



EVENT SERVICES POLICY MANUAL

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.

AS Event Services Mission Statement

AS Event Services provides facilities and support services that enrich the educational, social, and cultural programming of San Francisco State University and surrounding communities. Our staff is dedicated to providing the highest possible level of service to ensure the success of the diverse communities we serve. Event Services oversees room reservations in the Cesar Chavez Student Center, event management for all major special events, event risk assessment, and education on best practices for program organizers.

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I. FACILITIES

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

Sunday: Closed

Summer/Winter Sessions and Fall Break

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

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

Saturday/Sunday: 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.

Usage Beyond Posted Building Hours

Additional hours of CCSC facilities and staffing support may be authorized by Associated Students Facilities and Operations leadership, including the Senior Directors of Operations; Event Services; and Technical Services and IT. Such extensions will have fees applied according to the Event Services Fee Structure (Section II.A)

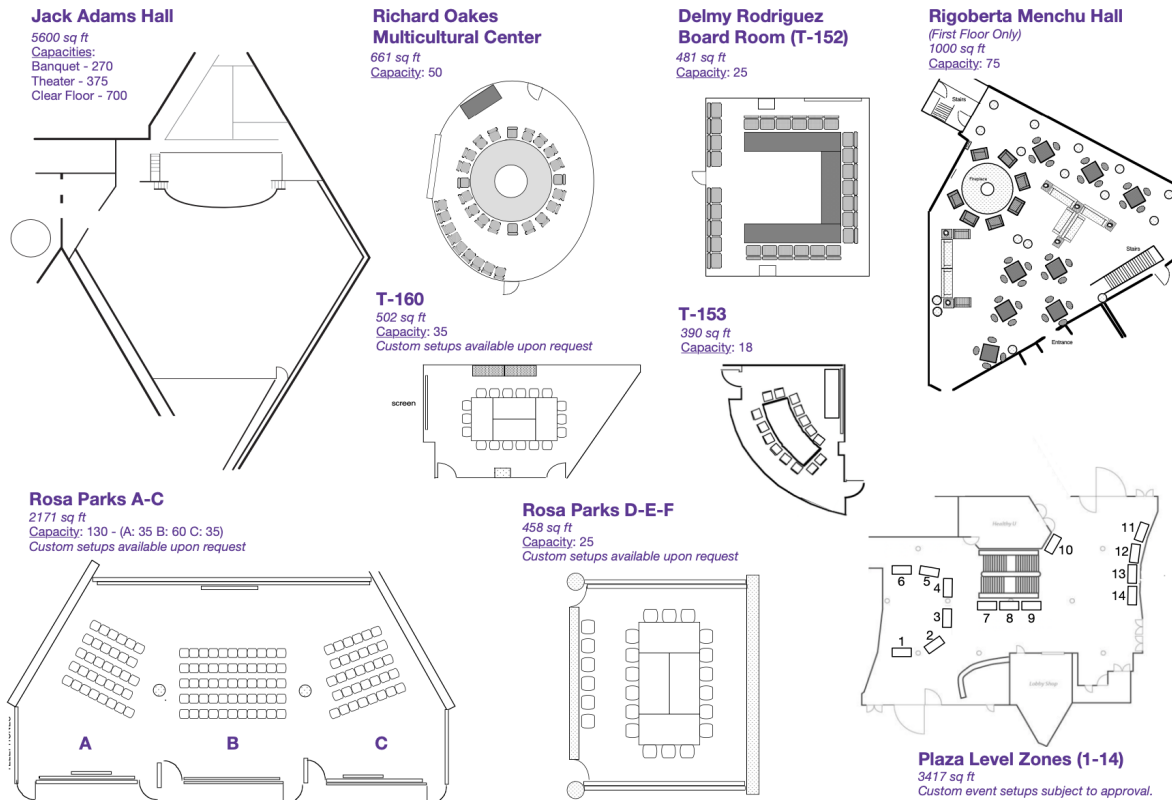
Reservable Spaces



CESAR CHAVEZ STUDENT CENTER
SAN FRANCISCO STATE UNIVERSITY

EVENT SERVICES

P: 415-405-0723
E: scheduling@asi.sfsu.edu



Meeting and Conference Facilities

Reservations for conference facilities must be made with no less than *ten (10) business days* notice. Last minute requests will be considered on a case by case basis, and must be approved by the Senior Director of Event Services.

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. 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. Each equipped with a 75" LED TV screen with HDMI inputs for presentation purposes. Custom room configurations are permissible with minimum 10 days notice. (458 sq. ft.; Capacity: 25)

Terrace Level Conference Rooms

Delmy Rodriguez Board Room (T-152): Board room equipped with two 65" LED TV screens with HDMI inputs. Reserved for official AS Board of Directors business 8:00am - 5:00pm Monday through Friday unless otherwise released. (481 sq. ft.; Capacity: 25)

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. Custom room configurations are permissible with minimum 10 days notice. (903 sq. ft.; Capacity: 35)

Special Event Spaces

Jack Adams Hall

Must be reserved a minimum of six (6) weeks prior to the desired event date.

