a ‘STANDARD reservation’!
**Turn to page 16 for information about “How to make a STANDARD reservation.”**

**SPECIAL Reservations**
SPECIAL reservations are for more complex events, so the deadlines are earlier and you must meet with staff at the Student Center to ensure that your equipment and staffing needs are met. Questions to ask:
- Does my event (in any room) require special services such as technical support, audio-visual services, or changes in furniture layout and/or room fixtures?
- Will any food or beverages be served?
- Am I reserving any of the following rooms: Jack Adams Hall or Rigoberta Menchú Hall?
- Am I planning a conference or special event that requires using multiple rooms or reservations on consecutive days?

If you answered ‘yes’ to any of these questions, then your room reservation classifies as a SPECIAL reservation.
**Turn to page 17 for information about “How to make a SPECIAL reservation.”**
3.4b Step Two: Determine if your event is a co-sponsored event

Co-sponsorship

If the event is to be co-sponsored by two or more organizations, the names of all the participating organizations must appear on the request forms along with the appropriate signatures of 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 costs.** (For example, if a Student Organization co-sponsors with a University department, the event will be charged at the University department rate. If a Student Organization co-sponsors with an off-campus organization, then the room rental charge will be the off-campus full rental rate.)

The Student Center may cancel a reservation if it is discovered that one organization applied as the sole sponsor when in fact several organizations are co-sponsors.

We promote and encourage collaboration across campus entities and organizations. This should be fully communicated with the Meeting Services Department to support programmatic collaboration and planning.

3.4c Step Three: Determine if your event will have Food & Beverages

**Questions to ask:**
- Do you want to serve refreshments?
- How many people will attend?
- Do you want to serve alcohol?
- What is your budget?
- How can you promote sustainability in disposing of waste?

If you plan to have Food and Beverages at your event, your reservation classifies as a special reservation. Turn to page 17 for information about how to make a special reservation.

The Student Center has developed the following regulations to ensure the health of Student Center patrons, to abide by State and Federal Health Codes, and to maintain a clean and hygienic environment in the Center at all times.

Anyone dispensing food products should be aware of potential risks, and planners should prepare carefully for any event in which refreshments are served.

**Student Center catering services**
The Student Center houses a number of vendors providing a diverse range of foods and beverages. Organizations should investigate the catering services offered by these vendors. The Retail Commercial Services Manager or the Meeting & Events Coordinator can provide contact information for Student Center vendors upon request.

**Non Student Center catering services**
For catering services provided by non Student Center, an appropriate Certificate of Liability must be submitted to the Meeting & Events Coordinator no later than 10 working days (two weeks) prior to scheduled event:

(1) Catering service must provide documentation and maintain a $2 Million Certificate of Liability.
(2) The Certificate of Liability policy must identify The Student Center at San Francisco State University named as an additional insured with respect to liability of outside vendors occupancy or use of Student Center facilities or property. The Certificate of Liability needs to specifically identify [name of event] to be held at CCSC [name of room] on [event date: XX/XX/XX].

**Styrofoam**
Sponsoring organizations must also ensure that outside caterers conform to the Student Center ‘Styrofoam Policy’ which prohibits the use of styrofoam (the trade name for polystyrene) products by all vendors operating in the Student Center.

**Pre-packaged food**
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 & Events Coordinator at least 2 weeks before the event to discuss arrangements and sign a ‘Food and Beverage Service’ form.

**Potluck**
Student Organizations planning closed functions (members only) may be allowed to provide food prepared at home (e.g. a potluck) pending approval by the Meeting & Events Coordinator.

**Sustainability Initiative**
Minimizing waste is very important to us. We want to comply with the current San Francisco composting ordinance and the city’s Zero Waste goal. Please encourage your organization/department and your attendees to place waste in the appropriate bins.

Compostable items go in the green bins, recyclable items go in the blue bins, and all other waste goes in the black bins.

**Compost (Green Bin):**
http://sunsetsavenger.com/residentialCompost.htm

**Recycle (Blue Bin):**

**Trash or Landfill (Black Bin):**
http://www.sunsetsavenger.com/residentialLandfill.htm

Please take the time to learn where items go by clicking on the Compost, Recycle, and Trash poster icons on the right hand side of the page on our website: http://www.sfsustudentcenter.com/programs/sustainability.php

By exploring our Sustainable Initiatives website, you can learn everything there is to know about San Francisco’s waste stream. There are topics ranging from Zero Waste to proper disposal of toxics in the city.

**Alcohol**
The Student Center 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. The Student Center 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 outlined in this section.
Groups may only serve alcohol with the prior approval of the Meeting & Events Coordinator and the Assistant Director of Program Services Department. The alcohol must be served and consumed within the limits of the room that has been reserved. Student organizations are not allowed to serve alcohol at any event. University entities and off campus organizations must receive prior approval from the Chief of University Police and the SF State Risk Management Office. An Alcohol Clearance Request Form may be obtained from the Meeting Services Office. Please refer to Attachment E, “Alcohol Clearance Request Form.

The Student Center does not allow the consumption, distribution, or sale of “hard” liquor, i.e. alcohol other than beer and wine, within the building.

When alcohol is served at an event held in the Student Center, the organization putting on the event must appoint a designated person to check valid California identification in order to ensure that all guests at the event who wish to drink are 21 years of age or older. The organization putting on the event is responsible for ensuring that minors are not served alcohol and that intoxicated people are prevented from consuming more alcohol and thus threatening themselves and others. The amount of alcohol available for service must be appropriate to the number of people attending the event. The recommended guideline is no more than one drink per person per hour.

In order to ensure adequate controls are maintained to make sure all people of 21 years of age are served alcohol (refer to form), The Student Center requires a sign stating the legal drinking age prior and during the event.

*Failure to comply with these Food & Beverage guidelines may result in your reservation(s) being cancelled, charges being assessed and/or other sanctions.*
3.5a STEP 4(A): Make a STANDARD room reservation.
(See page 12 to establish whether your event would be classified as a STANDARD reservation.)
Timeline: Student Organizations must make STANDARD reservations at least 1 week before the event. University
departments and off-campus entities must make all reservations at least 4 weeks before the event. (See also
Reservation Deadlines chart on page 20).

Things to know:
The person requesting the reservation should have the following information available:
--A Secondary Contact Person
--The specific date and time of the reservation request. (An alternate date and time is also suggested.)
--Name of the event
--The attendance count and how the room is to be set up
--Audio/visual requirements
--Information on food and beverage requirements.
--Only those rooms available will be able to be selected. In other words, you will not be able to select a room at the
time of reservation if it is not available.

