



# **Student Recreation Center Operating Procedures**

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# Overview

The following procedures have been established in order for the Student Recreation Center, in compliance with ASI Policy Concerning Facility Operations, to serve the campus community. Titan Recreation's mission is to provide inclusive recreational opportunities to inspire the development and well-being of the student and campus community.

## Access

Facility use categories, age requirements, and unauthorized access are set in ASI Policy Concerning Facility Operations.

### Registration and Enrollment

In addition to qualifying for facility use under the established eligibility requirements, individuals must also complete the Student Recreation Center registration/enrollment process.

This process includes the completion of:

- CSUF Student Recreation Center Use Registration form (currently enrolled students)
  - or CSUF Student Recreation Center Use Agreement form (non-students)
- Release of Liability
- Waiver of Right to Sue
- Assumption of Risk and Agreement to Pay Claims form
- Payment/processing of all required fees/charges (per appropriate user category).

These services are available at the Student Recreation Center Front Desk or at [titanrecreation.fullerton.edu](http://titanrecreation.fullerton.edu)

### Visitors

Individuals who wish to tour the facility may obtain a visitor pass valid for fifteen (15) minutes.

- Visitors may not participate in any activity or use any equipment while in the facility.
- Visitors must observe all facility policies and procedures.

### Non-Participant Access

Individuals may have access to the facility through their employment relationship with Associated Students Inc. or University. However, access granted to such individuals as a requirement of their job duties does not entitle them to use of the Student Recreation Center facilities, equipment or programs.

This applies during regular hours of operation when individuals would need to purchase the required Facility Use Membership, as well as hours that extend outside of regular hours of operation.

# Conduct Guidelines

The Titan Recreation staff is responsible for maintaining a safe environment for all participants. Participants are expected to adhere to the guidelines set in ASI Policy Concerning Facility Operations.

## Building Conduct

No area of the facility will be used for private gain, including but not limited to private lessons/training of individuals or groups.

## Service Animals

Service animals are allowed in the Student Recreation Center in accordance with the University's service animal policy based on Americans with Disabilities Act Title II and Title III

## Participant Guidelines

- Shirts and skins basketball games are prohibited.
- Common courtesy is expected to other runners and walkers using the indoor track. The innermost lane on the track is for walking only, the middle lane is for walking or running, and the outer lane is for running only.
- Food is not permitted past the turnstiles.
- Beverages must be in non-spill containers.
- Video recording or photography are not permitted.
- Personal belongings such as backpacks, wallets, etc. should be stored inside day-use or rental lockers or cubby.
- Visitors must accept responsibility for their actions and adjust behaviors that do not meet guidelines.

## Participant Attire

Athletic clothing, including closed-toe, non-marking shoes, is required in the facility.

- Athletic top, sports bra, and bottoms must be worn at all times.
- Shirts with wording or graphics that are considered to be offensive or discourteous to other participants are not permitted.
- Closed toed/closed heel athletic shoes are required.
  - Unless otherwise determined by instructor led activity or program.
  - Athletic/running shoes must be worn on the track. Spikes are not permitted.
- Jeans and/or street clothes that have rivets or metal are not permitted.
- Attire specifically designed for swimming must be worn when in the pool.

## Equipment

Participants are expected to:

- Re-rack weights back to their intended place after use.
- Wipe down and clean equipment after each use for the health and safety of patrons.
- Use free weights for their intended purpose only.
- Use a towel to serve as a barrier between user's skin and weight equipment, benches, mats, and cardio-machine seats.

## Injuries and Incidents

If an incident or injury happens and results in a phone call for advanced medical care (911), individuals involved will have their access restricted for the remainder of the day.

# Services

The following services are offered at the Student Recreation Center.

## Towel Service

Complimentary work out towels are available within the facility. Shower/Pool towels are available for purchase at the Student Recreation Center Member Services desk. All towels must be returned prior to exiting the facility.

## Equipment Checkout

A variety of equipment is available for check-out. All equipment must be returned after use is completed and prior to closing of business on the day it's checked out. The member checking out the equipment is financially responsible if the equipment is damaged or lost.