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 130 guests, unless the event meets one or more of the following criteria, and is approved by the Senior Director of Event Services:

1. Banquet style events exceeding a headcount of 80 guests.
2. Events featuring a performance which requires a raised stage, specifically:
 - A multi-instrument band
 - A dance performance with 2+ performers.
 - A theatrical performance piece with multiple performers.
 - A tabling/resource fair event that requires more than twelve 6' rectangular tables.

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

Must be reserved a minimum of ten (10) business days prior to the desired event date.

A reception space for mid-sized events. Limited furniture adjustment and AV support may be requested, pending Event Services approval. RSO/GOs 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)

For reservation guidelines see Attachment A: Rigoberta Menchu Hall Event Guidelines

Plaza Level Lobby

Tabling: Use of the fourteen designated lobby tabling zones is reserved for Associated Students departments and programs and SF State departments to distribute information regarding university-wide initiatives, as well as 3rd party vendors participating in the AS Short Term Rental program (See Attachment A: Short Term Rental Policy). RSO/GOs may not table in the CCSC PL Lobby.

Special Events: Use of the PL Lobby for special events is reserved for SF State offices and departments, and the Associated Students Departments for university-wide initiatives.

Organizations hoping to utilize a raised stage and/or amplified sound in the PL Lobby must apply for a Time, Place, and Manner exception before the request will be approved.

Organizations may request use of the PL Lobby tabling zones for event registration and check in, only if said event is housed within a Cesar Chavez Student Center special event space. Requests will be approved on a case by case basis and are subject to availability.

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. AS program staff must be present when space is in use.

All requests for use of space must be approved *no less than ten (10) business days prior to the desired event date.*

Richard Oakes Multicultural Center

A space for cultural events and discussions that provide a collaborative and supportive environment promoting a multi-ethnic, culturally conscious university that affirms the human and intellectual heritage of all people. Reservation requests must be submitted to AS Event Services for approval by the Richard Oakes Multicultural Center Director. All requests will be evaluated

for adherence to the Richard Oakes Multicultural Center Booking Criteria outlined in Attachment B: ROMC Booking Criteria (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 Program. (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 Director. (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 applied by Associated Students on a case by case basis.

Vendor Dining Areas

Use of all vendor related dining spaces must be approved by the respective proprietor in written agreement with the Senior Directors of Event Services and Operations, 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 Department of Student Activities and Events. 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 non-reservable. 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 the 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, Landing, and Walkway
3. South Plaza (Toward Fine Arts Building)
4. West Plaza (Toward Burk Hall)
5. North Plaza (Outside bookstore entrance)

II. FEES

A. Fee Structure

Reservations in the Cesar Chavez Student Center will be charged according to the following fee structure.

	Facility Rental	Staffing	Staffing - OT	AV Equipment
Recognized Student Organization	100% Discount	100% Discount	No Discount*	100% Discount
Recognized Greek Organizations	100% Discount	100% Discount	No Discount*	100% Discount
University Departments	No Discount**	No Discount	No Discount	45% Discount
Third Party Non-Profit	No Discount	No Discount	No Discount	25% Discount
Third Party For Profit	No Discount	No Discount	No Discount	No Discount

*With the following exceptions, during which OT staffing fees will be applied to all hours outside of normal operational hours:

1. If the reservation should span continuously over two calendar days.
2. If the reservation runs over 4 hours past regular operating hours.
3. If the reservation runs over 4 hours on a Sunday, or otherwise non-operational day.
4. Events taking place outside of Fall/Spring semesters (e.g. Fall/Spring Recess, Summer/Winter Sessions)

B. 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, a Co-Sponsorship Disclosure must be completed by all sponsoring organizations. Only individuals listed as the primary and secondary contacts and those designated on the co-sponsorship disclosure will be permitted to make requests or changes to existing agreements, and only with the consent of all sponsors. Co-Sponsors added at a later date must be approved by the Senior Director of Event Services, and fees may be reassessed.

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.*

C. Payment Procedures

- a. Estimates and Invoice Policy: Event 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 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, unless otherwise authorized by the Senior Director of Event Services:
 - 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 Senior Director of Event Services.

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 III.N)

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

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

Organizations 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 Organization Classifications

Associated Students accepts reservation requests from the following classifications of organizations:

1. Associated Students Board of Directors
2. Associated Students Programs and Departments
3. Recognized Student Organizations
4. Recognized Greek Organizations
5. San Francisco State University Programs and Departments
6. Third Party Non-Profit or For-Profit Organizations

Associated Students does not accept reservation requests from individuals unaffiliated with, or unauthorized to act on behalf of, the above-listed organization types.