Check Room Availability
- Online at www.sfsustudentcenter.com under ‘Room Scheduling’ and ‘Event
  Calendar’ or Visit our Meeting Services Office, T-123

Submit a Reservation Request
- Online at www.sfsustudentcenter.com under ‘Room Scheduling’ or
- At the Meeting Services Office, T-123
Please note: you do NOT have a Confirmed room reserved at this time. You have only submitted a
request! To confirm your reservation—see below.

Are you a registered Student Organization?
The primary contact person must be a recognized
officer of the organization with the Office of SICC

YES

Tentative Reservation
2 or 3 days after submitting your request you will
be notified by e-mail that your request has been

No

Confirm your reservation
2 or 3 days after submitting your request you
will be notified by e-mail regarding the status
of your request.
- You will not be able to select a room
  online if the room is unavailable
- To accept the cost of your reservation,
you must sign the Event Estimate for
your event and return a signed copy to
our Accounting Office, C-131

Event Confirmation
If your reservation is approved by SICC, you will
receive an email from the Meeting Services Dept.
stating that our reservation has been confirmed
3.5b Step 4B: Make a SPECIAL room reservation;
(see page 12 to establish whether your event classifies as a SPECIAL reservation)

Timeline:
Student Organizations must make SPECIAL reservations at least 4 weeks in advance of the event.

On-campus organizations and off-campus entities must make all reservations at least 4 weeks in advance of the event. (See also Reservation Deadlines chart on page 20)

AND ALSO

Meet with the Meeting & Events Coordinator
If you are renting Jack Adams Hall, require multiple rooms for one event, or a room on consecutive days, you must meet with the Meeting & Events Coordinator at least 4 weeks before your event. Your room reservation will be confirmed only after this meeting.

Meet with the Technical Services Manager
If you require technical support or a change in the room set up, you must meet with the Technical Services Manager at least 4 weeks before your event.

Meet with the Meeting & Events Coordinator
If you would like food, beverages or any kind of refreshments at your event, you must meet with the Meeting & Events Coordinator at least 2 weeks before your event and complete a Food & Beverage Form.
3.6 Step 5: Determine if your event will be assessed charges & payments

Questions to ask:
- Is the event held in Jack Adams Hall?
- Is the event organized/co-sponsored by a University department?
- Is the event organized/co-sponsored by an off-campus organization?
- Are you requesting a reservation for a time/date when the Student Center is normally closed?
- Does your reservation require multiple rooms and/or rooms on consecutive days?

If you answered ‘yes’ to any of these questions your event will be assessed charges.

Room Rental Charges
For a list of charges, please refer to Attachment A, ‘Facility Use Fee Schedule.’

Registered Student Organizations
Student Organizations that are registered with SICC will not be charged for room rental in the Student Center. However, the following charges may be assessed:

- **Jack Adams Hall:** mandatory event manager.
- **Insurance Costs:** proof of insurance needs to be provided to the Meeting & Events Coordinator a minimum of five days in advance of your event.
- **After hours events:** labor and energy costs.
- **Additional cleaning & damages**
- **Co-sponsored events:** If student groups co-sponsor with an on-campus or off-campus organization, the higher room rental rate will be charged.
- **Multiple dates or rooms:** Reservations that require multiple rooms and/or rooms on consecutive days may be assessed labor charges.

Event Liability Insurance

Groups using the Student Center facilities may be required to provide proof of insurance in compliance with SF State’s Office of Risk Management. Determination of insurance coverage will be made during the event planning meetings with Student Center staff four weeks prior to event. If determined, proof of insurance must be provided the Meeting & Events Coordinator at least five days in advance to the event.

Payment and Deposits

If your reservation requires payment or deposit, it is the responsibility of the sponsoring organization to ensure that the account is paid in full and deposits are made on time.

For all events, payment in full must be received at least 5 business days (seven calendar days) before the event, or the event will be cancelled without notice. (In the case of University Departments, a PO will be sufficient.)

Reservations by non-Student Organizations will not be confirmed until payment for 50% of the charges is received. Events must be cancelled at least 10 business days in advance in order to have this deposit returned

If the account is not paid within 30 days, all standing [future?] reservations will be cancelled without notice and no further room reservation requests will be processed.

Once the account is paid in full, the organization may submit new room reservation requests, which will be processed in the usual way.
3.7 Cancellations and No-Shows
University Departments and off-campus entities must cancel reservations at least 10 business days before the event in order to have the deposit returned.

Registered Student Organizations that reserve a room and do not cancel the reservation within 5 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.

Note: No-shows will be recorded by the Building and/or Event Managers.

Changes in Room Assignments
To fulfill our obligation of serving the greatest number of organizations, the Student Center reserves the right to change room assignments, if necessary. The Student Center also reserves the right to cancel an event or modify the services provided in the case of utility interruptions, campus emergencies, or threats of imminent danger.

3.8 Special Considerations
The following areas require special consideration beyond the Student Center reservation procedures described in this Handbook. Please use the methods outlined below:

Richard Oakes Multicultural Center – events for this venue are planned through the Program Development Officer. For further details, please contact the Program Office at (415) 405-0700 or visit www.sfsu.studentcenter.com/programs/romc.php.

Delmy Rodriguez Room (T-152) – This room is reserved for the business meeting requirements of the Student Center, Associated Students, Inc., and the SFSU Bookstore only.

The Rack-n-Cue Games Room – This area may be reserved for private events through the Games Room Manager (415) 338-1921 or visit www.sfsu.studentcenter.com/entertainment

Malcolm X Plaza/Quad – This outdoor area may be used for speakers, cultural performers, etc. This space is reserved through the Office of SICC (415) 338-2171 or visit www.sfsu.edu/~LEAD. Please be aware events reserved in Malcolm X Plaza/Quad area may not move inside to any area of the Student Center in the event of inclement weather, nor may Jack Adams Hall be reserved as a back-up inclement weather location.
3.9 Room Reservation Deadlines

The Student Center requires various pieces of information to ensure that it provides all the services that you require for your event. Users of the facilities must meet a series of deadlines in order to confirm and retain reservations. This chart is designed to clarify these deadlines. There is space in the column on the left for you to add the relevant dates for your event.

