

# Guidelines for Facilities Use and Charges

Effective 4/1/2024 - **Revised 2/17/2025**

Appropriate facility use charges shall be made for the use of campus facilities by state, non-state/auxiliary, and external organizations. These charges are designed to ensure that the campus consistently recovers their costs related to providing this use and related services pursuant to California State University (CSU) Executive Order No. 1000 (EO1000). Depending on the entity, these charges may include a facility rental fee and personnel support charges as deemed appropriate by CSU policy. Additional personnel charges required by campus policy or the event requestor will be billed in addition to these rates. CSU policy requires payment for such services or some other form of reciprocal compensation or benefit equal to or greater than the cost of said University services as documented and approved by the University Cabinet and/or pursuant to a Memorandum of Understanding (MOU).

## I. Facility Fee Definitions

- A. FACILITY USE CHARGES** - Includes all indirect and direct costs associated with the use of Cal Poly Humboldt (University) facilities.
- B. INDIRECT COSTS (F&A - Facilities and Administrative Costs)** - Overhead costs that are incurred for common or joint objectives and therefore, cannot be identified readily and specifically with a particular activity or use.
  - Facilities Costs include operation & maintenance: utilities - electricity, water, gas, trash removal; janitorial services; routine maintenance & repair; EH&S, police, physical planning, etc.; and building and equipment depreciation
  - Administrative Costs: general administration & expense (hr/acctg/payroll, administrative office exp); management and supervisor salaries; telephone expenses; and departmental administration expenses
- C. DIRECT COSTS** - Costs that can easily be identified as directly incurred as result of activity or use - direct costs go away when the associated activity goes away
  - Direct labor - Wages and benefits
  - Materials, supplies and Equipment
  - Power consumption - when clearly related to use (*for example turning on lights for Redwood Bowl use*)
- D. BASELINE SERVICES** are routine services included in facility use charges during regular service hours. Regular service hours align with regular business hours. These services include:
  - Custodial
  - Refuse & Recycling
  - Table and Chair Delivery
  - Standard room/space set up
  - Use of existing A/V equipment in space
  - Building/space access
- E. ADDITIONAL DIRECT COSTS ABOVE BASELINE SERVICES** may be applicable subject to the requirements of the specific event. These costs may include, but are not limited to labor, equipment, and services, as required by the facility or requested by the user:
  - Custom Set Up: Deviates from standard set up or a modified version of a standard set
  - Additional support labor (e.g. assistance with setting up rented furniture items ex. tables & chairs, tents)

- Fire marshal application fees (external and hosted events)
- Stage (rental fee including labor to install and take down)
- Utility or TNS fees (when clearly related to use)
- Equipment fees (e.g. audio-visual equipment, additional tables/chair as requested by user)
- Floor covering (rental fee including labor to install gymnasium or stage floor coverings as required by facility)
- Security and/or parking services
- Hosting and/or technical support as required by facility, event or as requested by user
- Additional support services above baseline levels (outside of normal service hours - overtime - or service exceeding routine levels - additional staff or equipment needed) - Refuse & Recycling, Grounds, Custodial, Distribution, Access/Locksmith

**F. SERVICE FEES** include, but are not limited to the following:

- Administrative Fee - 10% of event costs (external and hosted events)
- Cancellation Fee - Canceled events (with less than two (2) business days' notice) are subject to charges for services and labor incurred prior to the cancellation notice. *External Users subject to terms of lease agreement*
- Damages - actual materials & labor costs
- Excessive cleaning - 2 hour minimum (\$50)

## II. Facility Use Category Definitions

Facility use charges ([Appendix A](#)) and event related fees are based on the user category, venue selected, the length of time it is reserved, and additional services requested or needed.

**A. INTERNAL UNIVERSITY USERS** include any Cal Poly Humboldt unit, department, college organization, self support or auxiliary organizations. Specifically approved university users include:

- Division, college, and department meetings and events (including University affiliated camps and clinics)
- University recognized student organizations (student groups and clubs)
- IRA funded student programs
- Self support and auxiliary users, which consist of non-state funded self-supporting entities. Examples include University Housing, University Parking, Gutswurrak Student Activities Center, Center Activities and CEEGE. Auxiliaries are defined as self-supporting entities and include Associated Students, Cal Poly Humboldt Foundation, Sponsored Programs Foundation, and their various programs.

