

## **Reservation Of University Student Union Facilities**

As our campus community continues to grow, greater demands are being placed on the USU Reservation Center for the reservation of conference rooms in the University Student Union. In order to accommodate the increase in reservation requests, to ensure the legitimacy of requests, to maximize the use of our facilities, and to maintain updated files, the USU Reservation Center has created a facility reservation designee form to be filled out by department, schools, and offices.

Attached you will find a Facility Registration Designee Form for your respective department, school, or office to name four designees to make room reservations in the University Student Union. Please fill out this form and return to our office at MS# 36. In the future, if there are any additional changes, please notify our office at 278-6024. Thank you for your cooperation.

Mehrzaad Zarrin  
Scheduling Coordinator  
University Student Union Reservation Center

## **Satellite Student Union/Whitfield Hall Rental Fees**

University Student Union  
California State University, Fresno  
5280 N. Jackson, Rm 301/MS SU36  
Fresno, CA 93740-8023  
(559) 278-6024

### **Off-Campus Organizations**

- ◆ \$350.00 minimum of two (2) hours, begins at facility access time
- ◆ \$100.00 per hour after minimum
- ◆ \$1350.00 all day rate (12 or more hours)
- ◆ \$100.00 box office (if charging admission at the door)
- ◆ Technician \$13 per hour, per technician
- ◆ Custodial Services, a minimum of \$100.00
- ◆ \$100.00 per hour for rehearsals
- ◆ A deposit of \$350.00 is required when your reservation forms are turned in at least 4 weeks before event.
- ◆ Make check payable to CSUF Association.
- ◆ **Proof of liability and property damage insurance of at least \$500,000 each**

Rental fees include use of six foot tables, chairs, podium, basic sound & lights, overhead and slide projector.

### **ADDITIONAL CHARGES:**

- \*\*\*To have **Snack Bar open**, must guarantee minimum of \$100.00 in sales. Group will be billed the difference in sales. Call 278-2019.
- \*\*\*If an event requires **Campus Police**, charges are \$10.00 (Public Safety Assistants) - \$35.00 (Campus Police) per hour, per officer depending on your event.
- \*\*\***Mirror Ball** is \$35.00
- \*\*\***VCR** is \$100.00
- \*\*\***Movie/projector** is \$60.00 (16mm)
- \*\*\***Piano/piano tuning** is \$60.00
- \*\*\***Clean up/change of set-up fee**, minimum of \$100.00
- \*\*\***Lavolier Mic (wireless lapel)** is \$75.00
- \*\*\***Cordless (handheld) Mic** is \$75.00
- \*\*\***Laser pointer** is \$5.00
- \*\*\***Catering** must be arranged with University Food Services on campus. Call 278-3904.

\*All rental rates subject to change\*

**Recognized Student And University Organizations:**

1. Not charging admission, registration fee, or accepting donations. Programs must be primarily attended by Fresno State Students, faculty, and/or staff
  - a. No rental charge for the first six- (6) hours of maximum use. A fee of \$35 per hour will be assessed after the six- (6) hour limit.
  - b. Technician \$10.00 per hour, per technician. There must be one technician in the building at all times. There may be more depending on your event.
  
2. Charging admission, registration fee, or accepting donations, and programs not primarily attended by Fresno State students, faculty, and/or staff
  - a. \$125.00 minimum of two (2) hours, begins at facility access time
  - b. \$35.00 per hour after minimum
  - c. \$500.00 all day rate (12 or more hours)
  - d. \$80.00 box office fee
  - e. Technician \$10.00 per hour, per technician
  - f. A deposit of \$125.00 is required when the reservation forms are turned in at least 4 weeks before the event. Make check payable to CSUF Association.
  - g. There is no charge for rehearsals if held between 8am to 5pm, Monday through Friday. If different than these hours, a \$35.00 per hour charge will be assessed. Technician costs are additional.

