

## University Union (UU) Reservation and Facilities Procedures Guide

### University Union Hours of Operation

Academic Semester (Fall/Spring)	Monday - Thursday	7:00 am - 10:00 pm
	Friday	7:00 am - 7:00 pm
	Saturday - Sunday	10:00am - 6:00 pm
Academic Break/Recess/Summer	Monday- Friday	8:00 am -5:00 pm
	Saturday - Sunday	Closed
Event Assistance	(510) 876 - 6044	
UU Customer Service Desk	(510) 885 - 7245	

### Use of the facilities

The University Union (UU) facilities are open to the following groups for various events and activities.

### Group Categories

#### Internal (On-Campus Groups)

- CSUEB Departments
- Campus Partners
- Student Clubs and Organizations

#### External (Off-Campus Groups)

- Corporations/Organizations
- Non-Profit Organizations
- Private Party (Individual)

#### Non-Affiliates

- For-profit or commercial activities
- Non-profit/Non-university groups, organizations, and individual

#### Affiliates

- University/Affiliate Partners – An active/retired CSUEB employee, current student, athletic conference team, partner of the University, an organization represented on the Board of Directors of Education Foundation, or active \*university donor.

NON- AFFILIATES (FOR PROFIT)	NON-AFFILIATES (NON-PROFIT)	AFFILIATES
<b>100% CHARGE</b>	<b>50% CHARGE</b>	<b>25% CHARGE</b>

**Groups violating any of these policies are subject to damage charges incurred on the facilities and/or may not be eligible to use the facilities in the future.**

## University Union (UU) Reservation and Facilities Procedures Guide

### Reserving space in the University Union (UU)

Room and equipment requests must be made by completing the online University Union (UU) Reservation Request form. The following link should be completed by the following groups:

#### Staff/Faculty/Departments/Affiliates/Off-Campus Community Members

#### [University Union Reservation Request Form \(Non-Student Organizations\)](#)

Reservations are scheduled on a first-come, first-served basis. We reserve the right to deny or change requests based on operational needs.

Once your request has been received and entered into 25 Live a UU Customer Service Representative will email you a confirmation of your reservation request. Generally, an email confirmation is sent no more than two (2) business days from the initial day of receipt.

[Title of Event], [Event Reference Number] Example: 2022 Freshman Orientation 2022-EBSLLP

Reservations are considered **tentative** until all information has been confirmed and/or required documents have been received and approved by the UU staff and/or other campus entities when applicable.

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### **Cancellations**

Cancellations must be submitted via email *no later than 9:00 am two (2) business days* prior to the event start date. We document all groups that fail to meet our cancellation policy. A fee will be assessed if an event is canceled the same day or the group fails to show up for their event. Reservation modifications requested less than 48 hours from the reservation date will not be accommodated.

### **Reservation Modifications**

All reservation modifications requests must be submitted via email. We will accept a request to modify or cancel a reservation from an alternate contact who is listed on the reservation request form. If you have more than one (1) alternate contact person indicate their information in the comment section of the reservation request form. Modifications to any confirmed reservation could result in new and/or additional charges.

No individual, organization, or department may reserve UU space(s) on behalf of another individual, organization, or department. Groups may not sell, sublease, or transfer reservation(s). Reserved rooms will be accessible thirty (30) minutes prior to the scheduled reservation time. If spaces are not vacated at the scheduled event end time, fees or other courses of action may be applicable.

### **Accessibility to meeting rooms**

The Event Coordinator or primary contact must be present at the event for the duration of the event. Reserved rooms will be accessible thirty (30) minutes prior to the scheduled reservation time. If the venue/room is not vacated at the scheduled end time could result in new and/or additional charges.