## Lockers

### Day Use Lockers

Lockers are available for day use.

- All day use lockers will be opened and cleared at the end of the day.
- Items removed from day use lockers will be transferred to University Police nightly for proper logging and storage in accordance with University Police procedures

### Rental Lockers

Rental lockers are available on either a semester or annual rental. Lockers must be rented at the front desk of the Student Recreation Center.

- Users are required to provide their own lock.
- The member is required to acknowledge, understand, and agree to the terms and conditions of the rental locker agreement.
- Unauthorized use of rental lockers is prohibited.
- Unauthorized locks will be cut, and contents will be cleared at the end of each day.
- Unclaimed items will be donated or discarded every Friday.
- Locker rentals are subject to extension due to facility closure
- Refunds are not permitted for locker rentals

## Donation Drives

Recognized student organizations and campus departments may reserve locations in facility for the purposes of collecting donated goods (i.e., canned foods, school supplies, etc.) As part of planned charitable "drive" activities, subject to the approval of the Executive Director or designee.

A maximum of two (2) such collection drives are allowed to take place concurrently, where each sponsoring organization is allowed to place one (1) collection receptacle within the facility as part of their activity, at locations pre-approved by Executive Director or designee. Collection periods may not exceed one (1) month in duration. Sponsoring organizations and departments are limited to one such reservation per academic term. Factors associated with approval, include issues of

sanitation and the impact of other facility uses (i.e., perishable foods, odorous materials, prior experience with managing collections, pest control issues, etc.). Collection receptacles are also subject to pre-approval by Executive Director or designee, and organizers may be required to utilize a student union-provided receptacle for their use.

## Refunds

All refunds are not guaranteed according to each department's refund policy. All refund requests must be submitted using the online form at [titanrecreation.fullerton.edu](http://titanrecreation.fullerton.edu)., for the F45, First Aid classes, Instructional Classes, Intramural Sports, Learn to Swim, Personal Training, Rock Wall, Titan Outdoors, and Titan Youth Summer Camp.

### Refunds

All refund requests must be received more than 14 days before the scheduled class, session, or departure date. All requests received less than 14 days prior to the scheduled class, session, or departure date will not be considered. A full refund will be given for classes or trips cancelled when no alternative is available. Refunds of less than \$20 will be in the form of credit to the requestors Titan Recreation account.

### Memberships

All financial obligations associated with memberships are disclosed and agreed to in the Facility Use Membership Agreement when membership is established. As a result, refunds are not available to members after the fifth day the agreement is in effect. If there are special circumstance to be considered for refund, such as a pro-rated membership refund, it must be made in writing and emailed to [titanrecreation@fullerton.edu](mailto:titanrecreation@fullerton.edu) and approved by the Titan Recreation Director or designee.

#### Agreement Billing Membership

Agreement billing memberships (monthly memberships) have no expiration date and are continuous. To request cancellation of membership, buyer must complete the online request form located at [titanrecreation.fullerton.edu](http://titanrecreation.fullerton.edu). Agreement billing membership cancellation requests must be received by the 25<sup>th</sup> day of the month to terminate membership and avoid future billing. Otherwise, the cancellation will take effect the following month.

### F45

The F45 Participation Fee is ineligible for refund.

### Instructional Classes

Refunds request for Instructional classes must be received 2 weeks in advance of the start of the program.

### Intramural Sports

The Intramural Participation Fee is ineligible for refund unless specific league registration terms are not met to provide a schedule. It is the participant's responsibility to adhere to all registration deadlines and attend all required meetings for specific sports.

### Lifeguard Classes

Lifeguard Classes are ineligible for a refund.



### Personal Training

The Personal Training Participation Fee is ineligible for refund.

### Rock Wall

Refund request must be submitted 72 hours prior to the scheduled class.

### Titan Outdoor Trips

Refunds request for Titan Outdoor programs must be received 2 weeks in advance of the start of the program. If a trip is canceled or changed due to program restraints such as participation numbers, weather, fire etc. a full refund will be offered despite the two-week timeframe.

