

POLICY CONCERNING FACILITY OPERATIONS

PURPOSE

The following policy has been established in order for the facilities operated by Associated Students Inc. (ASI) to serve the campus community, in compliance with applicable federal and state law, as well as CSU and CSU Fullerton policies. ASI is committed to promoting the highest standards of ethical conduct and safety in the performance of its mission. The policy includes operating policies, expectations of conduct, and responsibilities and duties of all staff and guests. Further guidelines and practices are detailed in each facility's operating procedures.

POLICY CONCERNING FACILITY OPERATIONS	1
PURPOSE	1
WHO SHOULD KNOW THIS POLICY	2
DEFINITIONS	2
STANDARDS	2
1. Facility Guidelines	2
a. Access.....	2
b. Safety	2
c. Facility Conduct Guidelines.....	2
d. Vehicles.....	3
e. Animals in Facilities.....	3
f. Substance Usage in Facilities	3
2. Titan Student Union	3
a. General Building Guidelines.....	3
b. Titan Student Union Event Space Reservations.....	4
3. Student Recreation Center	5
a. Eligible Facility Use Categories.....	5
b. Minimum Age Requirements.....	5
c. Unauthorized Access	5
d. Student Recreation Center Room Reservations.....	6
4. Children's Center	6
a. Eligible Facility Use Categories.....	7
b. Care Rates	7
c. Children's Center Room Reservations.....	7

WHO SHOULD KNOW THIS POLICY

- | | |
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| <input type="checkbox"/> Budget Area Administrators | <input type="checkbox"/> Volunteers |
| <input checked="" type="checkbox"/> Management Personnel | <input type="checkbox"/> Grant Recipients |
| <input checked="" type="checkbox"/> Supervisors | <input checked="" type="checkbox"/> Staff |
| <input checked="" type="checkbox"/> Elected/Appointed Officers | <input checked="" type="checkbox"/> Students |

DEFINITIONS

For purpose of this policy, the terms used are defined as follows:

Terms	Definitions
Service Animal	Any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability. Service animals, usually dogs of any breed or size, are working animals and are not considered pets.
Unauthorized Access	Anyone entering 1) the Student Recreation Center without having an active membership or a daily guest pass; 2) restricted areas of the TSU without authorization; 3) the Children's Center who is not a preapproved staff, faculty, parent or guardian.

STANDARDS

1. Facility Guidelines

a. Access

While California university facilities are open to the public, there are restricted areas within each facility. See each facility's operating procedures for further information.

b. Safety

ASI facilities are operated in a manner to ensure the safety of all students, staff, faculty, and guests. All individuals must adhere to safe use of facilities and equipment in a manner which does not cause undue risk of injury to self or others, and comply with instructions given by ASI staff.

To provide a safe environment for individuals, the possession of weapons on University property is not permitted.

c. Facility Conduct Guidelines

ASI staff is responsible for maintaining a safe environment for all guests.

In accordance with University policies, ASI reserves the right to uphold free speech guidelines relevant to the management of the time, place, and manner of free speech demonstrations. See University President's Directive 5 for further information.

Guests are expected to:

- Adhere to safe use of facilities and equipment in a manner that does not cause undue risk of injury to self or others.
- Accept responsibility for their actions and adjust behaviors that do not meet facility guidelines.
- Observe all posted signs and verbal directions provided by ASI staff.
- Show respect for the rights, privacy, and property of others.
- Guests may not interfere with employee duties, use obscene language, or engage in verbal or physical abuse of employees or others.

Students, staff, and/or faculty who engage in unacceptable or disruptive behavior will be subject to disciplinary action which may include but is not limited to:

- Meeting with the Executive Director or designee;
- CSU Fullerton students may be reported to Student Conduct;
- CSU Fullerton faculty/staff may be reported to their immediate supervisor or department; or
- Facility/program privileges suspended or revoked.

