CSUEB University Union
Room Reservation Policies and Procedures

The CSUEB University Union offers conference, meeting, and multipurpose rooms conveniently located in either the OLD and NEW University Union buildings. These spaces are intended for use by the CSUEB students, faculty, staff, departments, campus affiliates, and off-campus organizations.

RESERVATION REQUEST PROCEDURES

• Room and equipment reservation requests must be made online by completing the University Union Reservation form (online link University Union Reservation Request Form) or if you have access to the CSUEB’s 25Live application.
• Reservations are scheduled on a first-come, first-served basis; however we reserve the right to deny or change requests based on operational needs. Should the latter occur, our staff will inform the coordinator of the event.
• Reservation requests must be submitted at least two (2) business days prior to your event date. To ensure that you get the space and resources you need for your event, we strongly recommend you submit your request as soon as possible.
• Only one person is designated as the responsible/requestor for an event. No individual, organization or department may reserve space on behalf of another individual, organization, or department.
• Groups may not sell, sublease, or transfer reservation(s).
• Details of the event’s activities must be provided on the reservation request form. Be prepared to submit an agenda or an itemized list of activities that will take place at your event.
• When submitting your request, we recommend that you determine the amount of time you will need for set up and take down. These times should be part of your reservation.
• Reservations are considered tentative until all requested and/or required paperwork is submitted and approved by the UU Customer Service staff.
• An email will be sent confirming your reservation request by the University Union Customer Service staff. Confirmation emails are sent within two (2) business days from the date the request was initially received. PLEASE NOTE: An event is NOT confirmed until you receive a confirmation email.
• The confirmation e-mail will contain the following information:
  o [Title of Event], [Event Reference Number]
  o Example: 2016 Freshman Orientation (2016-AABBCC)
• Rooms are accessible thirty (30) minutes prior to the scheduled reservation time.
• In order to avoid additional reservation related charges, event must conclude according to the reservation end time and all attendees must vacate the room.
RESERVATION REQUEST PROCEDURES continued...

RESERVATION CHANGES/CANCELLATIONS

- All groups who wish to cancel events must cancel reservations in writing at least 48 hours prior to the date of the confirmed event. We document all groups who fail to meet our 48 hour cancellation policy. Groups who cancel on the day of their event or fail to show up for their event may be subject to having their reservation privileges suspended.
- Changes or cancellation requests for booked events must be submitted in writing and/or email by the requestor or other authorized individuals. Additional authorized individuals, other than the requestor must be listed on the online request form as the alternate contact person. If you have more than one (1) authorized individual you can list their information in the comment section of the form. We do not accept verbal changes or cancellation requests.
  - E-mail submissions and written requests can be sent to: uureservation@csueastbay.edu

RESERVATION CHANGES

All reservation modification(s) requests must be received in writing at least 48 hours prior to the reservation date and time. Change requests received less than 48 hours from the reservation date and time will not be accommodated. Please note that modifications to any confirmed reservation could result in new and/or additional charges.

RESERVATION GROUP ASSIGNMENT

GROUP 1 - ORGANIZATIONS

- A reservation request by one of the following groups are categorized as Group 1 - Organizations.
  - CSU East Bay Recognized Student Organizations in good standing, as defined by Student Life and Leadership Programs
    - Recognized Student Clubs/Organizations must complete and submit the online Student Organization and Clubs Facilities Use Request form.
  - CSU East Bay Academic/Administrative Departments
  - CSU East Bay Auxiliaries Organizations
- Events must be scheduled under the group’s name.

GROUP 2 – ORGANIZATIONS

- CSUEB Affiliates - CSUEB Affiliates are on-campus contractors i.e. Aramark, US Bank, and the University Extension Program.
- Community organizations are defined as a for-profit organization, non-profit organization, 501(c) 3, government agency, individuals, corporate, Limited Liability Company, or other that wishes to use our facilities to conduct an activity or event. Activity/event must be co-sponsored by one of the following CSUEB groups.
  - CSU East Bay Recognized Student Organizations in good standing, as defined by
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Student Life and Leadership Programs
- CSU East Bay Academic/Administrative Departments
- CSU East Bay Auxiliary Organizations
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GROUP 2 ORGANIZATION continued…

- A representative (student organization officer/employee) from one of the groups listed above must provide a written statement that clearly states they are sponsoring the community organization in question. The University Union will send a list of questions to the student organization/department in order to determine if rental/event fees apply.
- The following criteria is used in determining rental/event fees for community organizations:
  o Is the community organization collecting the fees directly?
  o Is the community organization advertising the event directly?
  o Does advertisement show any entity other than CSUEB?
  o Is the community organization participating in the profit/loss of the event?
  o If the community organization did not exist, would the university still put on the event?
- Group 3 rates will apply until co-sponsorship is confirmed and if it is determined that a rental/event fee should be applied.