**Internal University Events** - events planned, coordinated and executed primarily by internal users and are approved and funded by the University.

An event is an internal event if:

- Activity is developed, controlled, and staffed by University departments or units and their employees (or official subcontractors) acting within the scope of their employment and identified and promoted as a university event;
- Income and revenues, if any, are paid directly to, and are disbursed by, a University entity, in accordance with University and CSU regulations;
- All surplus revenues after expenses are disbursed to University departments, programs or accounts, to further the University's educational mission; and
- Event has been approved by the appropriate Vice President or by the Dean of the college having jurisdiction over the department, or by another authorized official. Department is required to comply with University Hosting Guidelines (section IX).
- If an event is advertised and/or attendance is encouraged to the general public, the department,

unit, or organization hosting the event is generally required to complete a [University Hosting Agreement \(Internal Events\)](#). Exceptions include events that are part of regular University operations, such as quad activities, campus priority events, Athletic games, Dance, Music & Theatre and Cal Poly Humboldt Presents performances, Outdoor Adventures courses, Rec Sports clubs & drop-ins, various University camps, library-hosted events, Advancement activities, Associated Students and Recognized Student Organizations (*as their events have a separate approval process*).

- Affiliates (any Cal Poly Humboldt student, faculty, administrator, or staff person who plans events on the University campus) are not permitted to host an activity in which another organization is benefiting from the use of it nor conduct a personal commercial activity.

*Examples of internal events include: Athletic sports camps, Natural History Museum camps, Clubs hosting a Circus or dance, department welcome back event, clubs fair and career fair.*

- B. UNIVERSITY HOSTED/SPONSORED EVENTS** consist of events that are being hosted by Internal Users in coordination with external groups as part of recruitment or community engagement and/or collaboration efforts. Although the University maintains a relationship with the community or outside organization, hosted events are not University events. The University may derive some benefit from holding the event on campus or from affiliation with the organization associated with the event, but the organization, and not the University, is primarily responsible for determining the content, agenda, logistical arrangements, and costs for the event.

University sponsored events must comply with the following:

- Event has been approved by the appropriate Vice President or by the Dean of the college having jurisdiction over the sponsoring unit, or by another authorized official.
- Department is required to complete a [University Hosting Agreement \(Sponsored Events\)](#).
- These events require a facility lease contract and event liability insurance.
- If the external organization/association doesn't pay their invoice (if applicable), the hosting department is therefore responsible for any outstanding payments.

*Examples of University hosted/sponsored events include departments hosting conferences for "academic society," hosting youth camps such as Sticks & Lacrosse, and NAS youth volleyball camp in partnership with MCC.*

- C. CO-SPONSORED EVENTS** are not permitted and will be considered external events.

- D. EXTERNAL USERS** consist of those entities that have no official affiliation with the University and include school districts, professional organizations, community organizations, non-profit entities, etc.

### III. Community Use of University Resources

Cal Poly Humboldt (University) seeks to respond to community needs and the needs of the general public by sharing its resources and facilities for purposes that promote the mission and values of the University when it is mutually beneficial and when not needed for University programs and its activities. Organizations without University affiliation may use Cal Poly Humboldt facilities for charitable, civic, community, cultural, or educational activities which are operated on a not-for-profit basis. Events for profit are not typically within University policy unless they are of a fundraising nature for the University. The scheduling or use of University facilities or property by individuals for personal or private events is not permitted either for profit or nonprofit purposes. University facilities shall not be allowed for political fundraising activities or for personal or private gain. The VP of Administrative Affairs has the authority to decide whether a proposed use of University facilities is in accordance with the mission of the University and to approve any exceptions.

The availability of campus facilities for use by organizations without University affiliation shall be subject to the needs and the convenience of the University. In the event of conflicting demands for use of facilities by organizations without University affiliation, scheduling priority shall be given to those activities that further the purposes and are in the best interest of the University.

## IV. Campus Events Calendar

To make space available for external requests and to accommodate long term event planning, institutional events that have been designated as events preceding all others, are strongly encouraged to submit their reservations for space up to 36 months in advance. These events should be planned and space reserved at least 24 months in advance of the event at a minimum for use.

