



ASSOCIATED STUDENTS
EVENT SERVICES



Event Services Policy Manual

Approved: 04.02.2025

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.

Associated Students Event Services

AS Event Services provides facilities and support services that enrich the educational, social, and cultural programming of San Francisco State University (SF State) 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 the space reservations, event management, and audio visual support for all meetings and events within the Cesar Chavez Student Center (CCSC). In addition to event operations, Event Services provides education and resources to the campus community regarding event planning 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: 8:00am - 10:00pm

Saturday: 8:00am - 4:00pm

Sunday: Closed

Summer/Winter Sessions and Periods of Non-Instruction

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

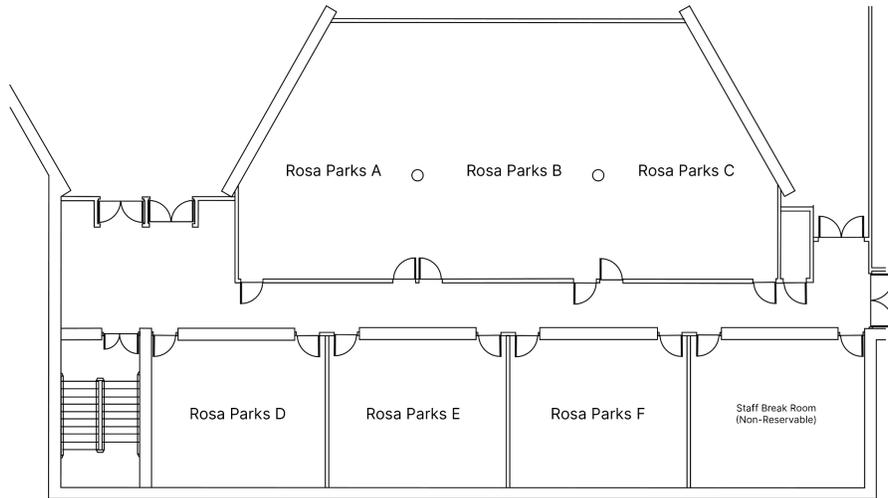
Additional hours of CCSC facilities and staffing support may be authorized by Associated Students Facilities and Operations leadership, including the Senior Directors of Operations; Event Services; and Technical Services and IT. Such extensions will have fees applied according to the Event Services Fee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

Reservable Spaces

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.

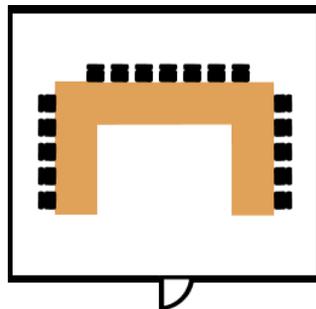
Rosa Parks Conference Wing



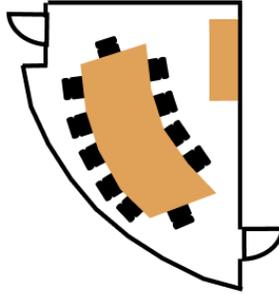
Rosa Parks A-C: A multi-purpose venue which may be divided into three separate spaces, if reserved as a whole, and designed to fit the needs of most small to mid-sized events. An event planning meeting may be required if the organization requires furnishings or equipment outside of the space's standard 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)

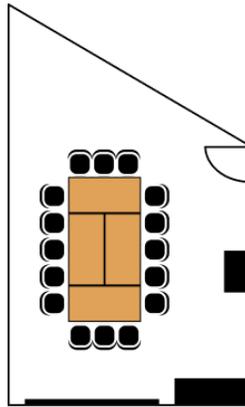
Terrace Level Conference Rooms



Delmy Rodriguez Board Room (T-152): Board room equipped with two linked 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)