Members of the public who engage in unacceptable or disruptive behavior will be reported to University Police.

d. Vehicles

In accordance to the University President's Directive, all motorized, non-motorized, and electric vehicles (bicycles, motorized/electric scooters, etc.), except disabled access vehicles, must be stored in the designated exterior areas before entering the facility. Any operating or riding of non-motorized vehicles (skateboard, scooters, or other wheeled transportation devices), except disabled access vehicles, are prohibited in any facility (including individual offices).

e. Animals in Facilities

In accordance with the Americans with Disabilities Act, service animals are permitted in all facilities. Service animals are defined as dogs or miniature horses that are individually trained to do work or perform tasks for people with disabilities. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. Animals who do not meet the Americans with Disabilities Act definition are not permitted in ASI facilities.

f. Substance Usage in Facilities

Alcoholic Beverage Usage

See the operating procedures for each facility for alcoholic beverage usage regulations.

Tobacco and Cannabis

CSU Fullerton is a smoke free and tobacco free campus. Use of tobacco and cannabis is prohibited throughout all facilities. "Smoking" is defined as inhaling, exhaling, burning or carrying a lighted cigarette, cigar, pipe or other smoking product, including electronic cigarettes and vaporizers.

Illegal substances

All facilities prohibit usage and possession of illegal substances throughout all indoor and outdoor areas.

2. Titan Student Union

The Titan Student Union (TSU) is the center of campus life and serves as the primary gathering and meeting place for the university community. In addition to event space, the TSU provides study space, Titan Bowl & Billiards, a food court, ATM banking, and the ASI Food Pantry. The TSU houses Associated Students Inc. (ASI), and oversees the Becker Amphitheater.

a. General Building Guidelines

For health and safety reasons, complete attire and shoes must be worn at all times (i.e., shirt, pants/skirts/shorts).

Minors in the TSU

Guests age 15 and under must be accompanied by an adult at all times. One adult may accompany up to 8 minors. Supervising adults are responsible for the actions of the minors they accompany and must ensure they follow all facility conduct guidelines.

See the TSU Operating Procedures for guidelines concerning minors participating in university and ASI programs.

b. Titan Student Union Event Space Reservations

The TSU offers reservable meeting and event space to the campus and surrounding community. Groups wishing to reserve Titan Student Union facilities must schedule use in advance through the University Conference Center office. The scheduling process is completed only when the requester has met all deadlines dates, other administrative requirements, and has received written confirmation from the University Conference Center office.

Recognized student organizations may reserve rooms up to 14 months in advance. Spaces for recognized CSU Fullerton department activities may be reserved 13 months in advance. Members of the general public may reserve space a maximum of 12 months in advance.

Room Rental Charges

The ASI Board of Directors shall approve room rental and other facility charges on an annual basis. When groups falling into two different fee categories elect to co-sponsor an event, the higher facility rate shall be used to determine fees.

Cancellations

The TSU reserves the right to cancel an event or modify the extent of services provided in the event of utility interruptions, campus emergencies, in the interest of public safety, threat of imminent danger, etc. All reservations are subject to automatic cancellation without notice if the details are not completed by the deadline date.

Users of Event Space Reservations

Groups authorized to make reservations in the Titan Student Union are divided into categories that dictate rates and scheduling priority.

Associated Students Inc.

ASI Board of Directors, official committees of the Board, and programs and services regularly funded and operated by the ASI Board. Full and part time ASI staff conducting Associated Students Inc. business.

Registered Organizations

CSU Fullerton registered clubs and organizations. Special programs and events sponsored and/or funded, but not operated by, ASI. Any official activity of the alumni office. Any official activity of the Osher Lifelong Learning Institute (OLLI) program.

CSU Fullerton Departments, Administrative Units and Support Groups

Groups conducting University business and support functions. Groups to be included in this category include: CSU Fullerton offices, departments, colleges, administrative units, and support groups; recognized faculty and staff committees and boards; CSU Chancellor and trustees; recognized CSU Fullerton civic groups formed to aid CSU Fullerton students.

Extension and International Programs

Any program, function, or meeting sponsored by the Office of Extension and International Programs.

Private Use by CSU Fullerton Students, Faculty, Staff, or Alumni

Students, faculty, staff, or alumni scheduling facilities for private, non-professional, non-campus programs and activities.

Off-Campus

All other off-campus groups and individuals whose events are consistent with the mission and purpose of the University. Campus community members scheduling facilities for any off-campus professional organization. All professional, independent and non-CSU Fullerton student film production entities reserving facilities for the purpose of commercial filming.