### Titan Outdoor Gear Rental

Refunds for gear rented out through Titan Outdoors will be given in the event that gear was not in working order after the person has rented the equipment. Refunds will not be given for improper usage of gear or for lack of knowledge on how to use gear correctly

## Transfers

### First Aid/CPR

Transfer request must be submitted 72 hours prior to the scheduled class. A transfer request will be approved on a space available basis for a class of the same type and cost only.

### Instructional Classes

Transfer requests must be approved by the second week of instructional classes.

### Learn to Swim Transfer

Transfer request must be submitted 7 days prior to the scheduled session. A transfer request will be approved on a space available basis for a session of the same type and cost only.

### Lifeguard Classes

Transfer request must be submitted 7 days prior to the scheduled class.

### Point of Sale Items

All sales are final for all Point-of-Sale items.

### Rock Wall

Transfer request must be submitted 72 hours prior to the scheduled class. A transfer request will be approved on a space available basis for a class of the same type and cost only.

### Titan Outdoor Trips

Titan outdoors trips will not offer any transfers due to the changing dynamic of trip cost.

## Titan Youth Summer Camp Transfer

Transfer request must be submitted 72 hours prior to the scheduled session. A transfer request will be approved on a space available basis for a session of the same type and cost only.

# Area Specific Procedures

All users must adhere to posted signs, follow instructions from staff members, and the following guidelines:

## Student Recreation Center

- Appropriate athletic attire must be worn at all times
- All members must comply with Student Recreation Center emergency procedures
- Food and gum are not permitted
- Photo and video recording is not permitted without written permission from the Director of the Student Recreation Center and/or designee
- Playing music on portable speakers is prohibited
- Resealable water bottles only
- Student Recreation Center staff reserves the right to ask patrons to leave at any time for inappropriate attire or behavior
- Patrons are expected to comply with the proper facility use and verbal direction of the student recreation center staff
- Behavior deemed unacceptable by student recreation staff will not be tolerated
- Member's access privileges can be suspended for violation of any of the above guidelines

## Cardio and Weight Room

- Closed, non-marking athletic shoes required
- Workout towel required
- Clips and cable attachments are required
- Appropriate athletic attire must be worn at all times
- Re-rack your weights and dumbbells on the appropriate rack
- Wipe down equipment after each use
- Resealable water bottles only
- Personal belongings should be secured in lockers or designated areas
- Limited cardio use to 30 minutes if someone is waiting
- Food and gum are not permitted
- Video recording or photography are not permitted
- No personal items allowed in weight room
- Day use lockers are available for use in the locker rooms
- No private personal training
- No chat permitted
- Report any damaged/defective equipment or injuries to the Student Recreation Center staff

## Olympic Lifting

- Powerlifting, Olympic lifting, and Deadlifting must be performed on the platforms only
- Barbells must stay on platforms at all times

- Only one person at a time on the platform
- Only bumper plates are allowed on the platform
- Re-rack weight plates and bar at all times
- Exercising on the walkway in front or behind platforms is not permitted
- No chalk permitted

## Pool

- Always follow directives and requests of the lifeguard staff
- Attire specifically designed for swimming must be worn when in the pool.
- Resealable water bottles only
- Glass containers not permitted anywhere on pool deck
- These actions are not permitted:
  - Prolonged breath holding underwater
  - Running on the pool deck
  - Pushing, horseplay, tossing people in the air
  - “Chicken fighting”
  - Hanging on the lane lines or basketball rim
  - Spitting, nasal discharge, urination, etc., in the pool
  - Diving
- Food may be permitted on the pool deck
- Gum is not permitted
- Video recording or photography are not permitted

## Gymnasium

- Closed, non-marking athletic shoes required
- Appropriate athletic attire must be worn at all times
- Resealable water bottles only
- Personal belongings should be secured in lockers or designated areas
- Challenge court rules apply when others are waiting
- Spitting is strictly prohibited
- Food and gum are not permitted
- Video recording or photography are not permitted
- Report any damaged/defective equipment or injuries to the Student Recreation Center staff
- Due to safety concerns, there will be no sectors allowed within six (6) feet of the court.