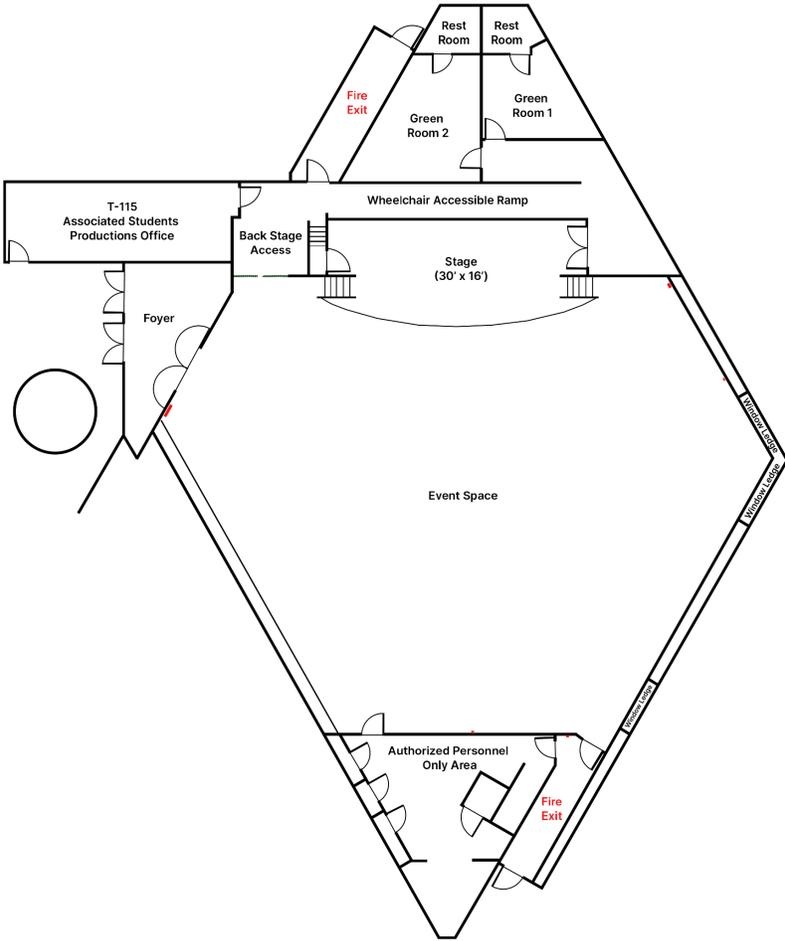
T-153: Small meeting room equipped with a 65" LED TV screen. Room furnishings may not be adjusted. (390 sq. ft.; Capacity: 18)



T-160: Large meeting room equipped with a 85" LCD TV. Custom room configurations are permissible with minimum 10 days notice. (502 sq. ft.; Capacity: 35)

Special Event Spaces

Jack Adams Hall



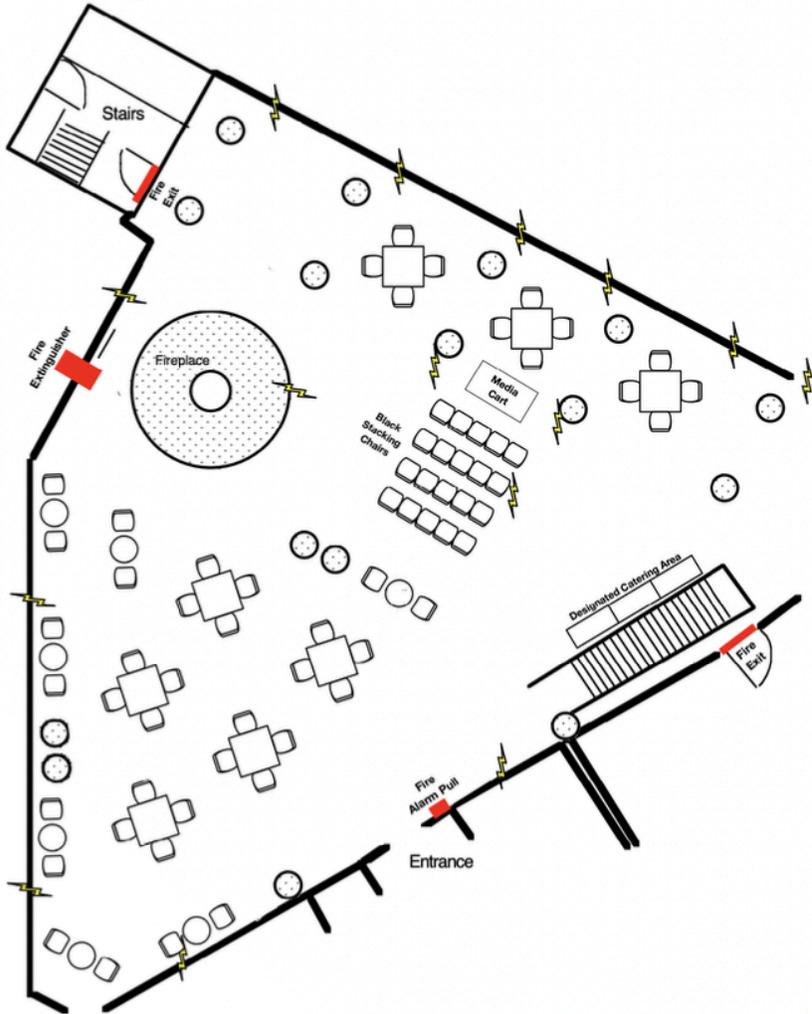
Must be reserved a minimum of six (6) weeks prior to the desired event date.

