

Gutswurrak Student Activities Center

Kate Buchanan Room and Karshner Lounge Specialized Use Guidelines

Relationship to Campuswide Scheduling Guidelines

Use of the Kate Buchanan Room (KBR) and Karshner Lounge must comply with the current **Cal Poly Humboldt Guidelines for Scheduling and Use of CES Reservable Spaces**. Those campuswide guidelines govern event type, user classification, reservation timelines, hosting requirements, charges, direct costs, cancellations, event support, campus closures, and compliance with University and CSU policies.

The KBR and Karshner Lounge are **Category D: Specialized Spaces**. These guidelines supplement the campuswide guidelines by identifying additional requirements specific to GSAC as a student union facility.

Where these guidelines are silent, the campuswide scheduling and facility-use guidelines apply.

Reservations are processed by Conference & Event Services (CES) in consultation with GSAC Administration.

Purpose and Primary Use

The Gutswurrak Student Activities Center (GSAC) is Cal Poly Humboldt's student union and a central hub for student connection, belonging, engagement, student services, and co-curricular life. GSAC exists first and foremost to provide welcoming, accessible, student-centered spaces that support the needs of the student population.

The Kate Buchanan Room (KBR) is the largest event and gathering space within GSAC. Its primary purpose is to support student union use, student gathering, student programming, student engagement, campus traditions, student-service events, Institutional Priority Events, approved annual priority-use events, and other approved campus or community uses when the space is not needed for direct student union use.

During academic terms, the KBR also serves as a student study, gathering, and commuter lounge during designated weekday hours.

The Karshner Lounge is a shared student-use area adjacent to the KBR. It provides access to the Commuter Kitchen, student-rented lockers, GSAC restrooms, hallway circulation, and nearby office spaces. The Karshner Lounge is not a separately reservable event venue and may only be used in limited ways to support approved KBR events when student access can be maintained.

Facility Information

Location: Gutswurrak Student Activities Center, 2nd Floor

KBR Maximum Capacity: 299 guests

Any proposed use exceeding posted capacity requires advance review and approval and may require State Fire Marshal review, special permitting, fire watch, or other safety measures.

KBR Features

- Built-in projectors, screens, and sound system
- 2 microphones; wireless handheld or lapel
- Standard wooden Podium/lectern
- Campus Wi-Fi access
- Multiple seating arrangement options
- Nearby dining services, including The Depot and Bigfoot Burgers

Standard Building Hours

KBR and Karshner Lounge use must align with GSAC building hours unless an exception is approved.

Monday-Friday: 7:30 AM - 10:00 PM

Saturday: 1:00 PM - 10:00 PM

Sunday: 1:00 PM - 9:00 PM

Holiday, break, and closure schedules vary according to the academic and campus operating calendars. Events during closures or outside normal building hours require approval and may be subject to direct costs, including staffing, overtime, access, custodial, or other operational expenses.

Reservation Availability and Planning Timelines

Because the KBR and Karshner Lounge are Category D specialized spaces, advance reservation timelines follow the campuswide rules for Category B spaces, unless a more restrictive GSAC-specific limitation is required due to student union operations, student access, staffing, or the specialized purpose of the space.

For routine semester planning, GSAC generally uses the following reservation planning windows for Registered Student Organizations, campus departments, and auxiliary organizations:

- **Summer Use:** Requests accepted beginning October 1
- **Fall Semester and Winter Break Use:** Requests accepted beginning April 1
- **Spring Semester Use:** Requests accepted beginning October 1

Institutional Priority Events and approved annual priority-use events are encouraged to request dates as early as they are eligible under the campuswide scheduling guidelines. Other events requiring a specific location may generally request space up to 12 months in advance.

The KBR can generally accommodate one reservation per day. Additional same-day reservations may be considered only with approval from the GSAC Executive Director or designee.

Recurring or blanket reservations are generally prohibited.

Requests requiring special layouts, expanded services, Karshner Lounge use, exception review, or other nonstandard support should be submitted at least four weeks in advance.

Requests made with fewer than 21 days' notice may be limited to the standard room layout and are subject to staffing, operational feasibility, and approval.

Reservations cannot be made fewer than two weeks in advance.

Academic-Term KBR Availability

During the academic term, KBR availability is managed to balance event use with the room's primary function as a student union space for study, gathering, commuter use, student engagement, and student-centered programming.