<table>
<thead>
<tr>
<th>Your Deadlines</th>
<th>Countdown to your event</th>
<th>Registered Student Organizations</th>
<th>University Departments</th>
<th>Off-campus Organizations</th>
</tr>
</thead>
</table>
|                | Put the deadline dates for your event in here | **4 weeks before your event**… **MEETING with Meeting & Events Coordinator DEADLINE**  
If you want to rent Jack Adams Hall and/or if you require multiple rooms or a room on consecutive days, you must meet with Meeting & Events Coordinator  
**SPECIAL RESERVATION & EVENT PLANNING MEETING DEADLINE (SPECIAL Reservation)** | **RESERVATION DEADLINE (also DEPOSIT REQUIRED)** |                                                                       |
|                |                         | **2 weeks…**  
**MEETING with Meeting & Events Coordinator**  
To serve Food & Beverages at your event |                                                                       |                                                                       |
|                |                         | **10 business days…**  
**CANCELLATION DEADLINE** |                                                                       |                                                                       |
|                |                         | **1 week…**  
**STANDARD RESERVATION DEADLINE** |                                                                       |                                                                       |
|                |                         | **5 business days…**  
**---------PAYMENT IN FULL DEADLINE-----------** |                                                                       |                                                                       |
|                |                         | **CANCELLATION DEADLINE** |                                                                       |                                                                       |
3.10 Short Notice Reservations by Student Organizations

Registered Student Organizations wanting to make a STANDARD reservation (see page 12 to establish whether your event classifies as a standard reservation) may make a ‘short notice’ reservation up to 72 hours before the event. Each student organization may only make 3 short notice reservations per semester.

3.11 Walk-ins Reservation

Small groups (fewer than 15 people) of students who wish to study together may use Rosa Parks D, E, & F on a walk-in, “first come, first served” basis for up to two hours IF the room has not been reserved for a scheduled event. No equipment is available for walk-ins.

Walk-ins must use the following procedure:

1) Check that the room is
   a) currently unscheduled by looking at the ‘Daily Schedule’ to the left of the door
      AND
   b) currently empty
2) One person should come to the Business Office, C-134 between 9am to 5pm or at the Information Desk, between 5pm until close.
3) Fill out the ‘Walk-In’ form, which explains that the room must not be decorated, or the furniture moved, and it must be left in a clean condition
4) Understand that the room must be vacated immediately when groups with reservations arrive for their event
5) Include name, Student ID number, and contact information
6) Sign to confirm understanding of the conditions that this student will be personally billed for any damages or cleaning costs.
7) Leave Student ID and pick up key
Student Center Meeting Services Venue Pricing
University and Campus Entities

Basic House Package

<table>
<thead>
<tr>
<th>Room</th>
<th>Half Day (0-4 hours)</th>
<th>Full Day (4-8 hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jack Adams Hall</td>
<td>$368.00</td>
<td>$600.00</td>
</tr>
<tr>
<td>Rosa Parks A-C</td>
<td>$145.00</td>
<td>$239.00</td>
</tr>
</tbody>
</table>

Venues and Basic House Packages
All rates include the rental of the room and the Basic House Package.

The number reflect the 66% discount on Room Charges for University and Campus entities.

Due to the complexity of the event set up and break down the charges are inclusive of staff, room charges, and audio/technical services.

Basic House Package includes chair/table set-up & clean-up; one event manager; two sound and lighting techs; and public address system for up to 400 (JAH), 130 (RP A-C).

Please note: 1/2 day is a reservation of 4 hours or less.

*Half Day rental is a reservation of four hours or less. If Full Day Reservation exceeds facility hours, facility overtime rate applies. See Meeting Services Department for details. All rates subject to change.

Reception House Package

<table>
<thead>
<tr>
<th>Room</th>
<th>Half Day (0-4 hours)</th>
<th>Full Day (4-8 hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jack Adams Hall</td>
<td>$592.00</td>
<td>1,070.00</td>
</tr>
<tr>
<td>Rosa Parks A-C</td>
<td>$369.00</td>
<td>$553.00</td>
</tr>
</tbody>
</table>

Catered Receptions Package includes chair/table set-up & clean-up; one event manager, two techs, cleaning staff, and public address system for up to 275 (JAH), 85 (RP A-C).

Facility Overtime Rate

| Hourly Rate | $188.00 |

Standard Overtime Fees are required for all events beyond facility hours. One building manager, event manager, two to four techs, cleaning staff, and energy use.
# Student Center Meeting Services Venue Pricing

University and Campus Entities

<table>
<thead>
<tr>
<th>Basic House Package</th>
<th>Half Day (0-4 hours)</th>
<th>Full Day (0-8 hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting Room</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rosa Parks A</td>
<td>$23.80</td>
<td>$47.60</td>
</tr>
<tr>
<td>Rosa Parks B</td>
<td>$27.20</td>
<td>$54.40</td>
</tr>
<tr>
<td>Rosa Parks C</td>
<td>$23.80</td>
<td>$47.60</td>
</tr>
<tr>
<td>Rosa Parks D</td>
<td>$23.80</td>
<td>$47.60</td>
</tr>
<tr>
<td>Rosa Parks E</td>
<td>$23.80</td>
<td>$47.60</td>
</tr>
<tr>
<td>Rosa Parks F</td>
<td>$23.80</td>
<td>$47.60</td>
</tr>
<tr>
<td>T-153</td>
<td>$23.80</td>
<td>$47.60</td>
</tr>
<tr>
<td>T-160</td>
<td>$27.20</td>
<td>$47.60</td>
</tr>
</tbody>
</table>

Basic House Package includes chair/table set-up & re-set; and public address system. Staffing charges will apply if staffing is required for event.
Jack Adams Hall Basic House Package Sample Calculations

Half Day 4 Hour Reservation During Normal Business Hours (sample):

10:00 AM - 2:00 PM On-Campus Reservation Invoice Estimate
Theater for 400

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Charge:</td>
<td>1</td>
<td>$600.00</td>
</tr>
<tr>
<td>* Less 66% Discount for University &amp; Campus Entities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel: (10:00 AM - 2:00 PM Special)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Manager(4 hours @ 15.00/hr)</td>
<td>1</td>
<td>$60.00</td>
</tr>
<tr>
<td>Tech Services(4 hours @ 13.00/hr)</td>
<td>2</td>
<td>$52.00</td>
</tr>
<tr>
<td>Custodian(4 hours @ 28.00/hr)</td>
<td>2</td>
<td>$112.00</td>
</tr>
<tr>
<td>** Less 100% Discount only when food is not served</td>
<td></td>
<td></td>
</tr>
<tr>
<td>**waived</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grand Total $368.00

Full Day 8 Hour Reservation During Normal Business Hours (sample):

8:00 AM - 10:00 PM On-Campus Reservation Invoice Estimate
Theater for 400

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Charge:</td>
<td>1</td>
<td>$800.00</td>
</tr>
<tr>
<td>* Less 66% Discount for University &amp; Campus Entities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel: (8:00 AM - 10:00 PM Special)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Manager(8 hours @ 15.00/hr)</td>
<td>1</td>
<td>$120.00</td>
</tr>
<tr>
<td>Tech Services(8hours @ 13.00/hr)</td>
<td>2</td>
<td>$104.00</td>
</tr>
<tr>
<td>Custodian(4 hours @ 28.00/hr)</td>
<td>2</td>
<td>$112.00</td>
</tr>
<tr>
<td>** Less 100% Discount only when food is not served</td>
<td></td>
<td></td>
</tr>
<tr>
<td>**waived</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grand Total $600.00

