

## Satellite Student Union

### SSU Reservations:

- 1.) Whitfield Hall, located in the Satellite Student Union, is a multi-functional facility offering a wide variety of programming possibilities. The unique, split level programming space encourages creative and imaginative settings and decor. The elevated, permanent stage with easy access to the backstage dressing rooms is ideal for live performances. Whitfield Hall is available to all members of the University community and, on a limited basis to members of the community at large for programs which provide a service to, or may be of interest to, the University community. Non-Academic Events are subject to Campus Approval.
- 2.) Reservations for Whitfield Hall are made through the USU Reservation Center. Completed forms must be turned in a minimum of four weeks prior to the event to ensure all details pertaining to the production of the event can be completed. Forms submitted less than four weeks in advance may not be accepted due to the complexity of the technical requirements, availability of equipment needs or staff scheduling. Reservations for Whitfield Hall must be made a MINIMUM of 30 days in advance and will be accepted up to twelve months prior to the event.
- 3.) Recognized student organizations may reserve Whitfield Hall for fund raising events on a limited basis. To provide equitable opportunities, organizations will be allowed up to three fund raising events during the academic year and and not more than two per semester.
- 4.) For events where admission is charged and/or access to the SSU is administered by the box office staff, the reservation includes the lobby, and the sale or distribution of materials is allowed. All money collected will be held by the Reservation Center until final bill has been paid in full, or applied to final balance due.
- 5.) Whitfield Hall is normally scheduled on a first come, first served basis, however priority scheduling is extended to the Student Involvement Office.
- 6.) Self-catering of any kind is not permitted at any time. All food requests must go through Food Services, (559) 278-3904.
- 7.) A designee and advisor of the group must be present during the entire event. All events must end by midnight.

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- 8.) Decorations for programs are permitted with the prior approval of the Production Supervisor. The hanging or attaching of decorations and their removal is the responsibility of the sponsoring group.
- 9.) Persons with disabilities attending events in Whitfield Hall shall be allowed access before the house opens. Tickets will still be required for events charging admission. When requested, USU/SSU employees may assist patrons to the designated seating area.
- 10.) Confirmed events must be cancelled by the requestor at least four weeks prior to the event. Cancellation after the four week deadline will result in \$120 for on Campus groups and \$300 for Off-Campus Groups, the equivalent of a 2 hr. rental cancellation fee, loss of deposit and the responsibility for payment of all costs incurred by the SSU in preparation for the event.
- 11.) All charges incurred with a reservation are due and payable within 30 days of the invoice date. Any group with unpaid bills to the USU/SSU or the Student Involvement Office will not be allowed to reserve space in the USU and all reservations currently scheduled will be cancelled.
- 12.) In the event of a "no-show", the sponsoring group will be charged an additional \$250 as well as be responsible for all costs incurred in preparation for the event which may include event set-up, a two hour minimum for each scheduled technician, security, box office, equipment rental, etc. The sponsoring group will lose the privilege of reserving USU facilities until the debt is paid.
- 13.) No organization may reserve space on behalf on another organization. Organizations may not sell, sublease or transfer reservations to another organization, group or individual. the organization reserving the space must be the primary organizer and sponsor of the event and will be responsible for all charges.  
*Failure to comply will result in immediate suspension of facility use privileges for one calendar year from the date of infraction.*
- 14.) All recognized California State University, Fresno groups who sponsor or cosponsor an event with a non California State University, Fresno recognized group will be assessed the appropriate off campus fees. In addition to the fee structure, the event will require \$2,000,000 liability and property insurance. A separate letter of endorsement naming the California State University, Fresno Association, Inc, the State of California and their employees, agents, and assigns as additional insured for the duration and purpose of the event(s) being held. A deposit will also be required.