Special or custom layouts are not limited to weekend use. They may be considered during weekday daytime, weekday evening, or weekend periods when requested in advance and when staffing, setup time, room availability, student impact, and operational needs allow. Special or custom layouts may result in additional direct costs.

Monday-Friday, 7:30 AM - 4:00 PM

During weekday daytime hours, the KBR generally remains in its standard student lounge configuration and is available for student study, gathering, and commuter lounge use.

Reservations during this time are limited in order to protect daily student access. Approved use during weekday daytime hours is generally limited to:

- Institutional Priority Events, as defined in the campuswide scheduling guidelines;
- GSAC-approved annual priority-use events or other GSAC-approved student-centered events;
- Events determined by GSAC Administration to directly support student engagement, student services, recruitment, retention, or major campus needs that cannot be reasonably accommodated at another time or location.

Requests for use during weekday daytime hours require GSAC Administration review and approval. Requests requiring a special or custom layout, expanded event support, Karshner Lounge use, or other nonstandard arrangements must be submitted at least four weeks, or 20

business days, in advance unless a longer timeline is required by the campuswide scheduling guidelines.

Approval is not guaranteed and is based on student impact, event purpose, timing, layout needs, staffing, building operations, and whether the event can be accommodated without unreasonably disrupting student use.

Monday-Thursday, 4:00 PM - 9:30 PM

The KBR may be available for approved reservations during weekday evening hours, generally for events with expected attendance of 50 or more people.

Student programming through GSAC, Associated Students, Recognized Student Organizations, Centers for Inclusive Academic & Career Excellence, Cultural Centers, and other student-focused campus programs receive priority consideration during these times.

Weekends

Weekend use may be available beginning Friday at 4:00 PM through Sunday evening, subject to GSAC building hours, staffing, setup needs, student impact, and approval.

Use Priorities and Annual Priority-Use Events

KBR use is prioritized in alignment with the campuswide scheduling guidelines and the student union purpose of GSAC.

When requests conflict, priority consideration is generally applied in the following order, subject to timing, planning requirements, operational feasibility, and whether another reservation has already been confirmed:

1. **Gutswurrak Student Activities Center Programs**
GSAC large-scale annual events and student union programs that directly support student engagement and student services.
2. **Institutional Priority Events**
Institutional Priority Events as defined in the campuswide scheduling guidelines, including major annual, high-impact activities critical to University operations.
3. **Approved Annual Priority-Use Events**
Approved campus events that support student engagement, recruitment, retention, campus traditions, development, or high-impact student services and require a large space that cannot be easily accommodated elsewhere.
4. **Student Programming**
Recognized Student Organizations, Associated Students, Centers for Inclusive Academic & Career Excellence, and other recognized student-focused campus programs.

5. **Campus Academic, Instructional, and Student-Service Activities**

Academic, instructional, registration, student-service, or university-related programs requiring a large space that cannot be easily accommodated elsewhere.

6. **Administrative Activities**

University trainings, meetings, orientations, celebrations, and administrative events require a large space.

7. **Sponsored and External Events**

Sponsored and external use may be considered when aligned with University purpose and when the space is not required for GSAC, student programming, campus priority, or institutional needs.

Priority status does not allow an event to displace or “bump” an already confirmed reservation.

GSAC may maintain an annual list of approved priority-use events for the KBR. These events may include Institutional Priority Events as defined in the campuswide guidelines, as well as other approved annual events that support student engagement, recruitment, retention, student services, campus traditions, or major University needs.

Priority-use status does not automatically waive fees or direct costs. Setup, takedown, labor, staffing, equipment, after-hours access, custodial support, audio-visual support, and other direct costs may be charged or require reimbursement in accordance with the campuswide facility-use guidelines and applicable funding arrangements.

GSAC Administration determines GSAC annual priority-use status in consultation with CES. Institutional Priority Event status and related scheduling precedence are determined in accordance with the campuswide scheduling guidelines.

Karshner Lounge, Commuter Kitchen, Locker, and Hallway Access

The Karshner Lounge remains open for general student use during GSAC operating hours. It is not available for exclusive or private reservation separate from the KBR.

The Commuter Kitchen is strictly not available for event use. Event organizers, caterers, vendors, guests, and service providers may not use the Commuter Kitchen for food preparation, food storage, catering support, staging, cleanup, equipment storage, refrigeration, dishwashing, water access, or any other event-related purpose.