GROUP 3 - ORGANIZATIONS

- Community organizations (CO) are defined as a for-profit organization, non-profit organization, 501(c) 3, government agency, individuals, or other organization that wishes to use the facilities to conduct an activity or event.

ROOM RENTAL/OVERTIME/EQUIPMENT RATES

Overtime rates are applied when an event is scheduled outside our normal hours of operation. Please call 510.885.7245 to confirm our hours of operation.

Hours of Operation

Academic: Monday – Friday 7am – 11pm
Summer & Academic Recess: 7am – 8pm
Weekends: 10am to 8pm

GROUP 1 ROOM RENTAL AND OVERTIME RATES

<table>
<thead>
<tr>
<th>Description</th>
<th>4 HR block</th>
<th>Additional rate per hour over 4 hrs</th>
<th>Overtime (per hour)</th>
</tr>
</thead>
<tbody>
<tr>
<td>UU307A,B,C (one section)</td>
<td>No Charge</td>
<td>No Charge</td>
<td></td>
</tr>
<tr>
<td>UU307 AB (two sections)</td>
<td>No Charge</td>
<td>No Charge</td>
<td></td>
</tr>
<tr>
<td>UU307ABC (Three sections)</td>
<td>No Charge</td>
<td>No Charge</td>
<td></td>
</tr>
<tr>
<td>UU311</td>
<td>No Charge</td>
<td>No Charge</td>
<td></td>
</tr>
<tr>
<td>UU102</td>
<td>No Charge</td>
<td>No Charge</td>
<td></td>
</tr>
<tr>
<td>Bayview (UU2015)</td>
<td>No Charge</td>
<td>No Charge</td>
<td></td>
</tr>
<tr>
<td>Oakland/Concord (UU2002A,B)</td>
<td>No Charge</td>
<td>No Charge</td>
<td></td>
</tr>
<tr>
<td>Concord (UU2002B)</td>
<td>No Charge</td>
<td>No Charge</td>
<td></td>
</tr>
<tr>
<td>Oakland &amp; Concord (UU2002AB)</td>
<td>No Charge</td>
<td>No Charge</td>
<td></td>
</tr>
<tr>
<td>Hayward Room (UU2003)</td>
<td>No Charge</td>
<td>No Charge</td>
<td></td>
</tr>
<tr>
<td>Multipurpose Room (UU1001A,B)</td>
<td>No Charge</td>
<td>No Charge</td>
<td></td>
</tr>
<tr>
<td>Multipurpose Room (UU1001AB)</td>
<td>No Charge</td>
<td>No Charge</td>
<td></td>
</tr>
<tr>
<td>CLUBS/ORGS Overtime</td>
<td>No Charge</td>
<td>No Charge</td>
<td></td>
</tr>
<tr>
<td>CSUEB Departments/Aux/OffCampus/Affiliates</td>
<td>No Charge</td>
<td>No Charge</td>
<td></td>
</tr>
</tbody>
</table>