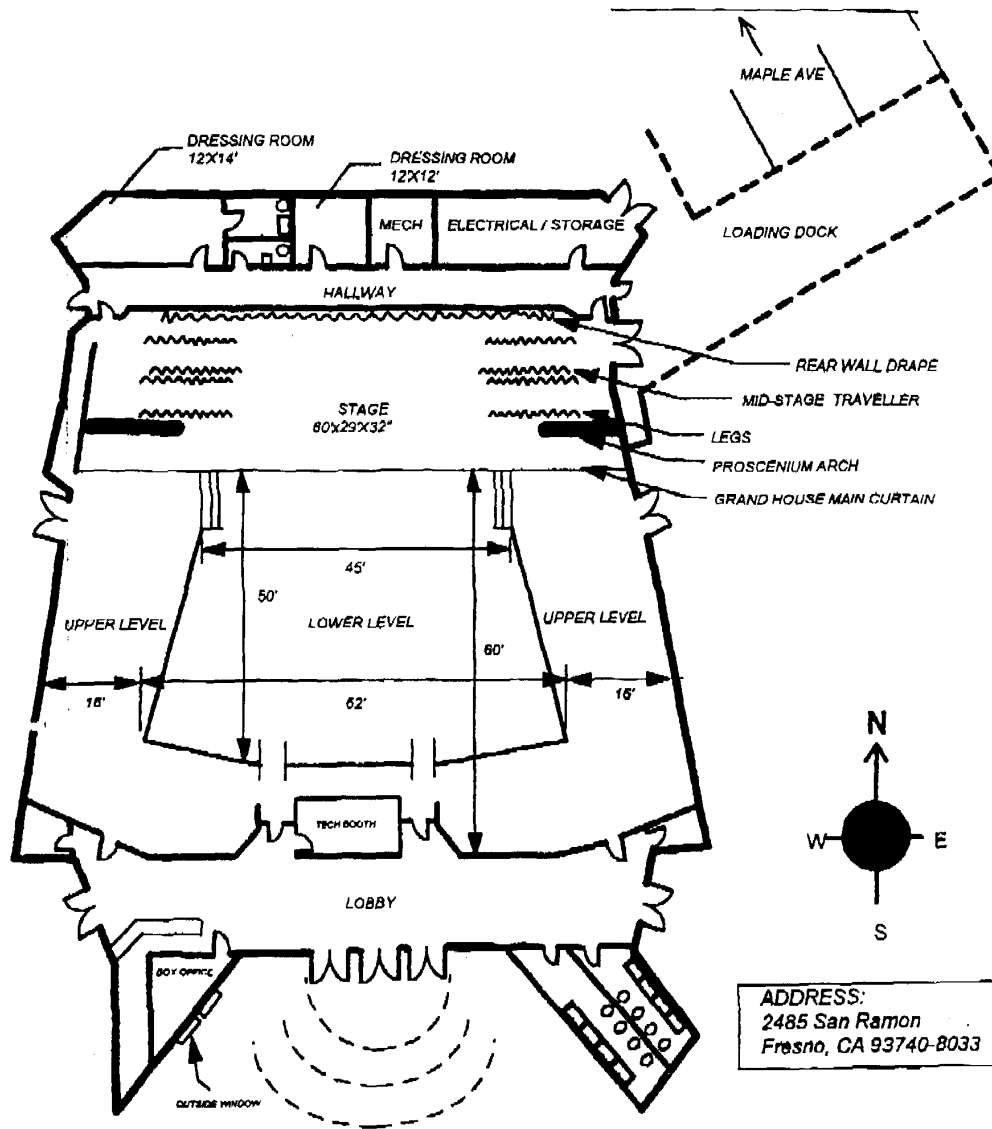
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**ADDITIONAL CHARGES:**

- \*\*\*To have Snack Bar open, must guarantee minimum of \$100.00 in sales. Group will be billed the difference in sales. Call 278-2019.
- \*\*\*If an event requires Campus Police, charges are \$10.00 (Public Safety Assistants) to \$35.00 (Campus Police) per hour, per officer depending on your event.
- \*\*\*Mirror ball is \$35.00
- \*\*\*VCR (student org. \$50.00-depts./schools \$75.00)
- \*\*\*Movie projector is \$60.00 (16mm)
- \*\*\*Piano/piano tuning is \$60.00
- \*\*\*Clean-up/change of set-up fee, minimum of \$100.00
- \*\*\*Lavolier Mic (wireless lapel) is \$50.00
- \*\*\*Cordless (handheld) Mic is \$50.00
- \*\*\*Laser pointer is \$5.00

Any student organization or University dept./school using the services of an off-campus organization will be assessed the off-campus organization rental rate. If an off-campus organization uses the name of a student or university organization to avoid established rental fees, the student or university organization will be held responsible for the rental fees which will reflect the off-campus organization rental rate.

\*All rental rates subject to change\*



ADDRESS:  
 2485 San Ramon  
 Fresno, CA 93740-8033

**SATELLITE STUDENT UNION**  
 CALIFORNIA STATE UNIVERSITY FRESNO  
 (WHITFIELD HALL)

LOCATION: SSU  
 DRWG: □ FLOOR PLAN  
 DATE: □ JUNE 24 1998  
 DRWN BY: MATT MILEHAM

RESERVATIONS....(209)278-6024  
 FAX....(209)278-7786  
 TECHNICAL PRODUCTION....(209)278-3979