B. Recognized Student and Greek Organization Events

A Recognized Student/Greek Organization (RSO/RGO) is one that has completed the annual registration process and is in good standing with the SF State Student Activities and Events (SAE).

RSO/RGO will not be accepted for the following periods of non-instruction, unless otherwise authorized by Student Activities and Events: Summer Session, Fall Recess, Winter Session, Spring Recess, Fall/Spring Dead Week, Fall/Spring Finals Week.

Reservation requests may only be submitted by student organization officers who have completed the Student Leader Orientation, and are approved by Student Activities and Events. It is the responsibility of Student Organization leadership to ensure contact information is updated during times of transition.

SF State faculty, staff, or community advisors/members may not request reservations on behalf of an RSO/RGO, and may not be listed as the primary or secondary contacts on reservations.

C. Reservation Priority Schedule

The reservation process for an upcoming academic year (July 1-June 30) begins in April of the preceding academic year. Reservation requests are accepted according to the following Priority Schedule:

- a. AS-SFSU Operating Schedule
- b. Official Meetings for Associated Students Board of Directors
- c. Associated Students Program/Departments
- 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.
- e. 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. Career Services and Leadership Development
- f. Official Meetings for Recognized Student/Greek Organizations
- g. Recognized Student Organization Programs and Events
- h. University Departments and Affiliations
- i. All other organizations

Priority window dates are announced in March of each year. After the scheduling priority dates in May have passed, reservations are on a first come, first served basis. Requests not submitted within the designated priority window will receive no priority.

D. Reservation Methods

All requests must be submitted via the appropriate Reservation Request Form on GatorXperience. Requests will be processed by an Event Services staff member within three business days.

Those with additional questions or concerns may request assistance from Event Services staff directly:

Associated Students Event Services
 Cesar Chavez Student Center - T-119
 Monday-Friday: 9:00am-5:00pm
E: scheduling@asi.sfsu.edu
P: 415-405-0723

All reservations are subject to review and are tentative pending a confirmation email from Event Services. Additional information may be requested via email or phone by the AS staff. Organizations have 3 business days to acknowledge any requests for

information before a request is dismissed.

E. Courtesy Holds

Courtesy holds for conference and special event spaces may be requested via email following the end of the priority request period.

Courtesy hold requests must adhere to all required booking deadlines listed previously. These serve to temporarily hold a space while organizers finalize reservation details, but do not constitute finalized reservations. Courtesy Holds will be released after ten (10) business days, should the organization be unable to finalize their reservation, including approval of the event estimate, if applicable.

A courtesy hold may be challenged by a group with finalized reservation details and who is in need of the same space. In the event that a courtesy hold is challenged, the group holding the space must either confirm its intention to reserve and submit a completed request from, or release the space. Challenging organizations have the option of being placed on the waitlist for their requested date.

F. 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.

G. 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.”

H. Reservation Statuses

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

Canceled - Room reservation has been canceled. Questions regarding cancellation may be directed to an AS Event Services representative.

Confirmed - Reservation has been approved by all necessary departments, and is permitted to move forward as scheduled.

Confirmed Pending Payment - A reservation has been approved by all necessary

departments, and will be permitted to move forward once payment of all fees due has been made.

Courtesy Hold - A temporary hold on the space has been placed and will be released in ten business days, if a reservation is not confirmed.

No Show - Organization has failed to check in for its scheduled reservation.

Pending ROMC Review - Room is confirmed available but requires Senior Director of Culture and Social Justice approval.

Pending SAE Review - Room is confirmed available but requires approval from the Department of Student Activities & Events.

Waitlisted - Reservation has been placed, but will not be confirmed or approved until a pre-existing conflicting reservation is canceled.

I. Time, Place, and Manner

All reservations must adhere to SF State's published Time, Place, and Manner policy. Host organizations are expected to apply for the appropriate Time, Place, and Manner exemptions, if applicable.

J. Insurance, Risk, and Security Assessment

Insurance

Organizations may be required to provide proof of insurance in compliance with SF State Enterprise Risk Management. Insurance will be assessed during the booking process. If required, proof of insurance must be provided to the Sr. Director of Event Services at least five (5) business days prior to the event. Failure to procure required insurance coverage may result in the immediate postponement or cancellation of the event.

The State of California, the Trustees of the California State University, San Francisco State University, Associated Students, and the officers, employees, volunteers, and agents of each of them must be listed as additionally insured on all Special Event Insurance policies. (Attachment C: Sample COI)

RSOs may acquire Certificates of Insurance via SF State Enterprise Risk Management (ERM) facilitated Club Liability Insurance Program. Eligibility and application guidelines are listed on the ERM website.