50.00
100.00
# CSUEB University Union

## Room Reservation Policies and Procedures

**ROOM RENTAL/OVERTIME/EQUIPMENT RATES continued…**

## GROUP 2 ROOM RENTAL AND OVERTIME RATES

<table>
<thead>
<tr>
<th>Description</th>
<th>4 HR block</th>
<th>Additional rate per hour over 4 hrs.</th>
<th>Overtime (per hour)</th>
</tr>
</thead>
<tbody>
<tr>
<td>UU307A,B,C (one section)</td>
<td>45.00</td>
<td>10.00</td>
<td></td>
</tr>
<tr>
<td>UU307 AB (two sections)</td>
<td>75.00</td>
<td>20.00</td>
<td></td>
</tr>
<tr>
<td>UU307ABC (Three sections)</td>
<td>115.00</td>
<td>30.00</td>
<td></td>
</tr>
<tr>
<td>UU311</td>
<td>165.00</td>
<td>40.00</td>
<td></td>
</tr>
<tr>
<td>UU102</td>
<td>205.00</td>
<td>50.00</td>
<td></td>
</tr>
<tr>
<td>Bayview (UU2015)</td>
<td>135.00</td>
<td>35.00</td>
<td></td>
</tr>
<tr>
<td>Oakland/Concord (UU2002A,B)</td>
<td>55.00</td>
<td>15.00</td>
<td></td>
</tr>
<tr>
<td>Concord (UU2002B)</td>
<td>55.00</td>
<td>15.00</td>
<td></td>
</tr>
<tr>
<td>Oakland &amp; Concord (UU2002AB)</td>
<td>110.00</td>
<td>30.00</td>
<td></td>
</tr>
<tr>
<td>Hayward Room (UU2003)</td>
<td>75.00</td>
<td>20.00</td>
<td></td>
</tr>
<tr>
<td>Multipurpose Room (UU1001A,B)</td>
<td>175.00</td>
<td>45.00</td>
<td></td>
</tr>
<tr>
<td>Multipurpose Room (UU1001AB)</td>
<td>350.00</td>
<td>90.00</td>
<td></td>
</tr>
<tr>
<td>CSUEB Departments/Aux/Off/Campus/Affiliates</td>
<td></td>
<td></td>
<td>100.00</td>
</tr>
</tbody>
</table>

## GROUP 3 ROOM RENTAL AND OVERTIME RATES

<table>
<thead>
<tr>
<th>Description</th>
<th>4 HR block</th>
<th>Additional rate per hour over 4 hrs.</th>
<th>Overtime (per hour)</th>
</tr>
</thead>
<tbody>
<tr>
<td>UU307A,B,C (one section)</td>
<td>75.00</td>
<td>20.00</td>
<td></td>
</tr>
<tr>
<td>UU307 AB (two sections)</td>
<td>150.00</td>
<td>40.00</td>
<td></td>
</tr>
<tr>
<td>UU307ABC (Three sections)</td>
<td>225.00</td>
<td>60.00</td>
<td></td>
</tr>
<tr>
<td>UU311</td>
<td>330.00</td>
<td>85.00</td>
<td></td>
</tr>
<tr>
<td>UU102</td>
<td>340.00</td>
<td>85.00</td>
<td></td>
</tr>
<tr>
<td>Bayview (UU2015)</td>
<td>270.00</td>
<td>70.00</td>
<td></td>
</tr>
<tr>
<td>Oakland/Concord (UU2002A,B)</td>
<td>110.00</td>
<td>30.00</td>
<td></td>
</tr>
<tr>
<td>Concord (UU2002B)</td>
<td>110.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oakland &amp; Concord (UU2002AB)</td>
<td>220.00</td>
<td>60.00</td>
<td></td>
</tr>
<tr>
<td>Hayward Room (UU2003)</td>
<td>150.00</td>
<td>40.00</td>
<td></td>
</tr>
<tr>
<td>Multipurpose Room (UU1001A,B)</td>
<td>350.00</td>
<td>90.00</td>
<td></td>
</tr>
<tr>
<td>Multipurpose Room (UU1001AB)</td>
<td>700.00</td>
<td>175.00</td>
<td></td>
</tr>
<tr>
<td>CSUEB Departments/Aux/Off/Campus/Affiliates</td>
<td></td>
<td></td>
<td>100.00</td>
</tr>
</tbody>
</table>