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### University Union Locations

ROOM NUMBER/NAME	UU LOCATION	OCCUPANCY (STANDING)	ACTIVE STATUS
102	OLD UNION	128	Available
311	OLD UNION	259	Available
GAMEZONE <i>(Game Room/Cave)</i>	OLD UNION	45	Available
BAYVIEW	NEW UNION	49	Available
CONCORD	NEW UNION	49	Available
OAKLAND	NEW UNION	49	Available
CON/OAK	NEW UNION	98	Available
MPR A	NEW UNION	343	Available
MPR B	NEW UNION	343	Available
MPR AB	NEW UNION	686	Available
THE GALLERY (2010)	NEW UNION	20	Available

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### Occupancy (General Practice)

The occupancy numbers listed below includes accommodations for catering, the layout of the room, and emergency exits. Depending on specific event needs, event occupancy may need to be reduced.

STANDARD LAYOUT/SETUP										
SETUP	ROOM MAX (EMPTY)	BANQUET w/ROUND TABLES**	LECTURE	THEATRE	CLASSROOM	BASIC CONF.	U-SHAPE CONF.	U-SHAPE CONF./w AUDIENCE	OPEN SQUARE CONF.	GROUP CIRCLE
ROOM	STANDING	8 CHAIRS PER TABLE	MIN/MAX	MIN/MAX	MIN/MAX	MIN/MAX	MIN/MAX	MIN/MAX	MIN/MAX	MIN/MAX
102	128	80	50/100	30/60	15/40	15/30	12/25	10/20	15/40	30/60
311	259	96	50/120	30/60	15/40	15/30	10/30	10/26	15/40	30/60
MPR A	343	96	80/150	50/100	20/40	20/40	20/40	20/36	20/48	25/50
MPR B	343	96	80/150	50/100	20/40	20/40	20/40	20/36	20/48	25/50
MPR AB	686	200	120/330	100/200	20/80	20/80	20/90	20/96	20/96	50/100
BAYVIEW	49	40	10/49	10/25	10/24	10/24	10/25	15/32	15/32	10/49
OAKLAND	49	16	10/20	6/12	5/10	5/10	5/12	5/14	5/14	5/25
CONCORD	49	16	10/20	6/12	5/10	5/10	5/12	5/14	5/14	5/25
OAK/CON	98	40	20/40	10/20	10/30	10/20	10/22	15/30	15/30	10/40
THE GALLERY	20	NA	NA	NA	NA	2/10	NA	NA	NA	NA

MIN - MINIMUM | MAX - MAXIMUM | \*\*THE NUMBER OF TABLES IN THE ROOM ROUND TABLES - 8 CHAIRS PER TABLE | ROUND TABLES - 8 CHAIRS PER TABLE | RECT. TABLE - 2 CHAIRS PER TABLE

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### Pricing (Locations and other)

Room /Description	4 Hour Room Charge (4 HR min to reserve)	Hourly Rates (More than 4 hours, less than 8)	Campus (Dept, Stud Clubs/Orgs, Partners)	Affiliates	Non-Affiliates
UU102	340.00	85.00	No charge	25% Charge	*50%/100% Charge
UU311	340.00	85.00	No charge	25% Charge	*50%/100% Charge
MPR A	360.00	90.00	No charge	25% Charge	*50%/100% Charge
MPR B	360.00	90.00	No charge	25% Charge	*50%/100% Charge
MPR AB	700.00	175.00	No charge	25% Charge	*50%/100% Charge
Bayview	280.00	70.00	No charge	25% Charge	*50%/100% Charge
Oakland	120.00	30.00	No charge	25% Charge	*50%/100% Charge
Concord	120.00	30.00	No charge	25% Charge	*50%/100% Charge
Oak/Con	240.00	60.00	No charge	25% Charge	*50%/100% Charge
No Show	NA	NA	50.00	50.00	50.00
Late Cancellation/Same Day	NA	NA	50.00	50.00	50.00
Non operating hours fee (per hour)	NA	NA	50.00 Student Clubs 100.00 Department/Other	100.00	100.00
Policy Violation (i.e. glitter, paint, other)	NA	NA	50.00	50.00	50.00
Laptop	NA	NA	NA	30.00	30.00
LCD Projector	NA	NA	NA	30.00	30.00
PA System w/1 mic	NA	NA	NA	30.00	30.00
Additional mic	NA	NA	NA	5.00	5.00