RGOs may acquire Certificates of Insurance via their national organizations, if

applicable. They may also purchase an Special Event Insurance policy via AS Event Services, at cost.

University Departments may acquire Certificates of Insurance via SF State Enterprise Risk Management.

Third Party Organizations must provide their own Certificate of Special Event Insurance.

Security Requirements

Associated Students adheres to SF State University policies in order to provide a safe environment for event guests. Generally, security is required at large-scale events or high profile events that may impact the University campus and surrounding community. Examples may include, but are not limited to, events where alcohol is available, events with non-San Francisco State University students in attendance, events occurring during late evening hours, events that have outside vendors present and money is exchanged, and events with a history of large attendance.

Associated Students staff will work directly with the client and University Police Department to determine the need for additional security, if any. The host organization is responsible for any fees related to event security services.

K. 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 D)

L. Filming Permits and Photography

All student and SF State community requests for filming, surveying, etc. for class purposes must be submitted to Event Services 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 Senior Director of Operations. Requests must have no impact on the safety of students, guests, members, and employees, and avoid conflicts with normal business operations, events, programs, and services.

A general image release will be posted at the entrance and throughout all special event venues to alert attendees of recorded activities.

M. Short Notice Reservations

RSOs and RGOs are permitted to make three “short notice” standard reservations no less than three (3) business days 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.

N. Walk In Reservations

Small groups of two or more, but not exceeding room seating capacity, may use Rosa Parks D, E, or F for up to two hours on a walk in, subject to availability. All walk-in reservations are facilitated by the Information Center staff. No equipment may be rented for walk-in reservations.

O. 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 O, 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** reservations and a suspension of reservation privileges for that semester.

P. Jack Adams Hall Cancellation Policy

Reservations in Jack Adams Hall must be canceled 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. Recognized

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 submit separate requests, or a valid co-sponsorship disclosure. Should an organization release a requested date, deference will be given to any organizations on the existing waitlist.

Q. Jack Adams Hall Event Schedule

Jack Adams Hall is a dynamic space which requires the cooperation of multiple departments and staff members to ensure efficient turnover. As such, Associated Students only accepts one reservation per day.

Exceptions to this policy may be granted at the discretion of the Sr. Director of Event Services, after consulting with all Event Services department heads and SF State Facilities., with the understanding that there must be sufficient time and staffing to execute the required venue turnover. Associated Students does not make exceptions based on content.

R. 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 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.

S. Rain Contingencies

Events scheduled 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 Cesar Chavez Student Center indoor spaces may be reserved as a "Rain Contingency" location.

T. Force Majeure

Neither Associated Students nor the Reservation Holder(s) shall be financially responsible or liable for any cancellations, failure, or delay in the performance of its obligations pertaining to the reservation out of our caused by, directly or indirectly, forces beyond its control, including without limitation, strikes, work stoppages, accidents, acts of war or terrorism, civil or military disturbances, nuclear or natural catastrophes or acts of God, pandemics and interruptions, loss or malfunctions of utilities, communications or computer (software and hardware) services; it being understood that all parties shall use reasonable efforts which are consistent with accepted practices in the higher education industry to resume performance as soon as practicable under the circumstances.

IV. GENERAL USE POLICIES

A. Access

Primary and secondary contacts who have reserved a conference space are required to check their room keys in and out at the CCSC Information Center. Primary and secondary contacts may not designate additional contacts. Groups who find the space unlocked, or the previous occupants still in the room, must still adhere to proper procedure. Otherwise, the group will be issued a "No Show," three of which will result in the cancellation of all remaining organization reservations. Exceptions in case of emergencies may be assessed on a case by case basis.

For reservations in a special event space, such as Jack Adams Hall or Rigoberta Menchu Hall, a representative of AS Event Services or Facilities and Operations will be on hand to grant access. Groups should not have access to AS special event spaces without the knowledge of AS Facilities and Operations staff.

B. 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.

All posted event advertising must include the following Event Accessibility Statement:

"[Organization] welcomes persons with disabilities and can make reasonable accommodations upon request. If you need reasonable accommodations for this event, please contact [person in your organization at xxx-xxx-xxxx or person@email.com] by

[date-15 working days before event]."

C. 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. Associated Students 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.

Alcohol serving and consumption is prohibited at all Recognized Student/Greek Organization events.

University Departments and third party organizations may serve alcohol with the prior approval of the Senior Director of Event Services, the Chief of the University Police Department, and the SF State Enterprise Risk Management. An "Alcohol Clearance Request Form" must be submitted and filed for every event at which alcohol is to be served.

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 only in the designated event spaces.

D. 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](#).

E. 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. Proof of licensing from the copyright holder must be submitted to Event Services no later than 10 business days prior to the reservation date.