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

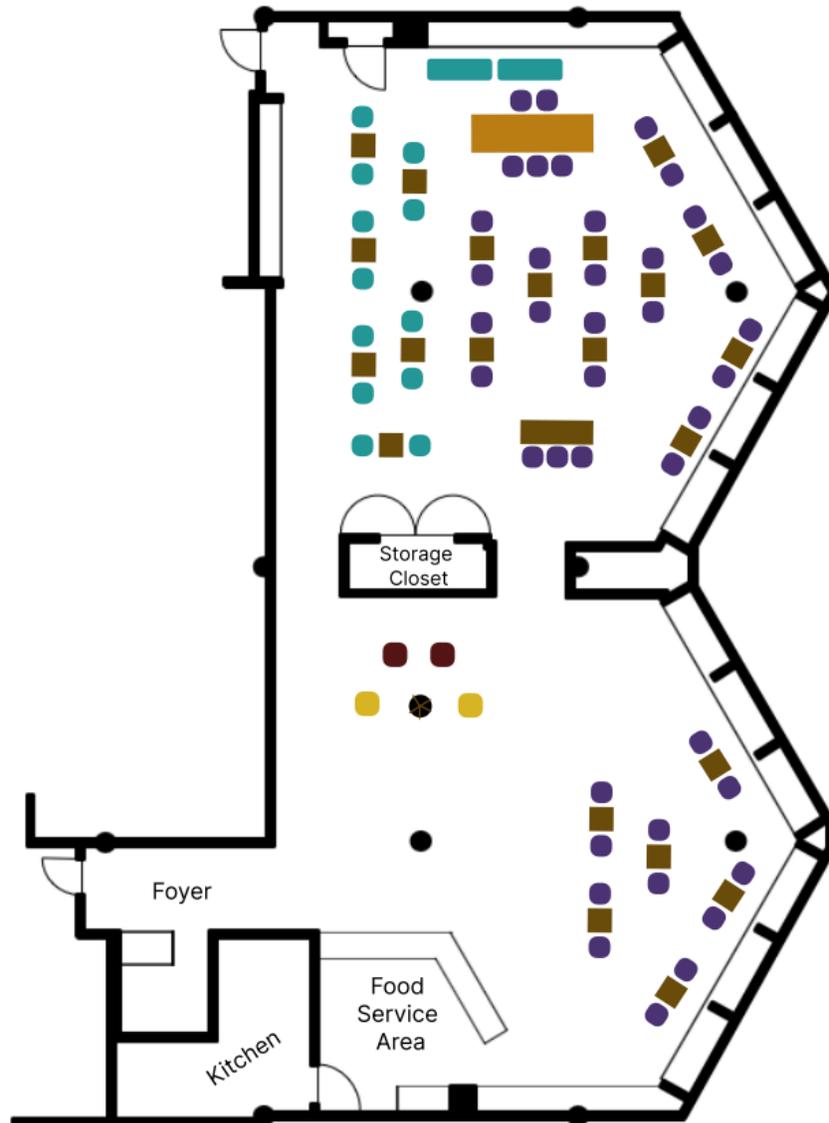


Must be reserved a minimum of ten (10) business days prior to the desired event date.