(Proposed) Standard Facility Overtime Rate:

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Manager</td>
<td>1</td>
</tr>
<tr>
<td>Event Manager</td>
<td>1</td>
</tr>
<tr>
<td>Tech Services</td>
<td>2</td>
</tr>
<tr>
<td>Custodian Overtime</td>
<td>2</td>
</tr>
<tr>
<td>Energy Overtime</td>
<td>1</td>
</tr>
</tbody>
</table>

Grand Total $188.00/hr

Page 24

University & Campus Entities Fee Package

Approved by Rules Committee: 11/17/11
Approved by SCGB: 12/01/11
Rosa Parks Hall Basic House Package Sample Calculations

Half Day 4 Hour Reservation During Normal Business Hours (sample):

10:00 AM - 2:00 PM On-Campus Reservation Invoice Estimate
Theater for 130

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Charge:</td>
<td>1</td>
<td>$250.00</td>
</tr>
<tr>
<td>* Less 66% Discount for University &amp; Campus Entities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel: (10:00 AM - 2:00 PM Special)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Manager(4 hours @ 15.00/hr)</td>
<td>1</td>
<td>$60.00</td>
</tr>
<tr>
<td>Tech Services(4 hours @ 13.00/hr)</td>
<td>2</td>
<td>$52.00</td>
</tr>
<tr>
<td>* Less 100% Discount for in-house tech needs only, i.e. no AV Staff needed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custodian(4 hours @ 28.00/hr)</td>
<td>2</td>
<td>$112.00</td>
</tr>
<tr>
<td>** Less 100% Discount only when food is not served</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grand Total $145.00

Full Day 8 Hour Reservation During Normal Business Hours (sample):

8:00 AM - 10:00 PM On-Campus Reservation Invoice Estimate
Theater for 130

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Charge:</td>
<td>1</td>
<td>$350.00</td>
</tr>
<tr>
<td>* Less 66% Discount for University &amp; Campus Entities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel: (10:00 AM - 2:00 PM Special)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Manager(8 hours @ 15.00/hr)</td>
<td>1</td>
<td>$120.00</td>
</tr>
<tr>
<td>Tech Services(8 hours @ 13.00/hr)</td>
<td>2</td>
<td>$104.00</td>
</tr>
<tr>
<td>* Less 100% Discount for in-house tech needs only, i.e. no AV Staff needed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custodian(4 hours @ 28.00/hr)</td>
<td>2</td>
<td>$112.00</td>
</tr>
<tr>
<td>** Less 100% Discount only when food is not served</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grand Total $239.00

Approved by Rules Committee: 11/17/11
Approved by SCGB: 12/01/11
Basic House Package

<table>
<thead>
<tr>
<th>Room</th>
<th>Half Day (0-4 hrs)</th>
<th>Full Day (4-8 hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jack Adams Hall</td>
<td>$764.00</td>
<td>$1,128.00</td>
</tr>
<tr>
<td>Rosa Parks A-C</td>
<td>$310.00</td>
<td>$470.00</td>
</tr>
</tbody>
</table>

Venues and Basic House Packages
Due to the complexity of the event set up and break down the charges are inclusive of staff, room charges, and audio/technical services.

All rates include the rental of the room and the Basic House Package.

Basic House Package includes chair/table set-up & clean-up; one event manager; two sound and lighting techs; and public address system for up to 400 (JAH), 130 (RP A-C).

Please note: 1/2 day is a reservation of 4 hours or less.

*Half Day rental is a reservation of four hours or less. If Full Day Reservation exceeds facility hours, facility overtime rate applies. See Meeting Services Department for details. All rates subject to change.

Reception House Package

<table>
<thead>
<tr>
<th>Room</th>
<th>Half Day (0-4 hrs)</th>
<th>Full Day (4-8 hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jack Adams Hall</td>
<td>$988.00</td>
<td>1,598.00</td>
</tr>
<tr>
<td>Rosa Parks A-C</td>
<td>$534.00</td>
<td>$784.00</td>
</tr>
</tbody>
</table>

Catered Receptions Package includes chair/table set-up & clean-up; one event manager, two techs, cleaning staff, and public address system for up to 275 (JAH), 85 (RP A-C).

Facility Overtime Rate

| Hourly Rate | $188.00 |

Standard Overtime Fees are required for all events beyond facility hours. One building manager, event manager, two to four techs, cleaning staff, and energy use.
Student Center Meeting Services Venue Pricing
Off Campus

<table>
<thead>
<tr>
<th>Meeting Room</th>
<th>Half Day (0-4 hrs)</th>
<th>Full Day (4-8 hrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rosa Parks A</td>
<td>$70</td>
<td>$140</td>
</tr>
<tr>
<td>Rosa Parks B</td>
<td>$80</td>
<td>$160</td>
</tr>
<tr>
<td>Rosa Parks C</td>
<td>$70</td>
<td>$140</td>
</tr>
<tr>
<td>Rosa Parks D</td>
<td>$70</td>
<td>$140</td>
</tr>
<tr>
<td>Rosa Parks E</td>
<td>$70</td>
<td>$140</td>
</tr>
<tr>
<td>Rosa Parks F</td>
<td>$70</td>
<td>$140</td>
</tr>
<tr>
<td>T-153</td>
<td>$70</td>
<td>$140</td>
</tr>
<tr>
<td>T-160</td>
<td>$80</td>
<td>$140</td>
</tr>
</tbody>
</table>

Basic House Package includes chair/table set-up & re-set; and public address system. Staffing charges will apply if staffing is required for event.
Jack Adams Hall Basic House Package Sample Calculations

Half Day 4 Hour Reservation During Normal Business Hours (sample):

10:00 AM - 2:00 PM Off-Campus Reservation Invoice Estimate
Theater for 400

<table>
<thead>
<tr>
<th>Room Charge:</th>
<th>Quantity</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$600.00</td>
<td>$600.00</td>
<td></td>
</tr>
<tr>
<td>Personnel: (10:00 AM - 2:00 PM Special)</td>
<td>1</td>
<td>$60.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>Event Manager(4 hours @ 15.00/hr)</td>
<td>2</td>
<td>$52.00</td>
<td>$104.00</td>
</tr>
<tr>
<td>Tech Services(4 hours @ 13.00/hr)</td>
<td>2</td>
<td>$112.00</td>
<td>-$224.00**</td>
</tr>
<tr>
<td>Custodian(4 hours @ 28.00/hr)</td>
<td><strong>Less 100% Discount only when food is not served</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grand Total $764.00

