



College of Arts and Humanities

Department of Music

Event Booking Process – Facility Use Requests

## PROCEDURES FOR NON-UNIVERSITY ORGANIZATIONS AND NON-MUSIC DEPARTMENT ORGANIZATIONS

1. All requests for facility use will 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 with a **\$200 dollar Non-Refundable Deposit** is returned to Sindi McGuire (smcguire@csufresno.edu) in the Music Office. FACILITY RESERVATION FORMS not returned within 15 days may result in the cancellation of the event.

3. Organization must show proof of liability insurance.

***\*See Insurance Policy on Pages 3 and 4 for specific information***

4. All TECHNICAL SPECIFICATIONS FORMS, which will be emailed or picked up after FACILITY RESERVATION FORMS are returned, are due 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.

5. Upon receipt of the TECHNICAL SPECIFICATIONS FORM, the TD will email an estimate of all charges (Facility and Technical) to the responsible party based on the requested needs. Additional requests for equipment and services after the 30-day deadline may be subject to a \$50 service fee and regular charges.

6. Following the conclusion of the event, a Notice of Charges will be mailed to the responsible party within 20 business days. Payment will be due upon receipt.

*Negotiated fees may be available for non-profit organizations, affiliated entities and Educational Organizations*

All policies and regulations established by Fresno State 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  
 Non-University Organizations & Non-Department  
 Facility Reservation Form

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Title of Event \_\_\_\_\_

Contact Person on Day of Event (if other than person above) \_\_\_\_\_ Ph. \_\_\_\_\_

Date(s) of use \_\_\_\_\_

Arrival Time in \_\_\_\_\_ \*Set-up requests exceeding 90 min. before event cannot be guaranteed

Event Time Start \_\_\_\_\_ Time Out \_\_\_\_\_

**Rental Rates**

A minimum facility charge is 2.5 hour in all cases. Organizations will be billed in 15-minute increments thereafter. All additional services and equipment charges are at a flat rate and are not affected by length of rental period. Non-Department events are allowed a 50% reduction of facility use fees.

Facility	Maximum Capacity	Hourly Rate
Concert Hall –(M126)	300	\$250
Wahlberg Recital Hall –(M183)	200	\$250
Rehearsal Hall –(M127)	400	\$150
Other Spaces	4 to 35	\$50

**Personnel**

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

**Rooms Requesting**

_____ M126 Concert Hall (CH)	_____ M183 Wahlberg Recital Hall (WRH)
_____ M120 Women’s Dressing Room (CH)	_____ M127 Rehearsal Hall (Band Room)
_____ M122 Men’s Dressing Room (CH)	Reception: _____Yes _____No
_____ M135 Conference Room	[\$50 dollar service charge for all receptions]
_____ M11 Foyer and Benches	<i>*An assistant and a University Food Service Form is required for all receptions and food served.</i>
_____ M206 Rehearsal Studio	<b>Forms found on Pages 5 and 6</b>
_____ Classrooms: _____	
_____ Practice Rooms: _____	

\_\_\_\_\_ Responsible Party Signature

\_\_\_\_\_ Date

## CALIFORNIA STATE UNIVERSITY, FRESNO

### Insurance Requirements for Vendors and Outside Groups

There are certain insurance requirements mandated by the CSU if an outside vendor or group is coming on campus to use campus facilities for any purpose, or for vendors doing work off campus on behalf of the University. Examples may be, but not limited to, a private party, service providers, business gathering, festival, or other group event. The requirements are as follows:

A certificate of insurance (COI) and an additional insured endorsement must be provided with the following coverage limits:

- **LIABILITY COVERAGE:** comprehensive or commercial form minimum limits Each Occurrence \$1,000,000, General Aggregate \$2,000,000. **Liquor Liability** coverage to be included if alcohol beverage service is included in the event. Higher limits may be required due to the nature of the event or the number of people in attendance. Coverage must be placed with a company of A. M. Best rating **A; VII** or higher.
- The certificate *must be* accompanied by a separate Endorsement to the policy naming *the California State University, Fresno; the California State University, Fresno Foundation, Inc.; the California State University Fresno Association, Inc.; the California State University Fresno, Athletic Corporation, Inc.; the Board of Trustees of the California State University; the State of California; and their employees, officers, agents, and assigns* as additional insured for the duration and purpose of the event(s) being held.
- **EMPLOYER LIABILITY:** (commercial entities) \$1,000,000
- **AUTOMOBILE LIABILITY:** If applicable (you will be using non-state vehicles at the event), provide proof of coverage to the following limits: **Private Individuals: liability:** \$100,000 per person / \$300,000 per accident; **property damage:** \$50,000 per occurrence; **Commercial Entities: business automobile liability:** combined single limit not less than \$1,000,000 per occurrence.
- **WORKER'S COMPENSATION:** If applicable (you will be using your own or other non-state employees at the event), provide proof of coverage to statutory limits. May use same certificate form as above.
- Provide for thirty (30) days advance written notice to the University of any modification, change, or cancellation of any of the insurance coverage.
- All rights of subrogation under the insurance policies must be waived against the campus.
- For any claims related to the facility use, the group's insurance coverage shall be primary insurance as respects the Campus, its trustees, officers, employee, representatives and assigns. Any insurance or self insurance maintained by Campus, its trustees, officers, employees, or assigns shall be excess of the Contractor's insurance and shall not contribute with it.

- The certificate must contain a description of the activity or project, including date(s) of activity/project for which the certificate is being issued. The Certificate Holder should be: California State University, Fresno
- We request this information to be received by the Office of EHS, Risk Management and Sustainability at least two weeks prior to the event. Submit scanned copies via email to [lisak@csufresno.edu](mailto:lisak@csufresno.edu) <preferred method>, or mail to:

California State University, Fresno  
Office EHS, Risk Management and Sustainability  
Attn: University Risk Manager  
2351 E. Barstow Ave., Mail Stop # PO-140  
Fresno, CA 93740

These insurance requirements are made pursuant to the California State University Office of the Chancellor Executive Order No. 849 (February 5, 2000). Inquiries should be directed to the University Risk Manager at (559) 278-7422.

#### FOOD DISTRIBUTION

Food to be served at a concert or event is arranged through Campus Catering. Here is the link to forms, menu items and requirements that must be followed. Contact them below.

[www.auxiliary.com/diningservices/catering/](http://www.auxiliary.com/diningservices/catering/)

University Food Services  
5200 N. Campus Drive M/S RD38  
Phone: (559) 278-3904 Fax: (559) 278-2502

# 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](http://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