



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)
- \$200.00 box office (if charging admission or registration) Technician \$20 per hour, per technician.
- There must be a minimum of 2 technicians in the building at all times. There may be more depending on the event.
- Custodial Services, minimum of \$150 per hour
- \$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.

Insurance Requirements:

- Commercial General Liability (CGL)** – Limits of Liability: Minimum of \$1,000,000 combined single limit per occurrence coverage insuring against personal injury, property damage, advertising injury, and other claims.
 - **For Facility Rentals:** CGL Minimum of \$1,000,000 (each occurrence) for "Fire Damage/Damage to rented premises"
- Automobile Liability** – Limits of Liability: Minimum \$1,000,000 Each Accident – combined single limit per occurrence for bodily injury, property damage, and contractual liability.
 - Automobile Liability will apply in any situation where the vendor is driving onto campus to provide services; examples would include a food truck, party rental(s) truck or any vendor that physically drives on campus areas.
- Workers Compensation** – as required by law.
- An Endorsement to name additional insureds** (as to the CGL and Auto policies) the following: State of California; 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.

- **An Endorsement for waiver of subrogation** (as to the CGL, Auto and Workers Compensation policies) in favor of all those who are to be named as additional insureds.

- The coverage dates for all insurance policies referred to above must include all dates on which Licensee shall have access to the Premises for preparing for, setting up for, engaging in, and taking down/cleaning up after, the Event.

- The address for the insurance certificate should be:
 - California State University, Fresno Association, Inc., 2771 E. Shaw Ave, Fresno CA, 93710

*Checklist is not part of Facility Use Agreement. All items on the checklist should be presented to Association Legal Department at least one (1) month prior to the Event date.

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

Confirmed events must be cancelled by the requestor a minimum of 10 business days prior to the event. Cancellation after the 10 business day deadline will result in \$500 the equivalent of a 2 hr. rental, 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.