## EQUIPMENT RENTAL RATES

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Group 1</th>
<th>Group 2</th>
<th>Group 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Podium</td>
<td>No Charge</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td>Flip chart w/markers</td>
<td>No Charge</td>
<td>No Charge</td>
<td>No Charge</td>
</tr>
<tr>
<td>Add’l flip chart/w markers</td>
<td>No Charge</td>
<td>10.00</td>
<td>10.00</td>
</tr>
<tr>
<td>White board w/ marker</td>
<td>No Charge</td>
<td>15.00</td>
<td>15.00</td>
</tr>
<tr>
<td>LCD Projector w/screen</td>
<td>No Charge</td>
<td>30.00</td>
<td>30.00</td>
</tr>
<tr>
<td>Projector screen</td>
<td>No Charge</td>
<td>15.00</td>
<td>15.00</td>
</tr>
<tr>
<td>Laptop</td>
<td>No Charge</td>
<td>30.00</td>
<td>30.00</td>
</tr>
<tr>
<td>PA Systems w/1 mic</td>
<td>No Charge</td>
<td>30.00</td>
<td>30.00</td>
</tr>
<tr>
<td>Add’l mic</td>
<td>No Charge</td>
<td>5.00</td>
<td>5.00</td>
</tr>
<tr>
<td>Piano</td>
<td>100.00</td>
<td>100.00</td>
<td>100.00</td>
</tr>
<tr>
<td>Stage unit</td>
<td>No Charge</td>
<td>15.00</td>
<td>15.00</td>
</tr>
<tr>
<td>Dance Floor (MPR) 3x3 unit</td>
<td>No Charge</td>
<td>15.00 per unit</td>
<td>15.00 per unit</td>
</tr>
</tbody>
</table>
EQUIPMENT RENTAL INFORMATION

Patrons are welcome to use their own laptops or smart devices in the University Union. We are unable to assist with the use of external audio equipment i.e. amplifiers, mixers, etc. Equipment rental depends on availability. All University Union equipment rentals are associated with the corresponding reservation. Authorized 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. In addition to equipment fees, repair or replacement fees will be accessed to the reserving group if any of the rented/reserved equipment is returned damaged or missing.

RESERVATION REQUIREMENTS

INSURANCE REQUIREMENTS

Proof of liability insurance may be required, but is not limited, if one (1) of the following criteria is met:

- Individuals representing non–University organizations, businesses or other entities are soliciting, marketing, tabling, or providing services at the event.
- Social dancing is expected to take place.
- A performance is expected to take place.
- Event is a commercial venture or product show.
- Event is not directly related to the educational mission of the University.
- Primary purpose of the event is for solicitation of goods and services, including the promotion of non–University organization.
  - Commercial vendors should complete the [Commercial Services Request Form](#)

The Client or Lessee shall furnish the University a "Certificate of Insurance" prior to the commencement of a contract agreement that shall provide:

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). Worker’s Comp 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:
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**INSURANCE REQUIREMENTS continued…**

**ENDORSEMENT:** Coverage shall be primary and non-contributory.  
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.).

Deadline for submission of the Certificate of Insurance is 5 working days prior to the start of the event. Failure to provide the properly executed certificate and endorsement could result in the loss or cancellation of your reservation. A faxed copy of the insurance document will be acceptable until the mailed original has been received.

**GENERAL PRACTICES**

**USE OF FACILITIES**

The University Union facilities may not be used for regular academic classes. Deviation from the policy requires approval from the Associate Vice President of Campus Life. Room rental and equipment fees are assessed according to the University Union Room Rental and Equipment Rental fee structure. Room rental rates are applied to room usage in four (4) hour increments. Events scheduled for longer than four (4) hours will be charged an hourly rate in addition to the four (4) hour fee.

**PAYMENT FOR SERVICES**

All reservation related fees must be paid in full prior to your event date. The following forms of payment are acceptable:

- **Group 1**  
  - Internal process
- **Group 2 and 3**  
  - Bank official check i.e. cashier’s check  
  - Money order  
  - Check  
  - Invoice (if you wish to be invoice please let us know as soon as possible)

**DECORATIONS**

Groups who wish to decorate meeting rooms for events may be requested to submit a decoration plan when making final arrangements for an event. Decorations may be placed on stained, painted, glossy, textured or finished surfaces as long as blue painter’s tape is used. This includes staircases, wall, etc… Signage directors to events are acceptable with prior approval from the University Union staff. Please contact the University Union Customer Service desk for event posting board locations.

The following decorations and/or art crafts supplies are prohibited:

- **Paint**  
- **Confetti**  
- **Glitter**  
- **Tye Dye**  
- **Packaging tape**  
- **Push pins**  
- **Permanent markers**
SMOKING

Smoking is prohibited in all buildings on campus. Smoking will be permitted outdoors unless otherwise posted because of the proximity of intake vents to buildings. This prohibition will apply to any area enclosed by the perimeter (outermost) walls of the building. Atriums, balconies, stairwells, and other similar building features are to be considered “within a building,” i.e.; entrance areas, Science Building adjoining walkways, loading docks.

Smoking will not be permitted within 20 feet of doorways and ground level air intake structures. All ashtrays and other appropriate smoking letter appliances will be provided and placed on the exterior premises of buildings on campus pursuant to the 20 feet requirement.

