

**POLICY GOVERNING THE USE OF
THE MUSIC AND BUSINESS PERISTYLE LAWN AREA**

1. Vehicles are permitted to use the service road to the site for the loading & unloading of equipment/persons/animals only. Maximum length of time should not exceed 20 minutes. **Violations of this rule can result in denial of any future reservations and possibly subject the driver/vehicle to a traffic citation.**
2. **NO MOWING OF CSUEB LAWNS BY OFF CAMPUS CLIENTS.**
3. Overnight parking is permitted in the parking lots with prior approval from University Parking Services. (510) 885-3790
4. Vehicles are **not** permitted to drive on the lawns. The client / organization will be held responsible for any damage to the lawns or irrigation systems is the responsibility of the client or organization. Clients will be required to reimburse the University for any repairs/replacement costs that may occur.
5. On Saturdays, there are academic classes and exams being administered in the Art / Education & Music / Business buildings. Client needs to avoid loud noises that may affect these classes/exams.
6. Electrical power outlets are located outside the Music & Business building under the overhang on the pillars. Please do not overload outlets as it will result in power outage for the entire building. Please contact Univ. Police in the event an electrical problem occurs. (510) 885-3791
7. Clients are responsible for collecting and properly disposing of all waste and all other trash. Additional charges may be assessed if the University Grounds Dept. personnel are required to handle any additional cleanup of the area.
8. Access to restrooms is located in the Music & Business building. University Police will be responsible for unlocking the building and restrooms.
9. Clients are responsible for providing proof of liability insurance in the amount of no less than \$1 million with Cal State University, East Bay named on the policy as an additional insured party. **This must be filed in the Office of Facilities Reservations at least 5 days prior to the event or your reservation may be cancelled.**
10. Food - CSUEB has a contract with Aramark Corporation that gives them exclusive rights to all food and beverage sales on this campus for all events. Please contact Debby Meyers for assistance (510) 885-2510. Please be advised that the use of any other vendors without Aramark's consent is strictly prohibited by this contract.
11. Parking – Visitors on campus will be required to purchase a parking pass at the current rate or a citation will be issued. (Please see attached campus map)

12. In all emergencies, clients can reach University Police by calling (510) 885-3791 or by dialing 9-1-1 from any University telephone. The main Police Station is located on West Loop Road under the tunnel between Warren Hall and the Library Building complex.