



College of Arts and Humanities

Department of Music

Event & Festival Booking Process – Facility Use Requests

PROCEDURES FOR DEPARTMENT ORGANIZATIONS

1. All requests for facility use should be sent via email to the Technical Director (TD), José M. ElaGarza (elagarza@csufresno.edu), a minimum of 60 days prior to the proposed event.
2. The TD will forward all approved requests to the Chair of the Department, Dr. Matthew Darling, for his final approval. All reservations will be tentative for 15 business days and will be confirmed after the FULLY COMPLETED FACILITY RESERVATION FORM is returned to the Sindi McGuire (smcguire@csufresno.edu) in the Music Office. FACILITY RESERVATION FORMS not returned within 15 days may result in a \$50 service charge.
3. To ensure quality Concerts, Recitals and Events, please keep the following guidelines in mind:
 - Allow at least 2-hours between events
If booking an event on the same day as another, the 2nd event must be in the other hall.
 - 1-box office per day (exceptions only when one is afternoon and the other is evening. Example: 3pm & 8pm)
 - Except in extreme circumstances, there should be no events scheduled:
After the last day of instruction
Labor Day
Vintage Days
Thanksgiving Break
Memorial Day
Winter Break
Spring Break
4. All TECHNICAL SPECIFICATIONS FORMS can be downloaded from the Music Department Website under 'Forms and Link'. Forms must be completely filled out no later than 30 days prior to the event. Failure to meet the 30-day deadline may result in a \$50 service charge and a possible reduction in services.

All University policies and regulations will be followed.

For more information please visit:

<http://www.csufresno.edu/hr/policies/MAPP/III/D/D-08.pdf>



College of Arts and Humanities

Department of Music
Festival & Special Events Form

Name(s) _____ Date _____

Email _____ Phone _____

Title of Festival _____

Organization/Ensemble _____

Date(s) of use _____

*Set-up requests exceeding 90 min. before event cannot be guaranteed. **Please note day name; Mon., Tues, etc.**

Please use this form to submit additional rehearsal times along with final event concert(s).

Rooms Requested for Rehearsals & Concert												
<u>Date</u>												
<u>(1/25)</u>												
_____ M126 Concert Hall (CH) Day/Date _____												
_____	Event Time Start	_____	Time Out	_____	Arrival	_____	Reh.	Y	N	Tech	Y	N
_____	Event Time Start	_____	Time Out	_____	Arrival	_____	Reh.	Y	N	Tech	Y	N
_____	Event Time Start	_____	Time Out	_____	Arrival	_____	Reh.	Y	N	Tech	Y	N
_____ M183 Wahlberg Recital Hall (WRH) Day/Date _____												
_____	Event Time Start	_____	Time Out	_____	Arrival	_____	Reh.	Y	N	Tech	Y	N
_____	Event Time Start	_____	Time Out	_____	Arrival	_____	Reh.	Y	N	Tech	Y	N
_____	Event Time Start	_____	Time Out	_____	Arrival	_____	Reh.	Y	N	Tech	Y	N
_____ M127 Rehearsal Hall (Band Room) Day/Date _____												
_____	Event Time Start	_____	Time Out	_____	Arrival	_____	Reh.	Y	N	Tech	Y	N
_____	Event Time Start	_____	Time Out	_____	Arrival	_____	Reh.	Y	N	Tech	Y	N
_____	Event Time Start	_____	Time Out	_____	Arrival	_____	Reh.	Y	N	Tech	Y	N
_____ M135 Conference Room Day(s) _____												
_____ M11 Foyer and Benches Day(s) _____												
_____ M206 Rehearsal Studio Day(s) _____												
_____ M210 Rehearsal Studio Day(s) _____												
_____ M120 Women's Dressing Room (CH) Day(s) _____												
_____ M122 Men's Dressing Room (CH) Day(s) _____												
_____ Classrooms: _____												
_____ Practice Rooms: _____												
*An assistant and University Food Service Forms are required for all receptions and food served.												
Reception: _____ Yes _____ No Day(s) _____												

Please provide as much additional information as possible for your upcoming event. Note any special requests; who you will be expecting to attend such as High School students, special guest artist, master classes; piano tuning or anything else you feel may help your event run smoothly. Thank you for your cooperation.

Box Office: ___ Yes ___ No

Ticket Prices

Please note day name; Day: Mon., Tues., Fri. etc.

Ticket prices for each day admission requested. Box Office scheduled unless noted.

STAR * FINAL CONCERT

Day _____	General	University Employee	Senior	Student
Day _____	General	University Employee	Senior	Student
Day _____	General	University Employee	Senior	Student
Day _____	General	University Employee	Senior	Student

Signature

Date

Personnel

- Included with hall reservations are 1 technician, 1 house manager, and 1 backstage.
- Additional Music Department Staffing is required for additional sound, specialized lighting, box office, and other requests.

Concert Fees

Hall Fund: 10% of Box Office Sales
 Piano Maintenance: 5% of Box Office Sales
 Recording Fund: \$75 per day (effective 1/1/16)

CALIFORNIA STATE UNIVERSITY, FRESNO FOOD DISTRIBUTION DECISION TREE

Applicable to all food distributions
Includes: catering for private and public events, food giveaways (water, snacks, new products, pizza, etc.), and food/beverage sales

Will the food be prepared and served by University Food Services?

YES - No further paperwork is necessary. (Stop)

NO
You must obtain an approved University Food Services Waiver

- **30 days in advance:** Complete the waiver request form & submit it to University Food Services for review. University Food Services reserves the right to refuse any request.

Will the food be distributed to the public (given away or sold)?

YES - (Continue)

NO
Distribution is limited to invited guests only. Paperwork requirement limited to the Food Services Waiver. You will be contacted by University officials if there are any other requirements associated with providing food at your event that must be met. (Stop)

Note:

"Public" includes anyone in the campus community or the general public who can walk by and receive or purchase the food.

"Community Event" is defined by California Health and Safety Code section 113755 as: "... an event that is of civic, political, public, or educational nature... approved by the local enforcement agency."

Is the food distribution limited to whole fruit; commercially obtained, prepackaged beverages and/or snacks (such as nutrition/granola bars, candy)?

YES - Paperwork requirement limited to the Food Services Waiver request form. You will be contacted by University officials if there are any other requirements associated with providing food at your event that must be met. (Stop)

NO - In addition to obtaining a Food Services Waiver, your food distribution must be in conjunction with a "community event", and you must:

- **2 weeks in advance:** Submit application forms to the Fresno County Health Department (FCHD). Application forms provide notification of the details associated with the event and the food. You will be contacted by the FCHD if there are any other requirements that must be met.
- Meet all FCHD Community Event Food requirements which may include:
 - Food booth construction
 - Hand washing set up and utensil sink (3-compartment sink)
 - Food safety training certification
- FCHD may choose to inspect the food booth(s). Food vendors and organizers are responsible for any associated inspection fees or fines.

Information and forms are available at:
www.csufresno.edu/drms/riskmgmt/events/foodreq.shtml

For assistance with this process, please contact:
Office of EHS, Risk Management and Sustainability
Office: (559) 278-7422