Priority events include institutional needs, major annual events and student programs, such as but not limited to: Preview or Admissions Events; Orientation and Registration programs; large Academic programs, seminars or conferences; Homecoming events, Commencement; and Donor programs. These events can be submitted up to three years prior to the event. Determination of which events are considered major annual events will be made by the VP of Enrollment Management & Student Success and/or their designee. The University reserves the right to adjust space reservations to meet mission-critical needs or to make the best use of space. In the event of such a change, every effort will be made to minimize the impact on scheduled events.

## V. Scheduling Facilities outside Building Open Hours or during Holiday or Campus Closure

Room reservation requests should fall within the scheduled building open hours that can be found on the [Facilities Management Website](#). All University facilities are locked on campus holidays (gold days on the Campus Green and Gold Calendar) and during campus closures, such as the day/weekend after Thanksgiving or in the case of an unforeseen emergency. Activities and events are generally not permitted to be scheduled on holidays or campus closed days, regardless of personal access credentials. Most University spaces are unlocked during normal business hours. Some buildings/spaces have extended hours and weekend availability, but others are locked during this time.

When requests are made in 25Live for use of closed/locked space, the following criteria apply:

1. Use of locked space will be allowed without further review if the request **does not** require campus services (such as custodial, lock/key, dining, Conference & Event Services (CES) setup, etc), and the requester is an "Internal University User" (see section II A above) and already issued access credentials to the space (keycards, keys, etc)
2. In all other cases, use of locked space will require a [special exception](#), as outlined below.

[A request for exception](#) for facility use outside of building open hours as outlined in case 2 above, must be approved by the division administrator and VP of Administrative Affairs prior to a reservation request being approved. If the event is approved, the department will be responsible for reimbursing all direct costs for service labor, including holiday or overtime pay, and services incurred as a result of the event occurring when buildings are not open.

## VI. Facility Use Charges Applicable

Billing rates as set forth on the Facilities Charges schedule ([Appendix A](#)), have been calculated for most frequently used facilities. These rates are for single uses and based on 4-hour incremental usage and encompass utilities, custodial, grounds, start-up costs as applicable, and a facilities rental charge. Additional charges required by campus policy or the event requestor will be billed in addition to these rates including but not limited to: personnel, police and parking services, custodial services, technical services, equipment and other types of assistance as needed for the particular event.

- A. INTERNAL UNIVERSITY USERS** use of facilities that support the university mission, including co-curricular learning experiences for Cal Poly Humboldt students, will generally not incur a facility fee. See Category A in [Appendix A](#). The department will be responsible for additional direct costs above and beyond baseline services as well additional equipment, services, or labor as required by the facility or requested

by the user. *Internal users will only be billed for facility use charges & direct costs that total \$100 or more combined per event. This includes overtime to support events hosted not during building open hours.*

Self Support & auxiliary users have Business Service Agreements with the University in which they reimburse the University for facility costs incurred for their use of state space.

- **Institutional events** – facility use charges are waived, both direct and indirect costs; however, every effort shall be made to limit excessive use of or burden on University resources, labor, and equipment for these events:
  - Orientation and week of welcome activities
  - Campus-wide preview and recruitment events approved by the University
  - Campus-wide commencement events
  - Homecoming
  - Sanctioned NCAA athletic games

- B. UNIVERSITY HOSTED/SPONSORED EVENTS** - University Hosted/Sponsored Events (those events being hosted by Internal Users in coordination with external groups as part of recruitment or community engagement and/or collaboration efforts) will be granted a 50% reduction of facility fees with a completed and approved [University Hosting Agreement \(Sponsored Events\)](#) . See **Category B in Appendix A**. Charges may occur for any additional equipment, services, or labor as required by the facility or requested by the user.

Campus sponsorship facility fee reduction greater than 50% may be granted only in exceptional circumstances and on a limited basis. All requests for exception require a [Request for Further Reduction of Facility Use Fees](#) approved from the Dean of the College, VP or Administrator that demonstrates significant benefit to the University. Financial need is insufficient as a sole reason for exception. The request should be submitted to Conference & Events Services (CES) at [ces@humboldt.edu](mailto:ces@humboldt.edu) who will route the request to the VP of Administrative Affairs for approval.

