



College of Arts and Humanities

Non-University and Non-Music Department Organizations Procedures

Department of Music Event Booking Process – Facility Use Requests

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 the TD.
- 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 will 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 will 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>

FRESNO STATE

College of Arts and Humanities

Department of Music Non-University & Non-Department Organizations Facility Reservation Form

Name _____ Date _____

Address _____

Email _____ Phone _____

Event _____

Responsible Party (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	Capacity	Stage Capacity	Hourly Rate
Concert Hall –(M126)	300	150	\$250
Wahlberg Recital Hall –(M183)	200	30	\$250
Rehearsal Hall –(M127)	400		\$150
Other Spaces	4 to 35		\$50

Personnel

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

Rooms Requesting

M126 Concert Hall (CH) M135 Conference Room
 M183 Wahlberg Recital Hall (WRH) M11 Foyer and Benches
 M120 Women’s Dressing Room (CH) M127 Rehearsal Hall (Band Room)
 M122 Men’s Dressing Room (CH) M206 Rehearsal Studio *Recording Booth not available*
 Classrooms: _____ Practice Rooms: _____

Reception: Yes No **[\$50 service charge for all receptions]**

**An assistant and a University Food Service Form are required for all receptions and food served.*

Food Distribution Information found on Pages 4

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 <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
<http://www.fresnostate.edu/adminserv/facilitiesmanagement/ehsrms/riskmgt/events/>

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 Management at (559) 278-7422.

FOOD DISTRIBUTION

The only department that has the exclusive right to serve or sell food on campus is University Dining Services. This applies to food that is distributed for sale or at no charge, and food provided during events and meetings on campus. These rights are detailed in the Policy on the Use of University Building and Grounds - Section 16.0 - Exclusive Rights of Food Services, and the Food Services Exclusivity Policy.

You must receive permission from Dining Services and the Office of Environmental Health & Safety, Risk Management and Sustainability if you are not planning to use Dining Services at your event.

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. It is your responsibility to contact them.

www.auxiliary.com/diningservices/catering/

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

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."

FRESNO STATE

College of Arts and Humanities

Non-University & Non-Music Department Organizations

Price List for Additional Personnel, Services and Equipment

University Organizations will receive 50% off hall, audio/visual, and piano fee.

Negotiated fees may be available for non-profit organization affiliated entities and education organizations. No discount of piano tunings and additional items.

Prices effective June 2018

Hall Fees

- ★ Deposit (to secure date) \$200
- ★ Hall Fee (Wahlberg and Concert Hall) \$250 per hour
- ★ Additional Technicians \$15 per hour, per technician

Services Included in Concert Fees

- ★ House Audio Equipment: Two (2) microphone and audio playback
- ★ Event Staffing (1 House Manager / Audio Technicians: (4 Hour Max., \$15 per hour thereafter)

Instrument Rental

★ Piano

→ Concert Hall:

- 9' Steinway-KCS \$200
(Email approval from Professor Andreas Werz)
- 9' Steinway -Other \$150

→ Wahlberg Recital Hall:

- 7' Yamaha (QTY: 2) \$100
- ★ Tuning (Day of Event) \$150
- ★ Piano Lid Removal/Replacement \$100
- ★ Harpsichord (includes tuning) \$200
- ★ Organ (requires Chair Approval) \$200

Audio/Visual Rental

- ★ Audio Sound Reinforcement from House \$300 + staffed audio engineer
Includes house audio equipment, microphones, up to 32 Inputs/4 Monitor Mixes
- ★ Special Stage Lighting \$250
- ★ Audio Recording \$150 per performance
- ★ Video Projector and Screen (Video/Data) \$200

Additional Items

- ★ Choral Risers (8 available) \$20 Each
- ★ Platform Risers (4'x8', 12 available) \$25 Each
- ★ Tables (4' and 6') \$10 Each
- ★ Lectern (Podium) No charge
- ★ Other Discuss with Technician
Jose ElaGarza (elagarza@csufresno.edu)

Technical Specification Form Non-University & Non-Music Organizations

_____ Concert Hall, _____ Wahlberg Recital Hall

Title of Event _____ **Due Date** _____
Date of Event _____ **Start Time** _____ **Email** _____

If no form is turned in 2 weeks prior to your event, you will receive 1 House Manager and Classroom Lights.