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 Addendum B: Rigoberta Menchu Hall Terms of Use

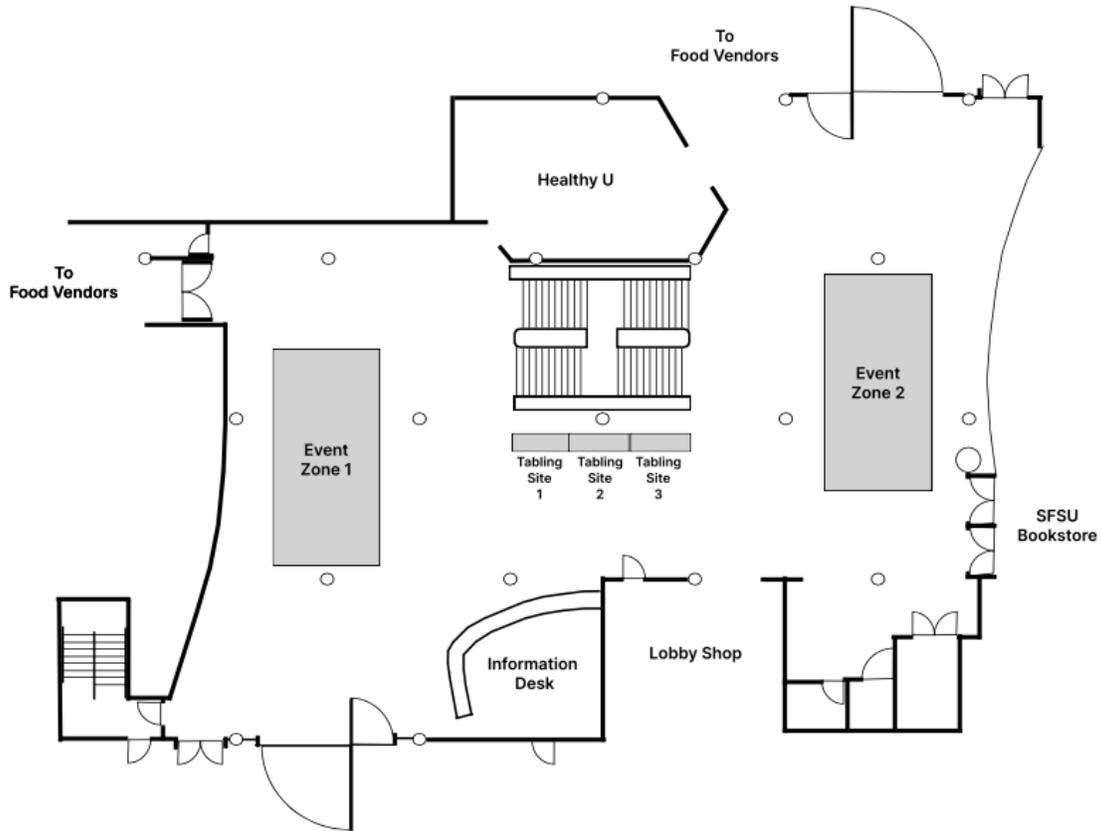
University Club



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.

Plaza Level Lobby



The Plaza Level Lobby (PL Lobby) is a high-traffic public space which serves as the main entrypoint of the Cesar Chavez Student Center, and is home to the AS Information Center. It is reservable for the following uses:

Information Tabling: Three designated information table sites may be utilized by Associated Students, San Francisco State University departments, and third party organizations unaffiliated with San Francisco State University to distribute information to the community; sales are not permitted as part of information table site reservations. Recognized Student and Greek Organizations may not host information tables in the CCSC PL Lobby.