- C. EXTERNAL USERS** - Facility fees apply in full. See Category C in [Appendix A](#).

Members of the community wishing to utilize the university facilities are required to pay the established rate(s) which include reimbursement for all costs associated with such use. Additional charges may also apply such as: labor, parking, custodial, utilities, services, maintenance and repairs, equipment charges, support/technical staff, etc. as required by the facility or requested by the user.

## VII. Facility Fee Waiver Guidelines

As the University continues to support our local youth and community partnerships, schools and non-profit youth groups, facility fees charged for the use of University facilities may be reduced. Direct costs including facilities labor and services, event staff, hosting, equipment, and administration fee shall not be waived for external users.

50% facility fee discounts may be granted to the following groups or organizations:

- Intergovernmental Cooperation;
- Agency is a local approved 501(c)(3) non-profit youth group/organization, school/college;
- Provide University Benefit (includes approved University Sponsored/Hosted Events and those events that are related to academic teaching and research).

Each local non-profit youth group or school may be granted 50% facility fee waivers for up to five (5) uses per academic year (July 1-June 30), subject to space availability and staffing resources. *(A use is defined as total combined spaces on one day. If a facility (or facilities) is reserved for multiple days, each day would be considered one use.)*

Any applicant requesting consideration of the reduced fees must submit their facilities lease application, and verification of non-profit status, along with to Conference & Event Services (CES) at [ces@humboldt.edu](mailto:ces@humboldt.edu) at least

90 days prior to the event date(s). Applications will be accepted beginning May 1st for each upcoming academic year and be considered in the order in which they are received.

An exception to the 90 day submission date and maximum number of uses may be granted for special events that provide a special opportunity for students to engage, perform or compete on the campus such as championship or play-off games.

The University, through the President and/or his designee, reserves the right to decide which activity may or may not be held on campus, as well as the right to reduce or waive the listed charges.

## **VIII. Event Information and Planning**

### **A. AUDIO-VISUAL NEEDS**

University provides basic, smart technology instructional media equipment such as LED monitors, LCD projectors, screens, and computers with audio capabilities in many spaces. Additional audio-visual items are available at extra cost. University reserves the right, at its discretion, to require an A/V tech at the customer's expense if the event necessitates one. Complex events requiring A/V support will be charged the hourly rate for the support staff (2 hour minimum). Requests for A/V equipment or personnel must be made at least two (2) weeks prior to the event date. Late requests may not be accommodated and/or may result in additional charges.

### **B. ADDITIONAL DAMAGE/CLEANING FEES**

Facilities Management (FM) provides basic custodial cleaning services in both the public and private access areas of our facilities. The User is responsible for reasonable cleanup of the facility after use of food, beverages, and/ or other materials. Cost recovery for excessive cleaning may be assessed if the facility and/ or its contents are left in a manner other than how it was provided to the User. Users shall also reimburse University for any and all costs to repair any damage to the University venue, property or equipment arising out of or connected with the facility use.

### **C. CANCELLATION NOTICE**

University users are required to provide notification of event cancellation that requires additional services or custom layout to Conference & Event Services no less than two (2) business days in advance. If notification of cancellation is not received two business days prior, or room was not used as scheduled and was not properly canceled, a Late Cancellation Fee of \$50 may be applied, with no consultation required. Costs for which services have already been provided at time of cancellation request, e.g. equipment set up in reserved space, will be charged. *Exceptions may be made in cases of poor weather, or emergency situations.*

### **D. CHANGES**

The scheduling of resources needed to support successful events often begins well before the actual event and is based on information provided to Conference & Event Services (CES) and Facilities Management (FM) by the User. Last minute changes often require changes to staffing levels, scheduled work hours, workflow, work assignments, or building systems programming. These changes require additional coordination outside of normal procedures to make sure all information is passed on to appropriate staff. Therefore, it is important that any changes to an existing reservation be communicated to CES staff with a minimum two (2) business days before the event. Changes to existing reservations will be accommodated based on staffing and resources available.