The Commuter Kitchen contains student-rented lockers and supports daily student needs. Access to the Commuter Kitchen, student-rented lockers, GSAC restrooms, hallway circulation, and nearby office spaces must remain open and visibly available during normal GSAC building hours throughout academic terms.

One welcome, registration, or check-in table may be placed immediately outside the KBR entrance for an approved KBR event without a separate exception, provided that the table does not block egress, create a bottleneck, restrict student access, or create the appearance that student-use areas are closed.

No catering, staging, storage, or extended event preparation may occur in the Karshner Lounge unless specifically approved as an exception by the GSAC Executive Director or designee.

Additional use of the Karshner Lounge may be considered for weekend events, non-academic day events, Institutional Priority Events, or approved annual priority-use events when student impact is minimal and a layout plan demonstrates maintained access.

CES and GSAC Administration may require event organizers to adjust layouts, relocate tables, add signage, reduce the event footprint, or modify event operations to preserve student access.

Layouts, Audio-Visual, Alcohol, and Event Support

Standard and special event layouts are subject to staffing, room availability, fire/life safety requirements, accessibility, event needs, and applicable costs.

Special layout requests should be submitted at least 30 days in advance. Requests requiring State Fire Marshal review, special permitting, significant setup, or expanded support must follow the planning timelines in the campuswide scheduling guidelines.

Available KBR layouts may include:

- Special banquet seating with round or rectangular tables
- Special speaker or theatre-style seating
- Special lecture seating (rows)
- Special fair or tabling layout
- Standard student lounge layout (Default layout - no addtl' charge)

**A small stage, either 4 feet by 8 feet or 8 feet by 8 feet, may be requested for an additional fee.*

Capacities vary depending on the room setup, stage use, catering needs, equipment, accessibility routes, and other event factors. Users should consult CES regarding appropriate layout options.

The KBR includes basic built-in audio-visual equipment, including projectors, screens, wireless microphones, a podium, and a sound system. Portable projectors may also be available.

Requests for additional audio-visual support, technical staffing, outside equipment, or specialized event support must follow the planning timelines and service requirements in the campuswide scheduling guidelines.

General use of the KBR does not include alcohol service. Alcohol use may change regulatory, permitting, insurance, and assembly-use requirements for the event. Any request to serve alcohol in the KBR or Karshner Lounge requires advance review and approval and will require a State Fire Marshal Special Event Permit. Events planning to include alcohol must submit the request, proposed layout, and alcohol service information at least four weeks, or 20 business days, in advance in order to be considered for confirmation.

Alcohol service is not approved unless all applicable campus, permitting, insurance, and regulatory requirements are met.

Facility Use Expectations

Users must comply with all applicable University policies, including the campuswide scheduling and facility-use guidelines, Student Code of Conduct where applicable, fire/life safety requirements, accessibility requirements, and GSAC-specific use expectations.

Users are responsible for the behavior of their guests and for leaving spaces in the condition provided.

Only blue painter's tape may be used to post items. Confetti, glitter, non-weighted helium balloons, spray paint, and other prohibited decorations are not allowed.

Furnishings and equipment may not be removed from the space unless approved.

Events exceeding room capacity are subject to cancellation.

Charges and Direct Costs

Facility use charges, discounts, waivers, direct costs, administrative fees, cancellation fees, damages, and service charges are governed by the campus-wide scheduling and facility-use guidelines.

Because KBR and Karshner Lounge are specialized student union spaces, additional direct costs may apply for:

- Setup and takedown
- Special or custom layouts
- Staffing
- Facility attendants or event hosts
- Audio-visual or technical support
- After-hours building access
- Custodial support
- Excessive cleanup
- Equipment use
- Damage or loss
- Late changes or cancellations
- Services beyond baseline support

Priority-use status does not automatically waive direct costs.

Approval and Coordination

All KBR reservation requests and any requests involving Karshner Lounge use must be submitted through CES.

CES will coordinate the review with GSAC Administration. GSAC Administration may approve, deny, condition, or modify use based on student access, building operations, event timing, staffing, safety, layout, and alignment with the intended use of the facility.

Requests requiring exceptions must be submitted at least four weeks, or 21 business days, in advance unless a longer timeline is required by the campuswide scheduling guidelines.

Contact

For questions, reservation assistance, or tours, contact Conference & Event Services at ces@humboldt.edu or 707-826-5981.

External users should contact spacerentals@humboldt.edu .