

Gutswurrak Student Activities Center: Kate Buchanan Room (KBR) Guidelines for Use

Overview

The Kate Buchanan Room (KBR), located on the second floor of the Gutswurrak Student Activities Center (GSAC) at Cal Poly Humboldt, offers over 4,200 square feet of event space, designed to accommodate up to 299 guests. It is ideal for a wide variety of events such as meetings, lectures, workshops, banquets, celebrations, concerts, and more. The room is equipped with built-in audio-visual systems and can be divided into two smaller spaces to suit event needs. Reservations for use of the KBR by university-related organizations can be made by contacting Conference & Event Services (CES) at ces@humboldt.edu. For requested use by non-university organizations, contact CES at spacerentals@humboldt.edu.

General Facility Information

- **Location:** Gutswurrak Student Activities Center, 2nd Floor
 - **Maximum Capacity:** 299 guests
 - **Available For:** Meetings, lectures, workshops, banquets, dances, performances, speaker presentations, conferences, and more.
 - **Features:**
 - Built-in projectors, screens, and sound system
 - Wireless microphones (handheld), podium with microphone
 - Wi-Fi access
 - Various seating arrangement options
 - Zero-waste event accommodations
 - Conveniently located near dining services: The Depot and Bigfoot Burgers
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Hours of Operation

- **Standard Hours:**
 - Monday-Friday: 7:30 AM - 10:00 PM
 - Saturday: 1:00 PM - 10:00 PM
 - Sunday: 1:00 PM - 9:00 PM
- **Holiday & Break Hours:** Vary depending on the academic calendar. GSAC may be closed during holidays, and fees may apply for events scheduled during closure times.
- **After Hours:** It is at the discretion of GSAC to open the Gutswurrak Student Activities Center during any closed times to accommodate an event. Additional charges apply for events outside regular operating hours.

Reservations

- **Reservation Timeline for RSO, Campus Departments and Auxiliary Organizations:**
 - Summer Use (*Monday following spring commencement through 2 weeks prior to classes starting*): accepted beginning April 1
 - Fall Semester/Winter Break Use: accepted beginning June 1
 - Spring Semester Use: accepted beginning November 1
- **Reservation Availability:**
 - Can accommodate **one reservation per day**. *Any additional requests must be approved by the GSAC Executive Director or their designee.*
 - **Recurring/blanket reservations are prohibited.** The space is generally limited to one group reservation per semester to make space available for others.
 - **Campus Priority Events are encouraged to reserve at least one year in advance.** All reservations must be submitted and finalized (completed/confirmed requests) at least 6 weeks in advance to ensure there is sufficient time for appropriate planning. Requests made with less than 30 days notice will only be considered for use with standard layout.
- **Room configuration during the academic session:**
 - Monday - Friday 7:30 am - 4:00 pm: No reservations generally permitted. The room is to remain in standard room configuration and for use by students as an open student study and commuter lounge.
 - Monday - Thursday 4:00 pm - 9:30 pm: Room is available for reservations for events with expected attendance of 50 persons or more in standard room configuration.
 - Weekends 4:00 pm Friday - 8:00 pm Sunday: Room is available for event use in standard configurations and may be available for special room configuration, subject to staffing with additional fees applied.
 - Campus priority events such as Orientation, Preview, etc. may be granted an exception and space may be made available to accommodate event needs using one of three standard layouts.
 - Any request for special consideration outside of this schedule is subject to administrative approval and fees may be applied.
- **Booking Restrictions:**
 - Reservations cannot be made less than **2 weeks** in advance.
 - **Internal Users:** Reservations for departments and student organizations must follow the stated timelines.
 - **External Users:** Must submit booking requests at least **60 days** in advance.
- **Reserved Time:** When making an event reservation, organizations are asked to keep in mind that facility access and use must occur within the reservation time. Client reservation time must include the Client's day of event preparation, including but not

limited to: catering prep, and/or decoration set up as well as the Client's event take down, including but not limited to: removal of decorations, equipment, and other items. **Clients must host and be in attendance for the duration of the event.**

- **Special Event Reservations:** Any changes or cancellations to a special reservation for room layout or equipment must be made **at least 2 business days** prior to the event. Accommodating any changes will be subject to availability.. If appropriate notice is not provided, fees for any "extra support" will be applicable.

Use Priorities (not including Academic Recesses, Summer or Campus Closures)

The following priorities are in place to ensure the space is used in alignment with the campus mission during the academic session:

- **Student Drop-In Lounge:** Monday - Friday 7:30 am - 4:00 pm - available for student study and gathering.
 - *Reserved use is generally prohibited to limit interruption to student use of the space.*
- **Student Use:** Monday - Thursday 4:00 pm - 10:00 pm - available for student programming, including GSAC, Associated Students, Student Club & Orgs using existing room layout.
 - *Generally not available for non-student group related activities*
- **External, Student, and Other Campus Use:** Weekend hours include Friday 4:00 pm - 10:00 pm, Saturday 1:00 pm - 9:00 pm and Sunday 1:00 pm - 6:00 pm.
 - One layout per event during the weekend is generally acceptable when chosen from one of the three standard layout options. Additional layout changes for other events that weekend may be accommodated, subject to staffing resources and room availability.
 - All layout requests outside of the standard layout options have additional fees applied.
 - *Exceptions may be granted for campus priority events*
 - *External reservations are limited to allow for student programming to have first priority - cannot be reserved for use during an academic session prior to the current semester of use*
 - *Priority use to be applied for any conflicting requests, although generally will be accommodated first come, first serve based on reservation requests:*
 1. **Gutswurak Student Activities Center**
The student union has priority use of space for student programming.
 2. **Campus Priority Events**

Campus Priority events may use the space to host events requiring a large space that cannot be easily accommodated elsewhere on campus.