### **E. EQUIPMENT & ADDITIONAL LABOR SUPPORT**

All requests for additional tables and chairs, special set up and take down, audio visual equipment (PA systems, microphones, projectors, etc.), staging, and any other equipment must be requested through the 25Live event submission at least two (2) weeks prior to the event date. University events with large

setups or those requiring extensive audio visual equipment may require a meeting with Information Technology Services (ITS) to confirm event logistics and needs.

#### **F. EVENT SERVICES STAFF**

Staff may be required to support any event hosted on campus. This includes audio-visual, operations, event coordination, space access and/or event support staff. Due to the nature and complexity of an event, or if required based on the facility, staff may be required as an additional labor cost to the User and dependent upon availability.

Requests for use of the Lumberjack Arena, Redwood Bowl, and music/theatre facilities may require the services and availability of event and/or technical staff. These requests must be submitted at least 30 days prior to the event date to arrange for appropriate staffing and are based upon availability.

The JVD requires trained staff in the operation of equipment, lighting, audio visual and acoustical enhancements. Therefore, any use of the space will also require the availability of a trained auditorium technician (as approved by the Theatre Director or Conference & Event Services).

#### **G. SECURITY**

University, in consultation with the University Police Department (UPD), reserves the right to require Community Service Officers and/or private security for events dependent on factors such as: nature of event, duration of event, expected attendance, and/or presence of alcohol. User is responsible for all direct staffing costs associated with the use of security. Users may make separate arrangements for security, pending UPD approval.

#### **H. SET-UP CONFIGURATIONS**

University offers an array of rooms that provide some fixed and some flexible set-up configurations, based on code compliance and equipment inventory. Classrooms are reserved "as is," with existing furniture and layouts. Moving furniture to or from classrooms to accommodate event activities is not permitted. Users will not be charged for a standard room set up.

#### **I. ADDITIONAL SUPPORT SERVICES**

**Refuse & Recycling Shop** - Refuse/Recycling employees will deliver and pick up during the normal 5-day work period one set of Trash/Recycling/Landfill bins per 100 people at HM500 campus events expected to generate waste as a baseline service. Any additional services needed, including mid-event bin services or extra bins or time spent outside their normal work period, will be billable at the hourly overtime rate for refuse/recycling employees.

**Grounds Shop** - Grounds employees will ensure the outdoor space is in its intended state and ready for use as designed. This includes drawing lines on fields for sports groups, normal trash pickup, normal leaf blowing, irrigation alterations to fit event schedules during the normal work period for the shop. Any additional services needed before, during, or after events, including service outside normal work periods, exorbitant trash pickup, power washing, extra leaf pickup, greenery trimming that would not normally be completed as part of our normal service level will be billable at the hourly overtime rate for grounds employees.

**Custodial Shop** - Custodial employees will ensure that indoor spaces are in their intended state, stocked with paper products and soap, and ready for use as designed during the normal custodial work period. Baseline services also include one (1) custodian to support indoor sanitation needs during an event during normal work period. If events are deemed large enough to warrant more than one custodian on staff during the event (multiple venues, or extreme sanitation needs), or services are requested outside of a custodial work period, additional services will be billed at the hourly overtime rate for custodial employees.

**Distribution Shop** - Tables, chairs, and other requested furniture/equipment will be delivered on racks prior to the event and picked up after events during the normal workday as baseline services. If events require delivery outside of the normal workday (M-F 8am-4:30pm) or if they require setup or breakdown of equipment/furniture by FM staff, this is deemed above baseline and will be billed at the hourly overtime rate for distribution workers.

## IX. Hosting Guidelines for University Facilities

**Hosting** is generally defined as a person being available during the reserved time to ensure access is granted and space is secured at end of reserved time, technology equipment is operational (*if applicable*), space is set up to requestors needs, that campus policies are being appropriately adhered to or the space is being utilized within the contract specifications (*if applicable*), to ensure use is limited to reserved time, to serve as the main point of contact and to call for additional campus support in case of emergency such as UPD, FM, etc.

**A host is required for all special events.** A *special event* is generally defined as any event held on university property which is not a regularly scheduled class, classroom exercise, event, function or activity intended for university students as part of their educational experience; which is intended for entertainment purposes, fundraising, income purposes, sports, or intended for the general public.