F. Custom Room Configurations

Custom room configurations are available for the following Conference and Special Event Spaces:

1. Rosa Parks A-C
2. Rosa Parks D
3. Rosa Parks E
4. Rosa Parks F
5. T-160
6. Jack Adams Hall
7. Plaza Level Lobby

Configurations must be requested no less than 10 business days prior and are approved by AS Event Services on an as available basis. Configurations may be executed by authorized AS staff only. The moving and/or rearranging of furnishings by reserving organizations, however minor, is strictly prohibited. For a list of configuration options, please visit the AS website.

Groups who fail to comply with pre-determine configurations will be subject to the following action:

1. First offense: verbal and written warning.
2. Second offense: verbal and written warning.
3. Third offense: cancellation of all reservations, and loss of reservation privileges in AS operated spaces for one academic semester.

G. 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, hazers, diffusers, humidifiers
- h. Paint
- i. Silly string
- j. Candles

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

Items to be hung and/or rigged, and free standing structures must be approved by Event Services staff prior to the event date. These items/structures must be stable in nature, and lightweight in construction. Decor may not obstruct or extend into doorways.

Exit signs, fire extinguishers, smoke detectors, fire alarm pulls, emergency lights, and audible fire signals/strobe lights cannot be decorated, covered, or obstructed in any way.

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.

H. Equipment Rental

Services within AS Operated Facilities

Organizations may request technical equipment and support for events taking place outside of Cesar Chavez Student Center facilities, at cost. Individuals unaffiliated with approved Reserving Organization Categories may not request the use of AV Equipment or Furnishings.

All requests for AV support within the Cesar Chavez Student Center must be submitted to Event Services no less than ten business days before an event date. Late requests 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.

Services outside of the AS Operated Facilities

An AV/Furnishings Rental Request Form (Attachment E) must be received by Event Services and approved by Technical Services at least two weeks prior to the event date. Confirmation of a venue/space reservation and a Time, Place, and Manner Exemption, if

applicable, must be provided at the time of the request. Organizations will be charged for the cost of items, as well as for any staffing deemed necessary for the operation of said equipment.

Third Party Service Providers

Associated Students does not permit the contracting of third party audio-visual providers by reservation holders, except by written consent of the Senior Director of Event Services and Senior Director of Operations. Third party service providers may only be considered in order to supplement equipment not already possessed by Associated Students Technical Services and/or relevant campus partners. Any reservation holder requesting exemption for a third party vendor must adhere to all Associated Students, San Francisco State University, and California State University, and local/federal laws pertaining to service providers.

I. Event Publicity Postings

Literature distribution and solicitation within the Cesar Chavez Student Center must comply with the SF State Time, Place, and Manner policy.

Several general posting boards are maintained by AS Information Center Staff daily.

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.

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.

J. Facility 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. Organizations found responsible will have all reservations suspended until financial obligations have been fulfilled.

K. Food and Beverage

All organizations hosting events featuring food and beverage service must file an approved Food and Beverage Agreement no less than 10 business days prior to the event date. All required supporting documentation must be submitted before a Food and Beverage Agreement is approved.

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 Insurance (COI) must be submitted to the Senior Director of Event Services no later than 10 business days prior to the event date.

Vendor must provide documentation and maintain a \$2 million COI 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 COI must specifically identify the name of the event, as well as the location and date of the event. (See Attachment C: Sample COI)

Vendors whose staff will be on site to serve food and beverages must provide a valid certificate of \$1million Workers Compensation Insurance, or sign a Vendor Hold Harmless Agreement.

Pre-packaged Items

Sponsoring Organizations may provide pre-packaged food that has been obtained from a licensed and permitted retail or wholesale food server.

Potluck

RSOs and RGOs planning a closed, members only function may be allowed to provide food prepared at home pending approval by the Senior Director of Event Services.

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.

Food Warmers

Food may only be warmed using approved Sterno Canned Heat Gel Chafing Fuel canisters. Food warmers that produce visible flames are not permitted. Electronic heating elements must be approved by Event Services staff.

Food Distribution and Consumption

All food and beverage item distribution and consumption are to be kept within the reserved space, and will not take place in hallways or walkways, except with permission from Associated Students.

L. 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 the Senior Director of Operations, and must adhere to the following guidelines:

- a. Clients 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.

M. Lost, Stolen, or Damaged Personal Property

Associated Students will not be held responsible or liable for any lost, stolen, or damaged personal property belonging to users of conference and event facilities, except by except such loss or damage which was caused by the sole negligence or willful misconduct of its officers, employees, volunteers, and agents.

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.

N. 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.

O. Merchandise, Ticket Sales, and Cash Handling

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. Additional security may be deemed necessary for events featuring significant cash exchange and holding. Associated Students will work with SF State Enterprise Risk Management, Student Activities and Events, and the University Police Department to assess event security needs.