- **50 % CHARGE IS FOR NON-PROFIT ORGANIZATION THAT PROVIDE A VALID IRS DETERMINATION LETTER**

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## University Union (UU) Reservation and Facilities Procedures Guide

### Resources (Equipment)

Patrons are welcome to use their own laptops, projectors, smart and other media devices for their event. The University Union will not be responsible for assisting with any equipment that is not owned and operated by the University Union. Guests/clients are not permitted to link/connect the following audio equipment to our systems:

- Musical instrument (electric guitars)
- Amplifiers
- Mixers
- DJ equipment

The University Union can provide a host of equipment for your event. We can provide a list upon request. There is a limited supply therefore it is important to select all the equipment you will need on the reservation form. All University Union equipment rentals are associated with the corresponding reservation. University Union personnel are the only individuals who can remove or relocate equipment from the assigned room. Equipment is limited and is reserved on a first come, first serve basis.

The Event Coordinator or primary contact for the event is the custodian of any equipment that is reserved. It is considered delivered at the time the event commences. Any cost for damaged or unreturned equipment will be billed to the responsible group or individual.

### External Equipment/Furniture (Third Party Rentals)

The University Union is unable to provide a dance floor at this time. We recommend you contact Stuart Rentals (925) 315-8043. If you chose not to use Stuart Rentals we will need the company's Certificate of Insurance (COI). Please coordinate the drop off and pick up time with the Operations Coordinator at (510) 885-7244 (email [Operations Coordinator](#)).

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### Room Layout/Set Up Options (STANDARD)

The University Union Operations team is essential to the success of your event. To ensure your layout/set up is up to your expectation it is very important to provide us with specific details which will allow us to better serve you. Listed below are some of our predetermined layouts/setup:

Banquet w/ Round Tables	Circle Group (chairs only)
Lecture (chairs only)	Theatre (chairs only)
Classroom (chairs and tables)	Conference (tables/chairs)
U-Shape conference (tables/chairs)	U-Shape conference w/audience (tables/chairs)
Open Square conference (tables/chairs)	

We will accept a customized layout/setup request however you will have to provide the diagram of the layout/setup. If we are unable to accommodate your layout/setup due to room capacity issues we will assign one (1) of the predetermined layout/setup listed above that is similar to your request.

Once the operations team has staged your event in accordance with your instructions you should not rearrange the furniture. If time and staffing permits you can call the OPS team at (510) 876 - 6044 to see if they can make minor modifications to your layout/setup.

**Do not move any furniture from or into the room from another location. We sincerely appreciate your cooperation.**

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### Certificate of Insurance

As an agency of the State of California there are specific insurance requirements that must be met in order to use campus facilities.

The Lessee shall furnish a “Certificate of Insurance” to the University prior to the commencement of the event. The requirements are as follows:

- **Evidence of Public Liability 1,000,000 per occurrence/2,000,000 aggregate**
- **Worker’s Compensation and Automobile Liability Insurance 100,000/300,000/100,000**

Note: Worker’s Compensation and Auto Liability are required only if employees of the sponsoring organization/group are driving onto campus to work the event. The sponsor shall provide the campus proof of insurance coverage prior to the start of an event. Failure to do so by the deadline stated below will result in the cancellation of the event.

The insurance language required under this section must appear as a separate endorsement change to the insurance policy. The following information is needed on the public liability and auto liability additional insurance: ENDORSEMENT: COVERAGE shall be primary and noncontributory.

Endorses the State of California, the Trustees, the University, their agents, officers, and employees as “additional insured” (The certificate of insurance must specifically state this to be valid).

If you are unable to provide your own insurance coverage, clients/lessees may purchase insurance through the University. Contact the Risk Management Coordinator at email: [preauna.hunter@csueastbay.edu](mailto:preauna.hunter@csueastbay.edu).

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### Decorations

The University Union (UU) wants to make every event here a special and welcoming experience. Groups who wish to decorate rooms for events may be asked to submit a decoration plan. We ask that the UU staff be contacted at (510) 876 - 6044 to rearrange or move any furniture and/or equipment. All decorations must be removed once the event has concluded.

