

SATELLITE STUDENT UNION/WHITFIELD HALL RENTAL FEES

University Student Union
California State University, Fresno
5280 N. Jackson, Rm 301/SU 36
Fresno, CA 93740-8023
(559)278-6024

Off Campus and Campus Sponsored Rates

- \$250.00 per hour (2 hour minimum)
- \$3000.00 all day rate (12 or more hours)
- \$250.00 box office (if charging admission or registration)
- Technician \$25 per hour, per technician. There must be a minimum of one technician in the building at all times. There may be more depending on the event.
- Custodial Services, a minimum of \$150.00
- \$250.00 per hour for rehearsals
- A deposit of \$1000 is required with reservation forms. Payment form MUST be Cashier's Check or Money Order payable to California State University Fresno Association, Inc.

The balance due is required 10 business days PRIOR to the event. Invoices not paid in full may result in event cancellation. In the event of cancellation by the Licensee, rental payments remitted by Licensee are non-refundable and non-transferable, unless Licensee contacts Licensor and cancels no less than (10) business days prior to the event date. Any refund granted will require 30 days to process.

- Cashier's Check or Money Order made payable to California State University, Fresno Association, Inc. for deposit and remaining balance.
- A signed Facility Use Agreement.

Proof of liability and property damage insurance of at least \$2,000,000 each

Licensee shall maintain comprehensive or commercial from general liability insurance and auto liability insurance, each written on an occurrence basis that provides no less than the following coverage limits. Two Million Dollars (\$2,000,000.00) combined single limit per occurrence coverage for personal injury, property damage and advertising injury. If Licensee is using employees during the time that Licensee is licensed by Licensor for use of the premises, Licensee shall provide workers; compensation liability insurance coverage as required by law. Licensee shall provide Licensor certificates of insurance evidencing compliance with this paragraph. The general liability and auto liability insurance policies shall be endorsed to name as additional insureds the California State University, Association, Inc., the State of California, California State University, Fresno, the Trustees of the administrators, boards, committees, officers, directors, board members, employees, and affiliated organizations. Licensee's insurance shall be primary as to all the insurable events, and any deductible shall be the sole financial responsibility of Licensee. The Licensee shall waive all rights of subrogation against all of the additional insureds. Each insurance policy is required by to be endorsed to state that coverage shall not be canceled by Licensee except after (30) days prior written notice by certified mail, return receipt requested, has been given to Licensor.

The certificate *must be accompanied by a separate Endorsement to the policy naming "The State of California; the Board of Trustees of the California State University; California State University, Fresno; California State University, Fresno Association, Inc., and all of said entities' employees, agents, directors, officers, representatives and volunteers as additional insured for the duration and purpose of the event(s) being held.*

Confirmed events must be cancelled by the requestor at least 10 business days prior to the event. Cancellation after the 10 business day deadline will result in \$140 for on Campus groups and \$500 for Off-Campus Groups, the equivalent of a 2 hr. rental cancellation fee, 2 hours of technician per technician, \$150 custodial fee, and the responsibility for payment of all costs incurred by the SSU in preparation for the event.

ADDITIONAL CHARGES

- An event requiring **Security**, University Police will assess the charges and bill the group directly. Minimum of 2 officers per event.
- **Projection System**- \$140
- **Clean up/change of set-up fee**, minimum of \$150.00
- **Lavaliere Mic (wireless lapel)** \$75.00
- **Cordless (handheld) Mic** \$75.00
- **Risers** are \$20 per 4'x8' Section, \$5 per set of Stairs, \$5 per section for Skirting
- **Mirror Ball** \$35
- **Catering/Food/ Beverage** must be arranged with University Dining Services on campus. Call 559-278-3904.

All rental rates subject to change