The level of hosting services required may vary depending on location and by event and is subject to approval by the Associate Vice President of Campus Resilience and Response.

### A. INTERNAL EVENT

Department is required to comply with and accept responsibility for the following requirements:

- Department staff or faculty must be present and available during the event in its entirety.
- Point of Contact (POC) for any questions or issues that arise during the event (*including planning and follow up post-event*).
- Identifying and reserving space in 25Live & submitting the event request and receiving approval, prior to any advertising or publicity of such event.
- Coordinating and overseeing that space is set up to the department's needs.
- Ensuring facilities are open and available during the event; requesting keycards for access at least 5 working days prior to event if needed and that space is secured at the end of reserved time.
- Ensuring use is limited to reserved time.
- Coordinating any other special needs or requests for the event such as audio/visual equipment, ensuring personnel operating equipment receives appropriate training to operate (*hy-flex, etc*).
- Overseeing that campus policies and procedures are being appropriately adhered to for the facility use at all times.
- Ensuring that requirements for any overnight events in housing are met.
- If hosting minors under the age of 18 that are not matriculated students, please contact Risk Management for more information.
- If an event is advertised and/or attendance is encouraged to the general public, the department, unit, or organization hosting the event is generally required to complete a [University Hosting Agreement \(Internal Events\)](#).
  - Exceptions include events that are part of regular University operations, such as quad activities, campus priority events, Athletic games, Dance, Music & Theatre and Cal Poly Humboldt Presents performances, Outdoor Adventures courses, Rec Sports clubs & drop-ins, various University camps, library-hosted events, Advancement activities, Associated Students and Recognized Student Organizations (*as their events have a separate approval process*).

### B. UNIVERSITY HOSTED/SPONSORED EVENT

University hosted/sponsored events consist of events that are being hosted by Internal Users in coordination with external groups as part of recruitment or community engagement and/or collaboration efforts. Although the University maintains a relationship with the community or outside organization, hosted events are not University events. The University may derive some benefit from holding the event on campus or from affiliation with the organization associated with the event, but the organization, and not the University, is primarily responsible for determining the content, agenda, and the logistical arrangements of the event. University hosted/sponsored events must comply and accept responsibility for the following:

1. Event has been approved by the appropriate Vice President or by the Dean of the college having jurisdiction over the sponsoring unit, or by another authorized official.
2. An approved [University Hosting Agreement \(Sponsored Events\)](#) is required for all hosted/sponsored events.
3. These events require a facility lease contract and event liability insurance.
4. If the external organization/association doesn't pay their invoice, the hosting department is responsible for any outstanding payments and amounts due to the University.
5. A paid Cal Poly Humboldt professional staff/faculty member must be designated as host for the event and accept responsibility for overseeing the following requirements:
  - Must be present and available during the event in its entirety. *(This person would be responsible for any others that are then assuming this role during the event.)*
  - Point of Contact (POC) for any questions or issues that arise during the event *(including planning and follow up post-event)*; person designated to call for additional campus support in case of emergency such as University Police Department, Facilities Management, etc. This includes providing a phone number for contact in case of emergencies with a guaranteed response time of no less than 20 minutes.
  - Working with Conference & Event Services (CES) on external lease agreement; application, quote and final agreement in place, if applicable.
  - Coordinating and overseeing that space is set up to requestors needs.
  - Ensuring facilities are open and available during the event; requesting keycards for access at least 5 working days prior to event if needed and that space is secured at the end of reserved time.
  - Ensuring use is limited to reserved time.
  - Coordinating any other special needs or requests for the event such as audio/visual equipment, ensuring personnel operating equipment receives appropriate training to operate *(hy-flex, etc)*.
  - Overseeing that campus policies and procedures are being appropriately adhered to for the facility use at all times.
  - Ensuring that requirements for any overnight events in housing are met.
  - If hosting minors under the age of 18 that are not matriculated students, please contact Risk Management for more information.

### C. EXTERNAL EVENT

For any event held on campus by way of facilities lease/agreement, a Conference & Event Services (CES) host is generally required. Costs associated with hosting services will be billed to the external user.