## Group Exercise Studios

- Closed, non-marking athletic shoes required
- Workout towel required
- Appropriate athletic attire must be worn at all times
- Resealable water bottles only
- Personal belongings should be placed in cubbies under bench
- Food and gum are not permitted
- Video recording or photography are not permitted
- No private personal training
- Report any damaged/defective equipment or injuries to the Student Recreation Center staff

## Martial Arts Studio

- Workout towel required
- Gloves are required with all boxing equipment
- Appropriate athletic attire must be worn at all times
- Only non-marking, soft sole shoes or bare feet are permitted on dojo mats
- Resealable water bottles only
- Personal belongings should be placed in cubbies under bench
- No martial arts weapons are permitted (including props) without prior approval from the Director of Titan Recreation
- Sparring is not permitted
- Food and gum are not permitted
- Video recording or photography are not permitted
- Report any blood on floor or equipment to the Student Recreation Center immediately
- Report any damaged/defective equipment or injuries to the Student Recreation Center staff

## Functional Training Area

- Closed, non-marking athletic shoes required
- Workout towel required
- Wipe down equipment after each use
- Appropriate athletic attire must be worn at all times
- Resealable water bottles only
- Personal belongings should be secured in lockers or designated areas
- Limited cardio use to 30 minutes if someone is waiting
- Food and gum are not permitted
- Video recording or photography are not permitted
- No private personal training
- No chat permitted
- Report any damaged/defective equipment or injuries to the Student Recreation Center staff

## Racquetball Courts

Court reservations may be made in person at the front desk. Reservations are day of only.

- Closed, non-marking athletic shoes required
- Wrist guards and protective eye wear required
- Appropriate athletic attire must be worn at all times
- Resealable water bottles only
- Personal belongings should be secured in lockers or designated areas
- Food and gum are not permitted
- Video recording or photography are not permitted

## Track

- Closed, non-marking athletic shoes required
- Appropriate athletic attire must be worn at all times
- Resealable water bottles only
- Personal belongings should be secured in lockers or designated areas

- Follow directional arrows
  - Counterclockwise – Mon/Wed/Fri
  - Clockwise – Tues/Thurs/Sat/Sun
- Food and gum are not permitted
- Spitting on the track is not permitted
- Video recording or photography are not permitted
- Report any damaged/defective equipment or injuries to the Student Recreation Center staff

## Rock Wall

The Rock Wall is only open during specified times. Staff must provide belay unless the user has completed their Top Rope Belay test out.

- Required to always check in with rock wall staff prior to use of the wall
- Required to always follow directives and requests of the rock wall staff
- Appropriate athletic attire must be worn at all times
- Climbing shoes must be worn on the wall at all times
- Climbing shoes are available for checkout
- Must use a spotter when bouldering
- Resealable water bottles only
- Removal of restrictive jewelry is recommended while climbing
- Pictures or videos must be of the individual climbing the rock wall
- Do not intentionally swing across the wall at any time
- Do not climb above or underneath another climber
- Do not walk underneath another climber
- Food and gum are not permitted
- Report any damaged/defective equipment or injuries to the Student Recreation Center staff

## Academic Programs

Student Recreation Center facilities may be scheduled for academic programs according to the following guidelines:

- Titan Recreation Director will work with the Chair of the Kinesiology Department to conduct the Rock Climbing classes in the Student Recreation Center. Class fees will apply, and the Titan Student Centers (TSC) Board of Trustees will annually review appropriate charges that apply.
- Proposals for instructional activities that are considered of special interest to the University community must be sent to the TSC Board of Trustees for approval. TSC Board of Trustees will annually review appropriate charges that may apply.

## Event and Meeting Space

All reservations of space within the Student Recreation Center must be made through Titan Recreation. All groups reserving and using space within the Student Recreation Center must complete Facilities Use Agreement and are subject to all terms therein.

No organization may reserve space on behalf of another organization. Organizations may not sell, sublease, or transfer reservations to another individual or organization. The organization reserving the

space must be the primary organizer and the sponsor of the event. Failure to comply with all applicable policy and procedures will result in immediate suspension of facility use privileges.