P. 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.

Q. 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, steamers, irons, diffusers, and humidifiers) is also prohibited in all indoor areas to ensure safety and access.

R. Parking and Loading Dock Access

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.

S. 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.

T. 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 a case by case basis by the Senior Director of Event Services and/or Student Activities and Events.

U. Rehearsal Space

Access to Jack Adams Hall for the purpose of rehearsal or pre-event load in will be granted by the Senior Director of Event Services 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.

V. 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.

W. Smoking and Tobacco Products

In concert with all California State University campuses, SF State is 100% smoke and tobacco free. For more information please view [CSU Executive Order 1108](#).

X. Sound Amplification

All amplified sound within permitted AS Operated spaces will be monitored by AS Facilities and Event Staff for adherence to the University Time, Place and Manner Policy.

Amplified sound is not permitted in the following spaces due to their size and/or proximity to other meeting and event spaces and/or offices:

- a. Rosa Parks D, E, and F
- b. T-152
- c. T-153
- d. T-160
- e. Richard Oakes Multicultural Center
- f. Art Gallery (9:00am-5:00pm)

Y. Storage

Storage space may be authorized by the Senior Director of Event Services on a case by case basis. Items must not exceed over \$50 in individual value and may not include:

- a. Personal electronics
- b. Technology or equipment valued over \$50
- c. Combustible/Chemical items
- d. Bicycles/Skateboards/Wheelchairs
- e. Perishable food items
- f. Alcohol

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

Z. 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.

Attachment A: Rigoberta Menchu Hall

Special Event Reservation Guidelines

Required Booking Window: Ten (10) Business Days Notice

Rigoberta Menchu Hall (Pyramid II) is located on the Terrace Level of the Cesar Chavez Student Center. Its primary purpose is to serve as a general access study and lounge space for the students of San Francisco State University. Secondary to this purpose, Rigoberta Menchu Hall may be used as a space for mid-sized events, adherent to the guidelines outlined in here.

- Events must be sponsored by an organization falling into one of the Approved Organizations Classifications.
 1. Associated Students Board of Directors
 2. Associated Students Programs and Departments
 3. Recognized Student Organizations
 4. Recognized Greek Organizations
 5. San Francisco State University Programs and Departments
 6. Third Party Non-Profit or For-Profit Organizations
- Special Events may take place on the **first floor of Rigoberta Menchu Hall only** due to ADA requirements for event spaces. Stair access will be restricted during special events.
- The maximum capacity of Rigoberta Menchu Hall is **75 Participants**.
- Organizations are limited to **three Rigoberta Menchu Hall bookings per semester**.
- Event organizers and guests agree to adhere to all AS Event Services policies and procedures.
- Reservations will only be accepted for the following periods of time:
 - Monday - Friday: 5:00pm - 9:30pm
 - Study Hall will be closed at 4:00pm to allow AS Facilities and Operations, and SF State Custodians to reset and clean the space.
 - The earliest a reserving party will receive access to the space is 4:30pm.
 - Saturday: 8:30am - 3:00pm
 - Recognized Student/Greek Organizations are further subject to SF State policies regarding Dead Week, Finals Week, Holidays, and non-Academic period.
- Limited furniture adjustment and AV support may be requested, and is subject to approval by AS Event Services.
 - Organizations may not move furnishings; only AS Facilities and Operations staff are permitted to re-configure rooms.
 - Support requests submitted less than 5 business days in advance will be reviewed on a case by case basis.

Scope of Activities Permitted

- Open Houses
- Media Screenings

- Receptions/Celebrations
- Karaoke Nights
- Game Nights
- Single Performer Acoustic Sets (no drums, all other instruments must be approved by AS Event Services)

Scope of Activities Not Permitted

- General meetings
- Lectures
- Workshops
- Trainings
- Private Study Sessions
- Staged performances involving multiple performers

Event Services may consider requests for events not listed here on a case by case basis. Any exceptions to these guidelines will be subject to review by senior AS Facilities and Operations leadership for final approval.

AV Equipment Permitted

- Associated Students Mobile Media Cart
 - TV Screen
 - Soundbar
 - HDMI Cables
 - RCA “iPod” Cable
 - Dedicated HDMI Adapter
 - Webcam
- QSC Basic PA
 - (1) QSC K12 Speaker
 - (1) Wired Microphone
 - (1) RCA “iPod” Cable

Attachment B: Richard Oakes Multicultural Center Reservation Guidelines

Required Booking Window: Ten (10) Business Days

The Richard Oakes Multicultural Center is 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.

Events must be sponsored by an organization falling into one of the Approved Organization Classifications, or in official partnership with the Richard Oakes Multicultural Center.