Full Day 8 Hour Reservation During Normal Business Hours (sample):

8:00 AM - 10:00 PM Off-Campus Reservation Invoice Estimate
Theater for 400

<table>
<thead>
<tr>
<th>Room Charge:</th>
<th>Quantity</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$800.00</td>
<td>$800.00</td>
<td></td>
</tr>
<tr>
<td>Personnel: (8:00 AM - 10:00 PM Special)</td>
<td>1</td>
<td>$120.00</td>
<td>$120.00</td>
</tr>
<tr>
<td>Event Manager(8 hours @ 15.00/hr)</td>
<td>2</td>
<td>$104.00</td>
<td>$208.00</td>
</tr>
<tr>
<td>Tech Services(8 hours @ 13.00/hr)</td>
<td>2</td>
<td>$224.00</td>
<td>-$448.00**</td>
</tr>
<tr>
<td>Custodian(8 hours @ 28.00/hr)</td>
<td><strong>Less 100% Discount only when food is not served</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Grand Total $1,128.00

(Proposed) Standard Facility Overtime Rate:

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Manager</td>
<td>$15.00/hr</td>
</tr>
<tr>
<td>Event Manager</td>
<td>$15.00/hr</td>
</tr>
<tr>
<td>Tech Services</td>
<td>$13.00/hr</td>
</tr>
<tr>
<td>Custodian Overtime</td>
<td>$42.00/hr</td>
</tr>
<tr>
<td>Energy Overtime</td>
<td>$48.00/hr</td>
</tr>
</tbody>
</table>

Grand Total $188.00/hr
Rosa Parks Conference Room Basic House Package Sample Calculations

Half Day 4 Hour Reservation During Normal Business Hours (sample):

10:00 AM - 2:00 PM Off-Campus Reservation Invoice Estimate
Theater for 130

<table>
<thead>
<tr>
<th>Room Charge:</th>
<th>Quantity</th>
<th>Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel: (10:00 AM - 2:00 PM Special)</td>
<td>1</td>
<td>$250.00</td>
<td>$250.00</td>
</tr>
<tr>
<td>Event Manager (4 hours @ 15.00/hr)</td>
<td>1</td>
<td>$60.00</td>
<td>$60.00</td>
</tr>
<tr>
<td>Tech Services (4 hours @ 13.00/hr)</td>
<td>2</td>
<td>$52.00</td>
<td>-$104.00**</td>
</tr>
<tr>
<td>Custodian (4 hours @ 28.00/hr)</td>
<td>2</td>
<td>$112.00</td>
<td>-$224.00**</td>
</tr>
</tbody>
</table>

* Less 100% Discount for in-house tech needs only, i.e. no AV Staff needed
** Less 100% Discount only when food is not served

Grand Total: $310.00

Full Day 8 Hour Reservation During Normal Business Hours (sample):

8:00 AM - 10:00 PM Off-Campus Reservation Invoice Estimate
Theater for 130

<table>
<thead>
<tr>
<th>Room Charge:</th>
<th>Quantity</th>
<th>Price</th>
<th>Amount</th>
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<tr>
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<td>Tech Services (8 hours @ 13.00/hr)</td>
<td>2</td>
<td>$104.00</td>
<td>-$208.00**</td>
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<tr>
<td>Custodian (4 hours @ 28.00/hr)</td>
<td>2</td>
<td>$112.00</td>
<td>-$224.00**</td>
</tr>
</tbody>
</table>

* Less 100% Discount for in-house tech needs only, i.e. no AV Staff needed
** Less 100% Discount only when food is not served

Grand Total: $470.00

Page 29
Off Campus Fee Package

Approved by Rules Committee: 11/17/11
Approved by SCGB: 12/01/11
Procedures for Extended Hours for Commencement Related Activities

Introduction
To provide more campus space for student use during the graduation/commencement season during the month of May only, the Cesar Chavez Student Center (CCSC) will be open on Saturdays from 8:00 am to 10:00 pm.

Purpose
I. To increase opportunity for additional vendor hours on Saturdays.
II. To provide additional time and reservable space for commencement related graduation ceremonies.
III. To provide for seamless coordination and logistics by providing programs and services during extended hours, such as quiet study areas and group study rooms.

Facilities Usage
I. The CCSC will be open to the public during the designated building operating hours.
II. Reservations will be conducted through the current EMS System.
III. Meeting Rooms and student lounge space on the Terrace Level will be open for student studying.
IV. Rosa Parks Conference Rooms A-F will be available for walk-in study groups.
V. During these extended hours priority registration will be given to commencement related graduation ceremonies that:
   • are student organization sponsored
   • have been held for at least 5 consecutive years
VI. Event Management costs cannot exceed $1,800.00 in services in 2012 dollars.

Potential Costs
Based on the formula utilized for 24 Hour Extended Hours:

<table>
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<tr>
<th>Hourly Wage</th>
<th># of Staff</th>
<th>Description</th>
<th>Description</th>
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<tr>
<td>$20/hour</td>
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<td>Alumni Manager</td>
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<tr>
<td>$17/hour</td>
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<tr>
<td>$42/hour</td>
<td>1 staff</td>
<td>Operations</td>
<td>$42/hour</td>
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<td>$73/hour</td>
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<td>Energy/Utilities</td>
<td>$73/hour</td>
</tr>
</tbody>
</table>

Total: $203/hour

For example in May with a maximum of 4 Saturdays with the additional 6 hours equals 24 hours, potential costs for:

1) CCSC to be open for those 4 Saturdays is estimated to be: 24 hours (4 days x 6hours) x $203 = $4,872.00.
2) Providing for events, based on historical; complex events held in May thru 2009-2011, excluding energy costs, for those 4 Saturdays is estimated to be: $7,200.00 or $1,800.00 each Saturday.

Therefore it is estimated that the potential costs will be $4,872.00 + $7,200.00 = $12,072.00

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Approved by Rules Committee: 11/17/11
Approved by SCGB: 12/01/11
Banners as Publicity at the Cesar Chavez Student Center

Banners advertising major programs and events are popular and effective tools for advertising in the Student Center. With so many programming groups and events on campus, the area can easily become saturated and as a result the banners lose their effect.

In order to avoid this unkempt look and yet maintain the banner as a publicity tool, the following rules will be applied to banners in the Cesar Chavez Student Center.