Services Included in Hall Fees

1 House Manager, 1 Technician (4 hours Max., \$15 per hour thereafter)

Talkback Mic(s) QTY: _____ Wireless Handheld [2 available]

**For additional microphones please select Audio Sound Reinforcement option in "Audio/Visual Services"*

Basic Lighting will be chosen by the size of the musical ensemble/soloist/lecture.

**For additional lighting select Theater Moving Lights option in "Audio/Visual Services"*

Instruments/Equipment Requirements

Please check the following requests

Concert Hall

\$150 Piano: 9' Steinway _____

\$200 9' Steinway-KCS _____ *(Prof. Werz Approval Only)*

\$200 Pipe Organ _____ *(Requires Chair Approval)*

\$20 Each...Choral Risers QTY: _____ [8 available]

\$25 Each...Platform Risers (4'x8') QTY: _____ [12 available]

No Charge...Chairs-QTY: _____

No Charge...Music Stands-QTY: _____

Wahlberg Recital Hall

\$100 Piano - 7' Yamaha _____ [2 available]

Chairs - QTY: _____ [30 available]

Stands - QTY: _____ [15 available]

Additional instrument/equipment for CH or WRH

\$150...Tuning (Day of Event): _____ Tuning, _____ No Tuning Required

**Pianos are tuned regularly. Email technical director for an update on tunings.*

\$100...Piano Lid Removal/Replacement _____

\$200...Harpsichord _____ (includes tuning)

\$10 Each...Tables - QTY: 6' _____ [4 available], 4' _____ [4 available]

No Charge...Podium/Lectern with Microphone _____

Audio/Visual Services

Please check the following requests

\$300...Audio Sound Reinforcement _____ (requires an audio engineer/mixer at \$15 dollars an hour)

**Please include a typed sheet regarding sound reinforcement specifics, or meet with Technical Director*

\$250...Special Stage Lighting _____ (requires a light board programmer/operator at \$15 dollars an hour)

\$150...Event Recording - Please allow the production team up to 2 weeks to edit, finalize and upload audio/video
 _____ Audio

\$200...Video Projector and Projector Screen _____ **PC or MAC** _____

Terms of Agreement and additional information on next page

Additional Fees Total: _____

Page 6 of 7 Office Use: SM: ___ Calendar: ___ Web: ___ AR: ___ \$: ___ To Tech: _____ Updated

Terms of Agreement

1. All Audio and Video Recordings are meant exclusively for educational purposes only. It may not be: a.) Duplicated and/or sold in any form; b.) Posted in full or part on any online server, including social media and other video posting sites such as Vimeo, YouTube, Facebook, or any similar service; c.) Transmitted electronically in any fashion as live streaming.
2. All forms must be turned in **30 Days** prior to Event. A \$50 late fee will be assessed for forms turned in late.
3. Any late request made within the **2 weeks** prior to the event needs to be approved by the Technical Director.
4. Cancellation of event must be submitted **2 weeks** prior to the event to avoid paying Facility Charges.
5. Groups using these facilities will be responsible for set-up and tear-down of music stands and chairs, instruments, props and equipment except piano and organ. You are responsible for all items from the backstage area, or as negotiated with the Technical Director.
6. Additional fees will be assessed by the Technical Director for damage of equipment, floors, walls and/or debris left in any area of the facility. **\$50 small clean fee. \$100 big clean fee.**

ANY CHANGES MUST BE APPROVED AT LEAST 2 WEEKS BEFORE THE EVENT

I have read the Terms of Agreement and will adhere to the terms as stated. I also agree to comply with all policies and regulations established by California State University, Fresno:

Name (Print) _____ Phone _____

Signature _____ Date _____

Please direct any questions and **return this form** to Performing Arts Technician: José M. ElaGarza
 California State University, Fresno Department of Music
 2380 Keats Ave. M/S-MB77 Fresno, CA 93740-8024
 Phone: 559-278-2917; Fax: 559-278-6800
 Email: elagarza@csufresno.edu

PLEASE ATTACH A DETAILED DIAGRAM OF YOUR STAGE SETUP.