Responsibility of Groups Using Titan Student Union Facilities

All groups are required to follow campus and ASI policies, procedures, and regulations pertaining to their activity or program.

Groups reserving Titan Student Union facilities are responsible for the conduct of their members and guests. Groups shall be held responsible for any damages caused to Titan Student Union property and equipment by their members or guests.

Groups hosting activities or conducting business in Titan Student Union facilities, as well as their vendors and subcontractors, may be required to provide liability insurance in specified limits naming Associated Students Inc. and other entities as additionally insured as specified in Titan Student Union Operating Procedures.

3. Student Recreation Center

The Student Recreation Center (SRC) is operated by the Titan Recreation department of Associated Students Inc. (ASI). Titan Recreation's mission is to provide innovative and inclusive recreational opportunities to inspire the development and well-being of the student and campus community.

a. Eligible Facility Use Categories

The Student Recreation Center has established categories of authorized users which dictate rates.

Students

Currently enrolled CSU Fullerton student membership is paid through the mandatory student fees. Incoming freshman, transfer students, and non-enrolled continuing CSU Fullerton students are eligible to purchase membership when they are not enrolled in courses at the established rate. Student status will be verified with the university as a condition of facility use.

Associate Members

CSU Fullerton Alumni Association members, retired/emeritus faculty/staff, university auxiliary staff, visiting faculty, and Extension and International Programs students are eligible to purchase membership.

Affiliate Members

Spouses/domestic partners, parents, adult children and adult siblings of an eligible student or associate member; members of the Osher Lifelong Learning Institute (OLLI); students, faculty and staff of Hope International University and Marshall B. Ketchum University are eligible to purchase membership.

b. Minimum Age Requirements

Titan Recreation programs are open to eligible adults 18 years and older, as well as regularly enrolled CSU Fullerton students. Participants of specifically designed youth programs are not subject to this age requirement.

c. Unauthorized Access

Unauthorized access is defined as anyone entering the SRC without having an active membership or a daily guest pass or anyone sharing access credentials.

Anyone attempting to assist with or gain unauthorized access will have SRC privileges revoked.

- First offense: privileges will be revoked for 7 days. Offender must meet with Titan Recreation Director or designee prior to privileges being reinstated. Student offenders shall be reported to Student Conduct. Faculty/staff offenders shall be reported to their immediate supervisor.
- Second offense: privileges shall be revoked for the remainder of the academic term. Offender must meet with Titan Recreation Director or designee prior to privileges being reinstated. Student offenders shall be reported to Student Conduct. Faculty/staff offenders shall be reported to their

immediate supervisor.

- Third offense: privileges shall be permanently revoked.

d. Student Recreation Center Room Reservations

The ASI Board of Directors shall approve room rental and other facility charges on an annual basis.

Users of Event Space Reservations

The SRC offers reservable meeting and event space. Groups wishing to reserve facilities must schedule use in advance through the Titan Recreation office. Groups authorized to reserve space are divided into categories that dictate rates and scheduling priority.

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Responsibility of Groups Using Student Recreation Center Facilities

All groups are required to follow campus and ASI policies, procedures, and regulations pertaining to their activity or program.

Groups reserving Student Recreation Center facilities are responsible for the conduct of their members and guests. Groups shall be held responsible for any damages caused to property and equipment by their members or guests.

Groups hosting activities or conducting business in Student Recreation Center facilities, as well as their vendors and subcontractors, may be required to provide liability insurance in specified limits naming Associated Students Inc. and other entities as additionally insured as specified in Student Recreation Center Operating Procedures.

4. Children's Center

Associated Students Inc. founded the Children's Center to support student success by providing

affordable, high quality early childhood care and education for children of students. In addition, the center is a training and learning facility for enrolled CSU Fullerton students. There is no public access to the Center.

a. Eligible Facility Use Categories

The Children's Center serves children within the age range approved by the appropriate licensing body. Priority is given to enrolled CSU Fullerton students, although there is enrollment space designated for children of CSU Fullerton faculty and staff. If available, the remaining enrollment space may be utilized by the public.

b. Care Rates

The ASI Board of Directors shall approve care rates on an annual basis.

c. Children's Center Room Reservations

There is no reservable event or meeting space in the Children's Center.

DATE APPROVED:

04/04/2023