INDOOR BANNERS: Mezzanine Railing

1. Only recognized student organizations, university departments, and programs may post banners for events with one banner per event. The banner must be for a specific event (e.g. meeting, reception, speaker). The date, time, and place of the event must be clearly marked on the banner. Philosophical or political statements are not permitted. General “welcome back” statements are permitted for the first ten (10) days of each semester.
2. Banners advertising ongoing Associated Students programs (e.g. E.R.O.S, Women’s Center, Legal Resource Center) may be hung for one month at the beginning of each semester.
3. Banners may be hung for five (5) days before the event. All banners must be approved and date-stamped by the Information Center staff. Banners without a date stamp, or banners hanging longer than five days, will be removed, without exception. Banners must remain down for at least seven (7) days before they can be approved again.
4. Organizations wishing to post a banner publicizing an off-campus event are required by Student Involvement and Career Center (SICC: http://www.sfsu.edu/~lead/) to include the following statement on the banner: “This activity is NOT sponsored by San Francisco State University.”
5. Banners may be no longer than ten (10) feet and no wider than three (3) feet and should be neatly lettered and legible from the ground level.
6. If a banner is in a language other than English, it must include an English translation. All sponsoring organizations must be listed on the banner.
7. The sponsoring group is responsible for hanging the banner in an available mezzanine railing space and for removing the banner and tape from the railing when the stamped date has expired. Each organization is responsible for removing its banner after five (5) days or the Student Center staff will remove and recycle the banner. The Student Center is not responsible for banners that are missing or damaged. Railing space is available on a first come, first-served basis. Banners may not be hung on the cement columns or walls of the Student Center. They must be hung only on the railing. The sole exception is the railing facing Malcolm X Plaza, which is reserved for use by Associated Performing Arts only.

OUTDOOR BANNERS:

1. If a student organization has an approved sound permit from SICC, they may hang a banner or banners only on the metal scaffolding of the Malcolm X Plaza stage. See reverse side for approved locations. If an organization does not have an approved sound permit from SICC, cannot hang a banner outside. The banner(s) must comply with the sizes listed for each location. See reverse for approved locations and sizes. The banner(s) may be hung half an hour (30 minutes) before the start of the event and must be removed immediately after the event. All tape, string, or rope used to secure the banner(s) must also be removed.
2. All postings, banners, flyers, posters, or handouts are limited to the metal scaffolding at Malcolm X Plaza. Any banners, flyers, posters, or handouts posted on the building will be taken down without notice or warning by SICC or Cesar Chavez Student Center Staff.

If you have any questions about these policies, please contact the Assistant Director of Program Services at (415) 338-2820, Room T-119 at the Cesar Chavez Student Center.
Policy Statement on
the Burning of Sage and Incense

Purpose

To meet current State Fire Code Requirements and to address the rights of environmentally sensitive building users to the use of a smoke-free and fragrance-free environment in formal meetings, informal meetings, and work environments.

Policy

On February 19, 1993, Governor Pete Wilson signed and issued Executive Order W-42-93, banning smoking in state-owned buildings and leased space. This Executive Order and Assembly Bill 291 (1993) requires each state department including the California State University, to develop and adopt a policy on smoke-free environments which addresses the rights of all people. Consistent with this order, the California State University Student Center adopted a policy which bans the burning of incense, sage, or other smoke-generating natural, or unnatural materials in the building.

Procedure

Burning of incense and/or sage or any other smoke-generating materials, natural or unnatural, is strictly prohibited in all areas of the building. This prohibition shall apply to any area enclosed by the outermost walls of the building. Atriums, balconies, stairwells, and other similar building features are to be considered “within a building.”

Non-compliance with this policy will result in immediate disciplinary action including fines.

Provisions

Burning of incense or sage will not be permitted in any outdoor area within 15 feet of a building doorway or ground level air intake structure.

The Student Center Managing Director, as necessary, may identify and approve specific outside areas for such use on a temporary basis during pre-authorized cultural activities.
Audio-Visual Equipment & Room Support

The primary objective of Cesar Chavez Student Center Technical & IT Services Department is to support the University and affiliated special events, programs, and meetings. It provides audio/video/lighting equipment and expertise setup. Our goal is to most effectively maximize the staffing and audio-visual resources available. Below are guidelines identifying the types of events Cesar Chavez Student Center supports and to ensure you event meets and exceeds your expectation.

Cesar Chavez Student Center will make every reasonable attempt to support your event. However, there may be times that because of available staff and resources certain events may receive limited or no support.

To inquire about technical support for your event, please contact:
Vernon Piccinotti
Office: T-122
Phone: 415-338-2730
Email: vip@sfsustudentcenter.com

Types of Events:

- Cesar Chavez Student Center Technical Services primarily supports meeting and special events held in spaces in Cesar Chavez Student Center and Malcolm X Plaza. Additionally, support is provided for signature University events.
- Cesar Chavez Student Center Technical Services also provides equipment and support for external and sponsored events being held in the aforementioned locations. Please note that rental charges may apply to your external or sponsored event. Please see our equipment price list or contact us for details.

Simultaneous Events:

- In the event of multiple events occurring simultaneously, some larger events will receive priority. In the event of a last minute request, the Cesar Chavez Student Center will make a decision as to the amount of support we are able to provide.

Live sound production:

- Given the staff time and equipment required to provide live sound support, Cesar Chavez Student Center provides on-site live sound support to events in the Student Center only. Otherwise, it is the responsibility of the event coordinator to make the necessary arrangements to fulfill their event audiovisual requirements and adhere to the Cesar Chavez Student Center or San Francisco State University rules and regulations.

Video Conferencing:
The Cesar Chavez Student center does not have any video equipment in inventory, and does not support video conferencing or streaming. We can assist in setting up equipment to use with programs such as SKYPE, but we do not provide application support.

Video streaming may be contracted through Academic Technology. Contact Academic Technology at 415-338-1494. They are located in Burk Hall room 24.

Staffing at events

- Cesar Chavez Student Center does provide staff specifically designated to “sit in” events for the purpose of providing technical support. Time with a Cesar Chavez Student Center staff member may be scheduled prior to your event to instruct you in the proper use of any AV equipment you are unfamiliar with. AV Technicians are available at the Cesar Chavez Student Center Information Desk to assist during your program in the event of technical difficulties.

Equipment Check Out:

- All audiovisual equipment checkouts requested through the Cesar Chavez Student Center, are handled on a case-by-case basis by the Manger of Cesar Chavez Student Center Technical/IT Services, Vernon Piccinotti. Checked out equipment may not leave the CCSC premises.