All use of the space must fit the following criteria, or be granted exemption through the Richard Oakes Multicultural Director or the Sr. Director of Culture and Social Justice. The Richard Oakes Multicultural Center staff is not limited to the following criteria selection, and may take additional information into consideration on a case by case basis.

Scope of Activities Permitted

- Cultural lectures and speaker series
- Instructional related activities
- Interdepartmental classes
- Teaching by students
- Roundtable discussions
- Exhibits
- Special meetings and trainings
- Conferences and workshops
- Art exhibits
- Speaker forums

Scope of Activities Not Permitted

- Weekly/recurring meetings
- Closed events
- Events which charge for admission
- Political Campaign events

Attachment C: Certificate of Insurance Requirements

General Liability Insurance: limits of no less than \$1,000,000 per occurrence for bodily injury and property damage, and an aggregate limit of \$2,000,000.

Employer Liability: \$1,000,000

Business Automobile Liability (if applicable): minimum limits for Owned, Scheduled, Non-Owned, or Hired Automobiles with a combined single limit of not less than \$1,000,000 per occurrence.

Insurance carrier must have a minimum Best's rating of at least A:VII

The State of California, the Trustees of the California State University, San Francisco State University, Associated Students, and the officers, employees, volunteers, and agents of each of them must be named as additionally insured.

IMPORTANT: An Additionally Insured Endorsement Page, Form CG 20 11 11 85, must also be submitted with the Certificate of Insurance.

The certificate of insurance should include a description of the event, the date of the event, and the name of the sponsoring organization.

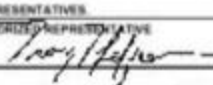
The insurance must be in effect at all times during the reservation period, including early arrivals and late departures.

The Certificate of Insurance must contain the statement that the insurance company will notify Associated Students thirty (30) days in advance of insurance cancellation.

A copy of the certificate must be received by Associated Students no later than five (5) business days prior to the date of the scheduled event at the following address:

Certificate Holder:

Associated Students of San Francisco State University
Attn: April Joy Nietes-Rudnick
1650 Holloway Avenue. T-119
San Francisco, CA 94132

ACORDTM CERTIFICATE OF LIABILITY INSURANCE						DATE (MM/DD/YYYY) 08/09/2017	
PRODUCER: TPG Insurance Services 10373 Trademark Street Suite F & G Rancho Cucamonga, CA 91730 License #: 0H31766			Phone: (909)466-7876		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.		
INSURED: <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Vendor Name Vendor Address </div>			INSURERS AFFORDING COVERAGE		NAIC #		
			INSURER A: Travelers Property Casualty Company of America				
			INSURER B: Travelers Indemnity Company of Connecticut				
			INSURER C:				
			INSURER D:				
			INSURER E:				
COVERAGES THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. APPROPRIATE LIMITS SHOWN MAY HAVE BEEN REPLACED BY PAID CLAIMS.							
INSR	ADD'L	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	Y	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	630-3G654971-TIL-16	10/24/2016	10/24/2017	EACH OCCURRENCE	\$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
						MED EXP (Any one person)	\$ 5,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 2,000,000
						PRODUCTS - COMPROP AGG	\$ 2,000,000
B		AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRE AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	BA-3G654971-CAG-16	10/24/2016	10/24/2017	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT	\$
						OTHER THAN AUTO ONLY: EA ACC	\$
						AGG	\$
A		EXCESS/UMBRELLA LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE	CUP-3G654971-TIL-16	10/24/2016	10/24/2017	EACH OCCURRENCE	\$ 3,000,000
						AGGREGATE	\$ 3,000,000
							\$
							\$
							\$
A		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/OWNER EXCLUDED? Y If yes, describe under SPECIAL PROVISIONS below	UB-3G654971-1-16	10/24/2016	10/24/2017	<input checked="" type="checkbox"/> WC STATL <input type="checkbox"/> TORY LIMITS <input type="checkbox"/> OTH ER	
						E.L. EACH ACCIDENT	\$ 1,000,000
						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
						E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
							\$
							\$
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS The State of California, the Trustees of the California State University, San Francisco State University, Associated Students, Inc., and the officers, employees, volunteers, and agents of each of them must be named as additional insured. The insurance company will notify Cesar Chavez student Center thirty (30) days in advance of insurance cancellation.							
CERTIFICATE HOLDER Associated Students of San Francisco State University Attn: April Joy Nietes-Rudnick 1650 Holloway Avenue, T-119 San Francisco, CA 94132				CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE  (JIN)			

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Attachment D: Short Term Rentals Policy

This Short Term Rental Policy will provide opportunities for community owned businesses and other interested parties to promote their products and services to the campus community while generating revenue for the Associated Students, and providing a means for cultivating new business relationships.