Special Events: Two designated Event Zones may be utilized by Associated Students, San Francisco State University departments, and third party organizations unaffiliated with San Francisco State University. Recognized Student and Greek Organizations may not host events in the CCSC PL Lobby. Requests to conduct sales are subject to review by Event Services. Cash transactions are not permitted in the Plaza Level Lobby.

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.

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 Conference Room



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. All requests will be evaluated for adherence to the Richard Oakes Multicultural Center Booking Criteria outlined in Addendum C: ROMC Conference Room Terms of Use (661 sq. ft.; Capacity 25)

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

Vendor related dining space may be reserved only during each vendor's non-operational hours, and no later than 10 days prior to the scheduled event date. Additional charges for custodial and facility staffing 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 Event 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 less 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	50% Discount
Third Party Non-Profit	No Discount	No Discount	No Discount	No 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 2 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 requests, and modifications to existing event agreements.
- 2) More than one organization has decision making authority over an event.
- 3) Funding for the event comes from organizations or individuals other than the primary sponsor.
- 4) 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 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 an organization has falsely applied as sole sponsor.*

C. Payment Procedures

- a. Estimates and Invoice Policy: Event Services staff will provide an estimate for client approval. Client signature on the Event Services User Agreement will constitute acceptance of the estimated fees, and an invoice will be issued for payment.
- b. 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.
- c. 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.

Additional fees may be applicable in instances including, but not limited to damage to facilities or equipment, need for additional custodial services, exceeding reservation time, etc.

In the case of additional billing, 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.

- d. 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.

*Third Party Organizations must provide a valid EIN Verification Letter.

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 events 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 do business or act 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 to the AS Scheduling Assistants within the appropriate booking windows for each venue. 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 - Terrace Level
Monday-Friday: 9:00am-5:00pm
E: scheduling@asi.sfsu.edu
P: 415-405-0723

All reservation requests 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.

Organizations have 10 business days to complete an Event Services User Agreement before a reservation is forfeited.

E. Co-Curricular and Extra-Curricular Use

The Cesar Chavez Student Center operates as a co-curricular, extra-curricular, and community space. Conference and Event Spaces may not be reserved for instructional or otherwise academic activities.

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. 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.

I. 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, or obtain a certificate via SF State Enterprise Risk Management.

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.

J. 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, the UClub and any University or Program Operated spaces.

K. Late Changes, Cancellations, and No Shows

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

L. 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.

M. 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.

N. 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.

O. Inclement Weather

Inclement Weather - 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 "Inclement Weather" back up location.

P. Force Majeure

Neither Associated Students, nor the client, shall be liable for losses, delays, failure, errors, interruption or loss of data occurring directly or indirectly by reason of circumstances beyond its reasonable control, including, without limitation, Acts of Nature (including fire, flood, earthquake, storm, hurricane or other natural disaster); action or inaction of civil or military authority; acts of foreign enemies; war; terrorism; riot; insurrection; sabotage; epidemics; labor disputes; civil commotion; or interruption, loss or malfunction of utilities, transportation, computer or communications capabilities. It is understood that all parties shall use reasonable efforts to resume performance as soon as is 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, and the UClub, 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 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. Copyrighted Materials

Associated Students does not permit illegal use of "original works of authorship," and requires that a screening license agreement be obtained before any copyrighted media may be shown in a public event. Clients are responsible for all licensing fees. Licensing agreements must be submitted to Event Services no later than 10 business days prior to the reservation date.

Clients may not charge ticket fees or solicit donations for screening events, unless explicitly permitted via the licensing agreement.

E. 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.

F. 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.

G. Audio Visual Support

Event Services provides all audio visual support for reservations within the conference and event spaces in the Cesar Chavez Student Center conference and event spaces, as well as university-sanctioned events on the San Francisco State University campus. Event Services equipment may not be requested for off-campus use.

All requests for AV support must be submitted to Event Services no less than ten business days before an event date, and should include a valid Time, Place, and Manner exemption, if deemed necessary. Late requests will be reviewed on a case by case basis, at the discretion of the Audio Visual Systems Manager.

Event Services does not permit clients or performers to use personal or otherwise rented sound amplification equipment in conference event spaces due to the need to adhere to decibel requirements on the SF State campus. Exceptions may be granted by the Audio Visual Systems Manager, with the appropriate Time, Place, and Manner exceptions, if deemed necessary.