Cesar Chavez Student Center Audio/Visual Equipment Price List

- Prices are for each event for one day’s use, additional days will be calculated at the same price for each additional day.
- Fees for use of equipment and staff do not apply to San Francisco State University meetings, or special events. External groups will be charged for equipment requested and delivered according to the Cesar Chavez Student Center Audio/Video Equipment Rates Chart. Sponsored groups will be charged based on the level of sponsorship received. LEAD approved SFSU Student groups may use audiovisual equipment free of charge.
Audio-Visual Equipment & Room Furnishing

Audio Equipment
Cassette Player
CD Player
Music Stands
Press Box
Radio Tuner
Drum Shield
Dj Boxes
Grand Piano (Special arrangement only)

Microphones
- SM 57/58 Microphones
- Panel/Table Microphones
- Wireless Lapel
- Wireless Handheld
- Drum Microphone Set

Microphone Stands
- Solid Base & Tripod
- Straight & Boom Arm

Speakers
- Mackie Active Speakers
- Meyer Active Speakers
- Cerwin Vega Subwoofers
- JBL Passive Speakers
- Harbinger Monitors
- Community Monitors

DJ Equipment (See side notes)
Turntables
- Technics 1200
- Numark TT1400
Digital/CD Turntables
- Numark iCDX
DJ Mixers
- Vestax VMC-004XL

Internet Accessibility
- Ethernet Cables of varying lengths
- SFSU WiFi access for non-SFSU customers upon request one month from event.

Presentation Equipment
35mm Slide Projector
Overhead Projector
Portable Screens
Dry Erase Boards
Easels (4)
Flipcharts

Video Equipment
Projectors
- Jack Adams Hall
- Depot
- Rosa & T Level
Media Players
- DVD/VCR Combo Deck
- VHS Decks
- SVHS Deck
Televisions (CRT)
- 20"
- 25"
- 32"

VGA Cable
- 100ft
- 50ft
- 25ft
- 15ft

Apple Video Adapters

Lighting
Theater Lights (JAH)
Track Lights (JAH)
Follow Spot Lights (JAH)
Par 64LED

Accessibility
Hearing Assisting Devices
Wheelchair Ramp

Carts
Empty AV Cart
Flatbed Cart

Furnishings
5' Round Tables
6' Rectangular Tables
8' Rectangular Tables
Table Skirts
- Gray, Black, Green
Chairs
- Jack Adams Hall
- Depot
- Rosa Parks A-F
- T Level Rooms
- Info Desk

Podium
- Jack Adams Hall
- Rosa Parks A-CMX Plaza

Procedure for Obtaining Equipment
Meet with Technical Services/IT Manager, Vernon Piccinotti (T-122)
(415) 338-2730, if you require technical services and support and/or audio-visual equipment, or a change in room set up, you must meet with the Technical Services/IT Manager at least ONE MONTH before your event.

DO NOT come to the Technical Services Department (T-128) the day of your event and request audio-visual equipment.

Confirm Your Reservation & Equipment
It is also strongly advised that a member of your group calls the day your event occurs to confirm that your equipment is prepared, the room is set up properly and ready for your event.

You can confirm your reservation through the scheduling department:

1) CCSC Scheduling Department T-123 (415) 405-0723

You can confirm your equipment needs by calling the Technical Services/IT Manager, Vernon Piccinotti T-122 (415) 338-2730.

It takes a while to set up a room while other events are going on in the Cesar Chavez Student Center, please confirm your reservation TWO DAYS prior to your event.

Notice for DJs
It is advised that you bring your own:
- Headphones
- Needles
- Slip Mats

Price list for Audiovisual/Room Furnishing Equipment available upon request

Approved by SCGB: 04/05/12
## Cesar Chavez Student Center Audio/Visual Equipment Price List