### Reservable Spaces

Student Recreation Center rooms designated for group activity are the Harvey McKee Fitness Studio, Martial Arts Studio, Dance Studio, and Conference Room.

Affiliated student organizations may schedule these designated spaces not to exceed one (1) two-hour reservation per week. An additional reservation may be requested on a space available basis not more than one (1) week before the meeting date.

Student Recreation Center rooms designated for special events are the Pool & Deck, Deck only, and any combination of the 3-court gymnasium.

### SRC Public Space

Public Spaces within the SRC, including the lobby, circulation corridor, cardio/weight areas, racquetball courts, track, and three courts in gymnasium, are reservable only if the activities do not conflict with the intended purpose of the area being reserved and have approval from the Titan Recreation Director. Intent to schedule activities in public space during normal operating hours shall be posted one week in advance.

### Reservation Process

ASI Policy Concerning Facility Operations divide groups authorized to make reservations in the Student Recreation Center into categories that dictate rates and scheduling priority. Groups may not advertise a meeting or event until it has been reserved.

### Student Organizations

All student organizations reserving Student Recreation Center facilities must have an active Associated Students Inc. Agency account with a minimum balance of \$50.00 and be registered with the Office of Student Life & Leadership.

The reservation of Student Recreation Center facilities by registered student organizations must be executed by the appointed or elected officers, leaders, or chairpersons of that organization. Reservation must be made through Titanlink.

Registered student organizations may reserve Student Recreation Center facilities up to 6 months in advance.

Student organizations may schedule up to two (2) single-date reservations each semester.

- The rock wall is reservable for special events.
  - Recognized student organizations may schedule one (1) event per semester during specific hours as determined by the Titan Recreation Director.
  - Labor charges will be waived for up to three (3) hours, with a maximum of twenty-four (24) participants.
  - Student organizations may choose to pay for additional time when the reservation is made.

### *Student Organization No-Show Policy*

If a student group fails to notify Titan Recreation of a meeting cancellation in advance and does not show up to their scheduled meeting or event, the group may be considered a “no show.”

- The first “no show,” the group will be issued a written warning.
- After the second “no show” within the same semester, the group may be charged a fee.
  - This charge must be paid within five (5) working days, or by the next reservation, whichever comes first.
- After the third “no show” within the same semester, or if a group fails to pay their 2<sup>nd</sup> no show violation fee on time, the group will be charged an additional fee, and all reservations currently on the books may be immediately cancelled and the group may not be allowed to make any further reservations until the charge is paid.

### CSUF Departments

Full-time, permanent staff within CSUF departments and support groups can submit reservation requests for Student Recreation Center facilities by contacting Titan Recreation at [titanrecreation@fullerton.edu](mailto:titanrecreation@fullerton.edu). Recognized CSUF faculty/staff may reserve Student Recreation Center facilities up to 5 months in advance.

### Off-Campus Organizations

Representatives of off-campus organizations can submit reservation requests for Student Recreation Center facilities by contacting Titan Recreation at [titanrecreation@fullerton.edu](mailto:titanrecreation@fullerton.edu). General public may reserve Student Recreation Center facilities up to 4 months in advance.

### Deadlines

All details associated with the use of facilities must be completed by the deadline date. The deadline date will be determined according to the following schedule:

- Meetings - must be finalized 3 business days (72 hours) prior to the meeting date.
- Minor events - events which require no special staffing or set-up, have simple AV requirements, or exclude alcohol service must be finalized ten (10) business days prior to the event date.
- Major events - dances, banquets, concerts, and other events that require special staffing or set-up, have complex AV requirements, or include alcohol must be finalized fifteen (15) business days prior to the event date.

Additional deadline dates may be assigned for the Event Planning Process and must be met in order to maintain the reservation.

### Automatic Scheduling of Facilities

When necessary, the Titan Recreation staff may determine that certain established events should be scheduled in advance of established timeframes if it has been determined that these events are in the best interest of the Titan Recreation and student life.

## Event Planning Process

Once a reservation has been confirmed, the event planning process is completed only when the requester has met all deadlines, dates, other administrative requirements and received written

confirmation from Titan Recreation. The following procedures regarding the planning process must be followed.