Decorations may be placed on the following surfaces using **painters tape only**:

- Stained
- Painted
- Glossy textured
- Finished
- Stairways
- Walls

The following decorations are strictly **prohibited**:

- Paint
- Confetti
- Glitter
- Tape - Duct, aluminum, package, double-sided, electrical, gaffer, gorilla etc..
- Permanent Markers
- Push Pins

No nails, screws, staples or penetrating items should be used on our walls, brick, or wood!

### Balloons

Balloons are permissible however helium balloons are not permitted in the Multipurpose Room(s) (MPR) because of the high ceiling.

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### **Signage**

There will be signage throughout the New Union to direct you accordingly and provide information regarding occupancy limits. Please adhere to all posted signs and/or policies. Signage with directions to events are acceptable with prior approval from the University Union administrative staff. Contact the University Union Customer Service desk for event posting locations and guidelines.

### **Hand sanitizers**

You will find hand sanitizer stations through University Union buildings. Locations may vary however you will be able to find one by the elevator.

### **UU Cleaning Schedule**

Public areas (bathrooms, handrails, door handles, etc.) are cleaned several times throughout the day. Reservable rooms are cleaned after an event has concluded.

### **Charging Stations (Mobile Devices)**

Charging stations are available in both of the University Union Buildings. There are two (2) located in the South Union, one (1) on each floor. There are two (2) located in the North Union, one (1) on the 2nd and 3rd floors.

### **Day/Hourly Parking Permits**

Daily parking permits are \$10 per day and may be purchased at the dispensers which are located around campus. Daily permits must be placed on your vehicle's dashboard and be clearly visible. Contact the Department of Parking and Transportation for additional information (510) 885 - 3790.

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### Other Information

#### Time, Place, and Manner of Free Expression (General)

[Click here to review the entire policy on TIME, PLACE, AND MANNER OF FREE EXPRESSION.](#)

#### Smoking

As of September 1, 2017, Cal State East Bay became a completely smoke and tobacco-free campus. Tobacco products, such as cigarettes, hookah, chewing tobacco, smokeless tobacco, vape pens and e-cigarettes, are not permitted in or outside any buildings or in parking areas.

#### Special Accommodations

In the event a guest or patron of the University Union requires special accommodations, please contact the University Union Customer Service desk and/or Accessibility Services prior to the event to arrange for assistance. Examples of accommodations that may be available are wheelchairs, mother's room, accessible ramp (this is an option under resources/equipment) etc. Accessibility Service will work with the Event Coordinator or primary event contact to reserve interpreters and other special accommodations related to disabilities. **NOTE: THE COST OF THESE SERVICES ARE NOT INCLUDED IN THE COST OF THE RENTAL/RESERVATION.**

#### Open Flame/Combustible Equipment/Materials

The burning of candles, sparklers, incense, paper leaflets, combustible figurines, pyrotechnic devices, tea lights, burners, propane gas containers, barbecue grills of any type, and/or flammable liquids i.e. gasoline, lighter fluid are NOT permitted inside the University Union facilities. No one is permitted to use their own equipment to heat food. It must be provided by Chartwells Catering (Pioneer Dining).

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### Resources

Chairs	Podium With CSUEB Seal	
Chairs - Folding	Portable Audio System	
Cocktail Tables	Portable LCD Projector	
Computer Speaker	Portable Table Top Mic Stands	
Display easels	Portable White Board	
Flag (California)	Riser (6x8)	<b>Note:</b> Some items may not be available at the time of your reservation based on maintenance/replacement.
Flag (CSU East Bay)	Shure Lapels	
Flag (USA)	Shure Portable Wireless Mic	<b>Note:</b> This is subject to change based on additions required.
Flip Chart Pads	Stage	
Laptops	Stage Steps	<b>Note:</b> We DO NOT provide ladders.
Mic	Tables - Rectangular	<b>Note:</b> The University Union does have separate supplies that are used for their own events. These supplies are not able to be reserved by the community. What is listed above are items that we have made available for anyone in the community to reserve.
Mic Stands	Tables -Round	
Piano	Tables - Seminar	
Podium	Tensa Barriers	

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