All buildings on campus will have clearly displayed signage at all entrances/exits notifying campus personnel and the public that smoking is prohibited within the building and entrance areas.

Campus signage will read, “NO SMOKING IN THIS AREA” or, “NO SMOKING WITHIN 20 FEET OF BUILDING ENTRANCE” to convey a clear and unambiguous message. The universal symbol will be used in conjunction with this written signage.

OPEN FLAME/ COMBUSTIBLE EQUIPMENT/MATERIALS

The burning of candles, sternos, 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.

FOOD SERVICE

The CSUEB dinning services (Aramark) operates on first right of refusal for all events held on campus. Contact Aramark dinning services for additional information at (510) 885 – 2510 or visit their website Classic Fare at Cal State East Bay.

POSTING/ADVERTISMENT

The CSUEB community may post announcements, advertising posters and notices on general purpose bulletin boards. Posted materials must include the sponsors name, reflect good taste, typed and not be larger than 14” X 22”. Flyers with foreign language must be paired with a translated copy in English.

Materials are limited to a two (2) week posting time and materials will be cleared from bulletin boards by the University Union staff when materials become outdated or are inappropriate. Duplicate postings on the same bulletin boards are subject to removal at any time. All organizations are responsible for posting items on bulletin boards. The use of staples is prohibited.

All materials posted on windows, doors, walls and on other unauthorized areas will be removed. Organizations are responsible for hanging and taking down their banners. Materials not removed at the end of the reservation period will be removed by the University Union staff.
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POSTING/ADVERTISMENT continued…

Flyers, posters and/or any advertisement printed in a foreign language must be accompanied by an English translation or version. The advertisement will be removed if an English translation or version is not provided.

ALCOHOLIC BEVERAGES

Beer, wine and champagne may be served at campus functions with the approval of the CSUEB Risk Management Director. For all other groups, request for alcohol approval forms can be obtained from University Union Reservations which, in turn, will be submitted to the appropriate office for approval.

A special daily license by the Alcohol Beverage Control (ABC) in Hayward, CA is required for groups who wish to sell alcohol at their event. ABC may issue a special daily license for the sale of either beer or wine to groups conducting a picnic, social, or similar gathering.

Information can be found on the following website  http://www.abc.ca.gov/questions.html.

Complete and submit the Request to Serve Alcohol form to the University Union no more than five (5) days Reservations prior to the event. The responsible person of the event and /or sponsoring organization is responsible for compliance with applicable state laws and the regulations of the University.

HEALTH, SAFETY, & CAMPUS ORDER

The University Union reserves the right to cancel or otherwise modify any and all events/activities reservations, upon its sole judgment of the need to do so based upon considerations of health, safety, campus peace/order, or force of nature. The University Union staff should be notified immediately (510.876.6044) by the Event/Activity Coordinator should they become aware of any risk or threat based on health, safety, or campus peace/order.

SECURITY

Security persons may be required at the discretion of the University or the University Union. This service is provided with the coordination of the University Police Department. Exact cost and the number of personnel required will vary depending on the event. The department, student club/organization, or community organization is responsible for all security related cost.

SPECIAL ACCOMMODATIONS

If someone attending an event within the University Union requires accommodation, please contact University Union Reservations prior to the reservation to arrange for assistance i.e. wheelchair, mother’s room.

IMPORTANT INFORMATION

PARKING SERVICES

Valid parking permits are required on the CSUEB campus:  
Mondays-Thursdays from 7:00am to 11:00pm     Fridays from 7:00am to 5:00pm
Parking is not enforced on the weekends
Day/Hourly Permits
- Daily/Hourly, permits valid for the calendar date and time of issue, may be purchased from self-serve parking permit dispensers at a cost of $10.00/day or $2.00/hour. These permits, obtainable from dispensers located in Lots A, G, K, N and the Harder Road kiosk.

Parking Meters
- 1-Hour Meters - Intended for the use of Bookstore patrons as well as visitors of the campus, these meters are available on West Loop Road, immediately in front of Meiklejohn Hall. Rates are $2.00 an hour.

For more information on parking:
(510) 885-3790
Staff and Faculty Support Building (SF) 140
Monday - Friday: 8:00-5:00 p.m.
Saturday and Sunday: Closed