- The planning of activities, meetings, or programs by recognized clubs or organizations must be executed by the appointed or elected officers, leaders, or chairpersons.
- The person responsible for the event must complete all reservations details and must be in attendance at the event.
  - Titan Recreation must be informed in advance of any change in the person responsible for an event.
  - Failure of a group to comply with this policy may result in the immediate loss of all facility use privileges.
- Payment for all costs associated with an event is due no later than 10 business days prior to the event date.
  - All groups with payments which are more than 90 days past due to the ASI may be restricted from making new SRC facilities and/or equipment reservations or bookings until all such past due payments are cleared with Titan Recreation or ASI Financial Services.

Failure to follow and meet any event planning procedures and/or deadline dates may result in cancellation of the reservation.

### Ticketing

Any event which restricts access to attendees who have a ticket, whether or not a cost is involved, must abide by the following terms.

- All “presale” and “day of event” ticket sales for events, sponsored by registered student organizations, held in Student Recreation Center facilities must be conducted by Titan Recreation.
- Groups may be charged a fee for the coordination of ticket sales.
- Groups may also be charged the appropriate hourly rate for any special staffing needed to conduct such sales.
- Registered student organizations may not elect to conduct their own ticket sales or resale tickets following their purchase from the Student Recreation Center.

## Event Guidelines

Individuals will be required to sign waivers of liability prior to participation.

### Accommodations

It is the responsibility of the guest with accessibility needs to notify Titan Recreation of accessibility needs in a timely manner. Every effort will be made to provide reasonable accommodations.

### Amplified Sound

Outdoor amplified sound is restricted to 100 decibels and there is an approval process outside the hour of noon to 1:00 p.m. Costs for staffing are the responsibility of sponsoring the group.

### Catering

Groups may utilize caterers for events within the Student Recreation Center. There is a list of off-campus caterers that comply with all campus policies. All caterers must have prior approval of



CSUF Environmental Health and Safety, CSUF Contracts and procurement, the University Conference Center, and other University departments or administrators as deemed necessary.

Beyond retail operations, ASC is also the primary provider for catering on campus. However, the University has authorized campus departments and recognized student organizations to utilize pre-approved off-campus caterers.

The pre-approved caterers have provided appropriate liability insurance and other required documentation to the University as part of the authorization to conduct business on campus.

- Only pre-approved vendors by the University can be utilized in catered events within the Student Recreation Center.
- Groups may not utilize Student Recreation Center or University food preparation facilities to carry out their services.
- The sale of food within the Student Recreation Center must have the prior approval of the Executive Director or designee.
  - In addition to other applicable charges, Titan Recreation may assess a commission on all such food sales.

#### Alcoholic beverages

Alcoholic beverages may be served to student and non-student groups at events scheduled in the Titan Student Union provided the following conditions are met:

- California state law permits alcoholic beverage purchase, possession, or consumption only for persons 21 years of age or older.
- CSU Fullerton Auxiliary Services Corporation shall dispense all alcoholic beverages and shall be responsible for monitoring the consumption of alcohol, for as long as their legal license is in force.
- Alcoholic beverages shall be limited to wine, champagne, and beer, per CSU Chancellor's Office Order.
- Alcoholic beverages may be served only in conjunction with food catered by CSUF Auxiliary Services Corporation (ASC).
- Service of alcoholic beverages at events without full dining service shall be limited to three (3) hours.
- The serving and consumption of alcoholic beverages shall be permitted only in the area(s) designated for scheduled gatherings or functions.
- The Executive Director or designee must approve the serving of alcoholic beverages at events scheduled in the Titan Student Union.
  - University Police must also be notified of events intending to serve alcohol and may assign officers to monitor event.
  - The reserving group will be responsible for these officer charges.