I. Purposes of Policy

The purpose of this policy is to guide the Associated Students actions and decisions in regards to the short term rental opportunities it provides, to define the respective roles and areas of responsibility of the parties involved in those actions and decisions, and to enhance, support and align with the Facilities Agreement signed by the Associated Students, University Corporation and the San Francisco State University on the use of space at Cesar Chavez Student Center building.

II. Reservation Process

- A. Vendors must submit requests no less than ten (10) business days prior to the desired date(s).
- B. Vendors will be assigned up to two (2) of 14 specific 6'x5' Plaza Zones (map attached).
- C. Vendors may reserve a maximum of two (2) zones per day, subject to availability, at a cost of \$225.00 per zone.
- D. Short Term Rental hours are 9:00am to 4:00pm, Monday-Friday.
- E. Vendors must provide a valid business license or seller's permit and an insurance certificate adhering to standards listed in Section II of this document.
- F. Vendors must sign a Vendor Hold Harmless Agreement and the Short Term Rental Agreement.

II. Insurance

- A. Parties renting the AS short term rental space shall procure and maintain for the duration of their rental insurance against claims for injuries to persons or damages to property which may arise from or in connection with the operation and use of the rented space. The cost of such insurance shall be borne by the party renting the space from Associated Students.
 - a. Certificate must list the following as additional insured: *the State of California, the trustees of the California State University, San Francisco State University, Associated Students, and the officers, employees, volunteers, and agents of each of them.*
 - b. Coverage shall be at least as broad as:
 - i. Insurance Services Office Commercial General Liability Coverage (occurrence form CG0001).

- ii. Worker's Compensation insurance is required by the state of California and Employer's Liability Insurance.
- iii. Property insurance against all risks of loss to the Leased Equipment.
- c. Minimum limits of insurance: Lessor shall maintain limits of no less than:
 - i. Comprehensive General Liability: \$1,000,000 per occurrence for bodily injury, personal injury, property damage, and product liability. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the Premises or the general aggregate limit shall be twice the required occurrence limit, or \$2,000,000.

III. Payment/Cancellations/No-Shows

Payment via cash, cashier's check, or business check only at least ten (10) business days prior to the reservation date. Due to staffing limitations, no personal checks will be accepted. Failure to make payment will result in the immediate cancellation of your reservation. Cancellation of the reservation at least five (5) days prior to the reservation date will result in a credit to be used towards a future date. Cancellations less than five (5) business days prior to the reservation date will result in no refund or credit.

IV. Facility Usage Guidelines

- One 6'x2.5' table and up to three (3) chairs will be provided per plaza zone.
- No props (i.e. clothing racks, merchandise, signage, power extensions, equipment, etc.) may be larger than 4'x6' and must fit within the agreed upon rental zone.
 - Those wishing to have multiple tables, props, and/or displays must purchase additional zones.
- Vendors are to provide their own table linens.
- Presentations and sales are to be made only within the approved plaza zone.
- No more than three (3) representatives per vendor will be permitted at a given time.
- Canopies are not permitted within the Cesar Chavez Student Center as part of the Short Term Rental Program.
- The vendor may not post signage or advertisements on any columns, walls, or windows inside or outside of the Cesar Chavez Student Center.
- No parking permits will be issued by Associated Students.
- No skin and/or food products may be sold or given away.
- No massage, physical therapy, acupuncture, medical related procedures, or body piercing will be permitted.
- No published items that are sold in the SF State Bookstore are to be sold by STR vendors.
- No aggressive verbal solicitation of sales is permitted.
- No credit card marketers will be allowed on campus.

- No storage space will be made available as a part of the reservation. In the case of consecutive day reservations, the vendor will be responsible for removing all materials from the building and its vicinity at the end of each day. The clean up of the rented area will be the vendor's responsibility.

Attachment E: Equipment Rental Form

Must be submitted for approval no less than 10 business days prior to event date. Forms submitted within 10 business days prior are approved on a case by case basis.

Host Organization		Primary Contact	
Event Date		Phone Number	
Event Location		Email Address	
Rental Period	Start _____ End _____		

By signing this agreement, the above indicated organization agrees:

- ❖ Organization will be responsible for the overall condition and count of the equipment listed below.
- ❖ Failure to return item(s) in their original count and condition by the given date will result in further action by Associated Students, including but not limited to holding the organization fiscally responsible for any repair and/or replacement fees associated with the damage.
- ❖ Equipment will be used in conjunction with an SF State sanctioned activity outside of the Cesar Chavez Student Center, but not outside of the SF State Campus.

Equipment Provided:

Signature
Renter

Date

TECHNICAL SERVICES OFFICE USE ONLY:

Attached (if necessary):

- ☐ TPM Exemption Approval
- ☐ University Approval for Use of Venue

Signature of Approval
Sr. Dir. of Technical Services & IT

Date