H. 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.

I. 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.

J. Food and Beverage

All events which are open to the general public where food and beverage will be served must be approved by San Francisco State University Environmental Health and Safety through the online permit approval system at least five business days prior to the event date.

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 Catering License and 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. (See Attachment C: Certificate of Insurance Requirements)

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

Under no circumstances may home-prepared food be served at events or meetings within the Cesar Chavez Student Center. Organizations may host potlucks featuring pre-packaged food obtained from licensed food vendors or retailers only.

Food Sales

Organizations may not not sell individually priced food items in any Cesar Chavez Student Center facilities, but may include food in the ticket price of an event. 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 permitted in conference and event spaces. Food preparation spaces are not available within the Cesar Chavez Student spaces

Food Warmers

Food may only be warmed using approved Sterno Canned Heat Gel Chafing Fuel canisters. Electric heating elements are not permitted, per Environmental Health and Safety guidelines.

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.

K. 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.

L. 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.

M. 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.

N. 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.

O. 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.

P. 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.

Q. 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.

R. 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.

S. 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.

T. 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.

U. 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.

V. 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](#).

W. 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)

X. 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.

Client Name: _____

Client Organization: _____

Client Signature: _____

April Joy Nietes-Rudnick, CMP
Sr. Director of Event Services
Associated Students

Addendum B: Rigoberta Menchu Hall Terms of Use

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

Addendum C: Richard Oakes Multicultural Center Conference Room Terms of Use

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
- 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
- Academic Classes

Addendum D: University (UClub) Terms of Use

Required Booking Window: Ten (10) Business Days Notice

The University Club (U-Club) is located on the Mezzanine of the Cesar Chavez Student Center. It is available for reservation for mid-sized events, adherent to the guidelines outlined 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 Corporate Entities
- The maximum occupancy of UClub is **100 Participants**.
- Student and Greek organizations are limited to **three U-Club bookings per semester**.
- Event organizers and guests agree to adhere to all AS Event Services policies and procedures.
- Due to the U-Club being adjacent to functional office spaces, amplified sound will only be accepted for the following periods of time:
 - Monday - Friday: 5:00pm - 9:30pm
 - Saturday: 8:00am - 4:00pm
 - 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.
 - AV or room configuration support requests submitted less than 5 business days in advance will be reviewed on a case by case basis.
 - Organizations may not provide their own amplified sound equipment.

Scope of Activities Permitted

- Open Houses
- Media Screenings
- Receptions/Celebrations
- Team Retreats
- Co-curricular Lectures
- Karaoke Nights
- Game Nights
- Quarterly, Semesterly, or Annual Meetings
- Small Acoustic Performances (all instruments must be approved by AS Event Services)

Scope of Activities Not Permitted

- General Recurring Meetings

- Academic Lectures or Class Sessions
- 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
 - 65" TV Screen
 - Soundbar
 - HDMI Cables
 - RCA "iPod" Cable
 - Dedicated HDMI Adapter
 - Webcam
- Basic PA System
 - (1) JBL EON One MK2 Speaker
 - (2) Wired Microphone
 - (1) RCA "iPod" Cable

Addendum E: 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.
INSURERS AFFORDING COVERAGE		
INSURED Vendor Name Vendor Address		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 REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	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 <input type="checkbox"/> SCLT <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 - COM/PROP 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"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS GARAGE LIABILITY <input type="checkbox"/> ANY AUTO	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) \$ 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 DEDUCTIBLE \$ 0.00	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/MEMBER EXCLUDED? Y If yes, describe under SPECIAL PROVISIONS below	UB-3G654971-1-16	10/24/2016	10/24/2017	<input checked="" type="checkbox"/> WC STALL TORY LIMITS <input type="checkbox"/> OTH ER EL EACH ACCIDENT \$ 1,000,000 EL DISEASE - EA EMPLOYEE \$ 1,000,000 EL 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 <i>April Joy Nietes-Rudnick</i> (JIN)
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