#### Self-catering

Self-catering must abide by these guidelines:

- Self-catering is defined as an event sponsor providing pre-prepared food and non-alcoholic beverages from licensed commercial restaurants, delicatessens or retailers or pre-packaged snacks, fresh fruit, and bottled beverages.
- Self-catering does not include home-cooked or self-prepared foods, potlucks, barbecues, food prepared/managed onsite, or catered meals provided by entities conducting their business activities on the CSUF campus.
- Self-catering may be limited to seventy-five (75) persons or less and is available

- only to campus departments and recognized student organizations.
- Campus departments and recognized student organizations of more than seventy-five (75), which intend to self-cater, may be required to secure prior written approval from both CSUF Environmental Health and Safety and the Executive Director or designee.
  - All event sponsors who engage in self-catering in the Student Recreation Center, must first agree (in writing) to assume all risks associated with self-catering activities, including releasing all liabilities and holding harmless: the University, ASI and other groups and individuals as named in the written release form.
  - Groups engaged in self-catering must comply with all University health and safety policies.
    - Authorized groups are responsible for their own clean-up and may be charged accordingly if CSUF Auxiliary Services Corporation, Titan Student Centers, or other campus personnel are required to provide clean-up services and/or if furnishings or facilities are damaged or soiled.
  - Groups authorized to self-cater may not use University or Student Recreation Center food preparation facilities or related equipment and supplies.
  - Cleaning charges or deposits where applicable.

## Equipment

All reservation of equipment during events must be made through Titan Recreation in advance of the event date according to assigned deadline dates.

### Audio Visual Equipment

Limited audio visual (AV) equipment is available to all groups approved for scheduling Student Recreation Center facilities.

- Groups using Student Recreation Center AV equipment shall be held financially responsible for all damage to or loss of equipment reserved for their use.
- All groups will be charged the appropriate hourly rate for the services of a Titan Student Centers AV technician when required.
- Charges or deposits will be required when appropriate.

### For use on premises other than the SRC

Student Recreation Center equipment is not available to individuals or groups for use on premises other than the Student Recreation Center or approved outdoor recreation facilities. Exceptions must be approved by the Titan Recreation Director or designee.

## Room Rental Charges

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

TSC Board of Trustees shall approve room rental and other facility charges on an annual basis, or when submitted by the Titan Recreation Director for revision. When groups falling into two different fee categories elect to co-sponsor an event, the higher facility rate shall be used to determine fees. Groups sponsoring activities for which admission is charged or donations solicited should be charged the appropriate rental fee.

Normal room charges are waived for CSUF Departments, Administrative Units, and Support Groups that sponsor programs which are of general interest to the campus community, and which

meet the following criteria:

- The program must be open and of interest to CSUF students in general.
- The sponsoring group has initiated campus-wide publicity evidenced by flyers, bulletins, student portal, etc.
- There is no charge for admission or donations solicited.
- Direct costs associated with events which are not included in normal room charges, such as event managers, contracted services or equipment rental may not be waived without TSC Board of Trustees approval.

Normal room charges may be waived for a campus-led memorial following the death of a member of the campus community. Direct costs, such as event managers and chargeable AV equipment or rental furnishings, associated with events which are not included in the room charge may not be waived.

Hourly facility rental fees and a refundable security deposit will be charged to groups falling under the Commercial Filming category.

### Security Deposits on Facilities

Security deposits may be required when there is reason to believe that a scheduled meeting, event, or activity may result in intentional or unintentional damage, misuse, or theft to Student Recreation Center property and/or facilities or in such situations where significant billable labor or other such contracted services may apply. The amount of such deposits shall be determined by the Titan Recreation Director or designee.

### Staffing

Facility preparation for all events, programs and meetings occurring on Student Recreation Center premises is the responsibility of authorized Building Operations staff. Groups reserving Student Recreation Center facilities may not elect to provide their own set-up and clean-up so as to reduce rents, fees, or other charges.

The Titan Recreation Director or designee will determine the number of staff and volunteers required for all events in the Student Recreation Center. A maximum of five (5) volunteers will be allowed for everyone (1) Titan Recreation staff person working an event. Charges for adequate staffing and service will be made to all groups.

### Security Personnel

University Police Department (UPD) officers or other security personnel may be required at certain events deemed by either the Titan Recreation Director or designee, or UPD. Groups may not make separate arrangements for security. The sponsoring group shall be responsible for the payment for assigned services. Advance payment/deposits may be required.