<table>
<thead>
<tr>
<th>AV Group</th>
<th>Service Equipment Name</th>
<th>Student Group</th>
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<th>Non-University</th>
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<td>Audio: Cassette Player</td>
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<td>5</td>
<td>10</td>
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<tr>
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<td>Audio: CD Player</td>
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<td>20</td>
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<td>Audio: Music Stands</td>
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<td>N/C</td>
<td>N/C</td>
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<td>Audio: Press Box</td>
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<td>Audio: Radio Tuner</td>
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<td>10</td>
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<td>Audio: Sub/Monitor Amp Rack</td>
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<td>50</td>
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<td></td>
<td>Audio: Drum Shield</td>
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<td></td>
<td>Audio: Direct Box</td>
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<td>Ramp: Wheelchair Ramp</td>
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<td>Cart: Flat Bed Cart</td>
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<td>DJ</td>
<td>DJ: CD DJ Setup w/ 350 Monitor</td>
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<td>50</td>
<td>100</td>
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<td></td>
<td>DJ: Vinyl DJ Setup w/ 350 Monitor</td>
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<td>100</td>
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<tr>
<td></td>
<td>DJ: Numark iCDX CD TT (pair)</td>
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<td>25</td>
<td>50</td>
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<tr>
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<td>DJ: Numark TT1400 (pair)</td>
<td>N/C</td>
<td>12</td>
<td>25</td>
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<tr>
<td></td>
<td>DJ: Numark TT2400 (pair)</td>
<td>N/C</td>
<td>15</td>
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<td></td>
<td>DJ: Technics 1200MK2 (pair)</td>
<td>N/C</td>
<td>25</td>
<td>50</td>
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<tr>
<td></td>
<td>DJ: Vestax DJ Mixer (each)</td>
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<td>Internet</td>
<td>Internet: Ethernet Cable</td>
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<td>15</td>
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<td>Light: Follow Spot-Light (w/operator)</td>
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<td>Light: Par 64 LED</td>
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<td>Light: Video Lights</td>
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<tr>
<td>Microphones</td>
<td>Microphone: JAH Wireless Handheld w/ Stand</td>
<td>N/C</td>
<td>25</td>
<td>50</td>
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<tr>
<td></td>
<td>Microphone: JAH Wireless Lapel</td>
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<td>25</td>
<td>50</td>
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<tr>
<td></td>
<td>Microphone: Panel Microphone</td>
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<td>10</td>
<td>20</td>
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<tr>
<td></td>
<td>Microphone: Wireless Handheld w/ Stand</td>
<td>N/C</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>Microphone: Wireless Lapel</td>
<td>N/C</td>
<td>15</td>
<td>30</td>
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<tr>
<td></td>
<td>Microphone: Wired Handheld w/ Stand, Cable</td>
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Approved by Rules Committee: 3/28/12
Approved by SCGB: 04/05/2012
<table>
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<tr>
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<th>Item Description</th>
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<th>Quantity 1</th>
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<td>A&amp;H Mix Wizard 16Ch. Mixer</td>
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<td>Yamaha Powered Mixer</td>
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<td>Depot Rack #2 (Depot)</td>
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<td>Office Tools</td>
<td>Dry Erase Board w/ Dry Erase Pens</td>
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<td>Easel</td>
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<td></td>
<td>Flip Chart w/ Paper</td>
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<td>15</td>
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<tr>
<td>Podium</td>
<td>JAH Podium + Microphone</td>
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<td>75</td>
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<td>Portable Podium (MXP)</td>
<td>N/C</td>
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<td>15</td>
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<td></td>
<td>Rosa Parks A-C Podium + Microphone</td>
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<td>45</td>
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<td>Power</td>
<td>Extension Cable (100, 50, 25)</td>
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<td>Power Strip (Surge Protector)</td>
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<td>Projector</td>
<td>JAH Elki LC-X85 Projector</td>
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<td>LCD Projector Cart</td>
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<td>Overhead Projector</td>
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<td>Rosa Parks Screen</td>
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<td>Speakers</td>
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<td>Mackie SRM 450 w/ Stands (pair)</td>
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<td>Mackie SRM 350 w/ stands (pair)</td>
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<td>Cerwin Vega Subwoofers w/ Amp Rack</td>
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<td>150</td>
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<td>Meyer Subwoofer (active)</td>
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<td>Community Monitor Wedges (each)</td>
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<td>Harbinger Monitor Wedges (each)</td>
<td>N/C</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>TV</td>
<td>19&quot; Television (CRT)</td>
<td>N/C</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>25&quot; Television (CRT)</td>
<td>N/C</td>
<td>12</td>
<td>25</td>
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<tr>
<td>Category</td>
<td>Item Description</td>
<td>Quantity</td>
<td>Cost</td>
<td></td>
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<tr>
<td><strong>TV</strong></td>
<td>32” Television w/ Stand (CRT)</td>
<td>N/C</td>
<td>25</td>
<td>50</td>
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<tr>
<td></td>
<td>Comcast Cable Box</td>
<td>N/C</td>
<td>10</td>
<td>20</td>
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<td></td>
<td>ROMC Television + media rack</td>
<td>N/C</td>
<td>50</td>
<td>100</td>
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<tr>
<td><strong>Video</strong></td>
<td>100’ VGA Cable</td>
<td>N/C</td>
<td>20</td>
<td>40</td>
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<tr>
<td></td>
<td>50’ VGA w/ Audio</td>
<td>N/C</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>25’ VGA Cable w/Audio</td>
<td>N/C</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>15’ VGA w/ Audio</td>
<td>N/C</td>
<td>N/C</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Apple Video Adapter (w/ ID)</td>
<td>N/C (w/ ID)</td>
<td>5 (w/ID)</td>
<td></td>
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<td></td>
<td>DVD Player</td>
<td>N/C</td>
<td>10</td>
<td>20</td>
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<tr>
<td></td>
<td>DVD/VCR Combo deck</td>
<td>N/C</td>
<td>15</td>
<td>35</td>
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<td></td>
<td>S-VHS VCR</td>
<td>N/C</td>
<td>10</td>
<td>20</td>
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<tr>
<td></td>
<td>Video Monitor</td>
<td>N/C</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td><strong>Chairs</strong></td>
<td>JAH Green Chairs (400)</td>
<td>N/C</td>
<td>N/C</td>
<td>N/C</td>
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<td></td>
<td>Rosa Parks A-C Chairs</td>
<td>N/C</td>
<td>N/C</td>
<td>N/C</td>
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<tr>
<td></td>
<td>Outdoor Folding Chair (each)</td>
<td>N/C</td>
<td>N/C</td>
<td>5</td>
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<td></td>
<td>Black Chairs</td>
<td>N/C</td>
<td>N/C</td>
<td>5</td>
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<tr>
<td><strong>Staging</strong></td>
<td>Portable Stage w/Step</td>
<td>N/C</td>
<td>150</td>
<td>300</td>
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<tr>
<td><strong>Tables</strong></td>
<td>Indoor 8’ Rectangular Table</td>
<td>N/C</td>
<td>13</td>
<td>25</td>
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<tr>
<td></td>
<td>Indoor 6’ Rectangular Table</td>
<td>N/C</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>Indoor 5’ Round Table</td>
<td>N/C</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td>JAH Foyer Kit (1 table, 2 chair)</td>
<td>N/C</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>JAH Lobby Kit (1 table, 2 chair)</td>
<td>N/C</td>
<td>15</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>Outdoor 6’ table</td>
<td>N/C</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Skirt (Black, Grey, Green)</td>
<td>N/C</td>
<td>5</td>
<td>10</td>
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<tr>
<td></td>
<td>Skirt Damage Fee (replacement)</td>
<td>50</td>
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</tbody>
</table>
Alcohol Clearance Request Form
“Non-Students”

Group Name: ____________________________

Title of Event: ____________________________

Date of Event: ____________________________ Location: ____________________________

Event Hours: ____________________________ Estimated Attendance: ____________________________

Beverages Served: ____________________________

Event Host: ____________________________

Sponsor: ____________________________

IN APPLYING FOR PERMISSION TO SERVE ALCOHOL AT THE ABOVE DESCRIBED EVENT, WE ASSURE THE STUDENT CENTER AND THE UNIVERSITY ADMINISTRATION THAT:

- Attendance shall be limited to members of our group and invited guests and not open to the general public.
- The “client” and/or the sponsoring organization shall be responsible for compliance of all applicable laws, regulations and University policies regarding the serving and consumption of beer and wine.
- Adequate controls shall be maintained to ensure that all persons served alcohol are at least twenty-one (21) years of age.
- No person obviously intoxicated shall be furnished, served or given an alcoholic beverage.
- The serving of alcohol shall not exceed three (3) hours.
- Food and non-alcoholic beverages will be available.
- Consumption and service of alcohol will be in the facility designated for the event.
- Where danger or potential danger to persons or property is imminent, the event may be cancelled by an appropriate Student Center official and the University Police Department, at their sole discretion.
- If there is a direct or indirect sale of alcohol such as selling tickets for entrance, selling drink tickets or chits which may be exchanged for drinks; or other methods of charging which are determined by the number of drinks served to an individual or any type of consideration exchange between the host organization and the attendees, the attached application form must be signed by the Chief of University Police. The application must then be taken to the Department of Alcoholic Beverage Control for a temporary alcohol beverage license.

Authorized Signature of Event Host ____________________________ Date ____________________________

Please Print Name ____________________________

The Following Signatures Are Required For Approval:

Chief, University Police, SF State ____________________________ Date ____________________________

Managing Director, Cesar Chavez Student Center ____________________________ Date ____________________________

Approved by Rules Committee: 09/29/11
Approved by SCGB: 10/06/11