3. Student Programming

Recognized Student Organizations, Cultural Centers, Associated Students and other recognized campus organizations with student need focus such as RAMP, Peer Health, etc. have the next priority for space use during the semester.

4. Campus Academic and Instructional Activities

Academic courses, registration activities, and other university-related programs require a large space that cannot be easily accommodated elsewhere on campus.

5. Administrative Activities

Other university administrative activities such as training, meetings, orientations and celebrations requiring a large space that cannot be easily accommodated elsewhere on campus.

6. External Users

External use will be considered for priority use on weekends, academic breaks and summer sessions when not required for internal use by the GSAC or campus priority events.

Academic Recesses, Summer or Campus Closures

During academic recesses and summer break, priority will be given to revenue-generating activities, campus recruitment, university development programs, and high-level meetings. The KBR will not be available during campus closures.

- Available for any organization use including external rentals.
 - *Reservations are accepted up to 12 months prior to event day.*
 - *Summer is defined as Monday following Spring Commencement through 2 weeks prior to 1st day of classes for Fall semester.*
 - *Facilities are not available for use during campus closed days such as the day after Thanksgiving and the period between December 23 - January 1.*
- All layout requests outside of the standard student lounge layout are subject to fees (*with an exception for campus priority events*).

Facility Use Guidelines

1. Behavior & Conduct:

- It is understood that the organization promises and agrees to abide by University regulations, including adherence for students to the Cal Poly Humboldt Student Code of Conduct.
 - Any violations should be reported to GSAC staff.
 - Users are responsible for their guests' behavior.
- 2. Decorations:**
- Only blue painter's tape is allowed for posting items. (Scotch/duct tape, staples, nails and push pins are strictly prohibited.)
 - Confetti, glitter, non-weighted helium balloons, spray paint, and other prohibited decorations are not allowed.
 - All decorations must be flame-retardant.
- 3. Furnishings/Equipment:**
- Furnishings and/or equipment are not to be removed from the space.
 - Users are liable for any damage, theft, or loss of GSAC equipment during their reservation time.
- 4. General Use:**
- No animals are allowed inside the GSAC unless deemed a service animal, which must be secured to a leash no more than (6) feet in length and in the hand of the person at all times.
 - Events exceeding room capacity are subject to cancellation.
 - Merchandise sales in GSAC facilities are prohibited unless approved by the GSAC Executive Director.
- 5. Cleanliness:**
- Clients must leave the facility in a clean condition.
 - Should you reconfigure the room set-up, restore the room to its ORIGINAL condition following your event, clearing the table tops of any trash or debris, and leaving the room in a tidy state, including removal of all writing from the white boards when you are finished.
 - Excessive cleanup or damage may result in additional charges.

Layouts/Room Configurations - Capacity

- [Standard Layout](#)
- **Special Requests** (*Requires 30 day advance notice*)
 - [Banquet](#): Seating for 120-160 people: (20) 6' round tables with 6-8 chairs each
 - [Banquet](#): Seating for 160-200 people: (20) 30" X 6' rectangular tables with 6-8 chairs each

- [Banquet](#): Seating for 168-224 people: (28) 30" X 6' rectangular tables with 6-8 chairs each
 - [Speaker/Theatre](#): Row seating for 294 people max.
 - [Lecture](#): Seating for 144 people: (48) 30" x 6' rectangle tables with 3 chairs each
 - [Concert/Stage](#): Standing room only - maximum occupancy is 299 including including band and support
 - [Fair Layout](#) : (44) 30" X 6' tables with 2 chairs at each
 - Capacities may vary depending on how the room is set and if a stage is used, catering, etc. Please inquire with CES for any other layouts that may be needed to accommodate your event needs.
 - The use of KBR does not include alcohol use. This would move space in a more restrictive assembly type. If you have an event in KBR and wish to serve alcohol, we would need a special event permit as this would not be in alignment with the use of the space.
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Audio-Visual Equipment

- **Included AV Equipment:**
 - Projector, screen, wireless microphones, podium, and built-in sound system.
 - Portable projectors are available.
 - **Additional AV Requests:** Must be made at least **2 business days** before the event and are subject to additional fees. If additional assistance is needed in terms of IT Support, Teleconferencing, or outside equipment that is more extensive, support should be arranged by the Client with other campus resources or outside audio-visual/event production companies.
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Rates & Fees

KBR rental rates can be found on the [CES website](#) and reflect facility rental only. Additional charges may apply for staffing, audio-visual equipment, facility attendants, reservations outside building hours, etc. Rates listed are subject to change at any time without notice. Because events have different needs, groups are encouraged to contact CES to discuss services, spaces, and costs.

- **Student Organizations and Campus Departments:** Pay only event-related direct costs.

- **Campus Priority Events:** Room rental fees and labor for set up and take down are absorbed by the University.
- **External Users:** Pay event-related costs and room rental fees.

Additional fees may apply for:

- **Staffing:** Required for event setup and cleanup. Additional costs may apply for any hosting or AV support needs.
- **After Hours:** Applies if space is utilized before or after normal business hours.
- **Equipment Fees:** Use of specialized equipment may incur additional costs.
- **Excessive Cleanup:** Charges may apply for excessive cleaning required after the event.
- **Late Changes:** \$25 fee for changes made after the two-day deadline.
- **Special requests, late changes, and damage or loss** to the facility or the facilities' equipment may include additional fees.

Contact Information: For any inquiries, assistance with reservations, or to schedule a tour of the KBR, contact Conference & Event Services at ces@humboldt.edu or **707-826-5981**.