Policy

Background:
California State University, East Bay (CSUEB), like many Universities, rents facilities to various types of organizations such as profit organizations, non-profits organizations, campus affiliates, and use for campus instructional use. Universities rent their facilities for three primary reasons: 1) to generate revenue to support the university's aging infrastructure; 2) to actively engage the surrounding community; and 3) to showcase campus' programs and amenities.

Use of Facilities:
Any use of university facilities will be charged fees in accordance with the following provisions. Direct and indirect fees will be applied to the three (3) categories of activities below.

- Non-Affiliates:
  - For Profit or Commercial activities.
  - Non-profit/Non-university groups or organizations.

- Affiliates:
  - University/Affiliate Partners – An active/retired CSUEB employee, current student, alumni, athletic conference team, or partner of the University.*
  - Instructional use of facilities as contained in the schedule of classes or campus department will not be charged fees.**

<table>
<thead>
<tr>
<th>Non-Affiliates(For Profit)</th>
<th>Non-Affiliates(Non-Profit)</th>
<th>Affiliates</th>
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<tbody>
<tr>
<td>100% Charge</td>
<td>50% Charge</td>
<td>25% Charge</td>
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*Organizer of the event must be present for the entire event. Affiliates are not permitted to host an activity in which another organization is benefiting from the use of it nor conduct a personal commercial activity.

**Event related direct costs such as event monitors, staging crews, facility personnel, security/policing, waste cans, special event chairs, fencing, and other service fees will be applied to all rentals as applicable. In addition, a 5% administrative fee will be assessed for planning and coordination of all events.