



Minutes

TSC Operations Committee Meeting

📅 Wed March 4th, 2020

🕒 1:30pm - 3:00pm PST

📍 Titan Student Union Board Room

👥 In Attendance

I. **Call to Order**

Prashant Sharma called the meeting to order at 1:31 p.m.

II. **Roll Call**

Members Present: Aguilar, Brem, Harris, Kurtz, Nikopour, Reveles, Sadat, Sharma

Members Absent:

Liaisons Present: Fehrn, Rix, Tapper

Liaisons Absent:

Guests: Dr. Joe Greco

According to ASI Policy Concerning Board of Directors Operations, attendance is defined as being present prior to the announcement of Unfinished Business and remaining until the scheduled ending time for the meeting.

*Indicates that the member was in attendance prior to the start of Unfinished Business, but left before the scheduled ending of the meeting.

**Indicates that the member was in attendance for a portion of the meeting, but not in attendance prior to the start of Unfinished Business.

EXCUSALS: (Kurtz-m/Brem-s) Sharma indicated that Aguilar would be absent due to university business. The absences were excused by unanimous consent.

Aguilar arrived at 1:45 p.m.

III. **Approval of Agenda**

Decision: (Reveles-m/Kurtz-s) The agenda was approved by unanimous consent.

IV. **Approval of Minutes**

a. **02/19/2020 TSC Operations Committee Minutes**

Decision: (Nikopour-m/Reveles-s) The February 19, 2020 Operations Committee minutes were approved by unanimous consent.

V. **Public Speakers**

Members of the public may address TSC Board of Trustees Operations Committee members on any item appearing on this posted agenda.

NONE

VI. **Reports**

a. **Chair**

Sharma provided a written report to the Committee. The report is an attachment to the minutes.

b. **Director, Titan Recreation**

- 359 waivers filled out during the Rec Day event. Good turnout. There were 184 surveys completed during the event.
- F45 update, 829 users.

VII. **Unfinished Business**

a. **NONE**

VIII. **New Business**

a. **Action: Proposal to Recommend an Amendment to ASI Policy Concerning Student Leader Financial Awards**

The Committee will consider approving a proposal to recommend an amendment to ASI Policy Concerning Student Leader Financial Awards to ASI Board of Directors to increase the TSC BOT Vice Chair financial award from 15% to 22.5%.

OPS 004 19/20 (Kurtz-m/Reveles-s) A motion was made and seconded to approve the proposal to recommend changes to Policy Concerning Student Leader Financial Awards to increase the financial award for the TSC Vice Chairs from 15% to 22.5%.

Sharma yielded to Kurtz to review the proposal. The TSC BOT was revised from three Vice Chairs down to two. the work

Kurtz motioned to amend motion #01 to OPS 004 19/20 Proposal to update the Budget Impact to reflect \$4,036.00 in place of the blank line. Brem seconded the amendment to OPS 004. Kurtz shared the \$4,036 is the delta between the two existing Vice Chairs with the increase. The amount is a static amount based on current rates. Adjustment will be made for CPI, etc. There were no questions. No Discussion. Roll Call Vote on amendment 01 to motion OPS 004 19/20 was approved with a 8-0-0 roll call vote.

Brem asked where the funds from the third Vice Chair were going since the change to the leadership structure. Kurtz shared the budget was adjusted for two Vice Chairs in the last period, prior to that the funds remained in the budget.

Kurtz motioned to amend #02 OPS 004 19/20 to change the Impact section from

25% to 22.5%. Reveles seconded the amendment. There were no questions. There was no discussion. Amendment #02 to motion OPS 004 was approved with a 8-0-0 roll call vote.

Brem motioned to call the question. Kurtz seconded for a roll call vote to approve the amended proposal to recommend changes to ASI Policy Concerning Student Leader Financial Awards to increase the financial award for TSC Vice Chairs from 15% to 22.5%.

Aguilar asked for clarification regarding the rationale and shared that he would reach out to Kurtz to further discuss.

Decision: OPS 004 19/20 (Kurtz-m/Reveles-s) Roll Call Vote: 7-0-1 TSC Proposal to Amend ASI Policy Concerning Student Leader Financial Awards to increase the financial award for the TSC Vice Chairs from 15% to 22.5% was approved.

b. Discussion: Facility Operations Policy

The Committee will review and discuss the draft Facility Operations Policy.

Sharma yielded to Wiley to review the Facility Operations Policy. Wiley referred to the current TSU and SRC operating policies. He shared the process to approve policies under the Non-profit Corporate Law. Reviewed the draft of the new policy which includes parts of the existing TSU/SRC policies and includes additional sections for the Children's Center and other requirements.

Tapper shared most of the SRC Policies should be procedures and the new Policy extrapolates those things that should be policy and separates out the procedures.

Kurtz asked for clarification regarding the reasoning behind including room rates in policy and operating hours in procedures. Wiley indicated that the structure of the policy and procedures is still being reviewed and worked on. Kurtz asked where does the Board define what goes into policy versus procedure. Wiley provided an overview of how to consider policy as legal requirements for the corporation and "what we can and cannot do", and procedures are more of the "how to". In regards to room rates and operating hours, they both are significant and should be in policy. Kurtz agreed both should be in policy.

Kurtz shared on page 3, regarding animals in the facility, definition of types of animals is redundant with page 2 under the definitions section. Additionally, page 5 in the SRC section lists three types of members who have access to the SRC. He suggested in the Associate Member section, add offering students who are members of other CSU unions access during the summer. Indicated that it would be in line with the visiting faculty consideration. Tapper shared that might be a consideration as a procedure versus a policy, more flexibility to add and/or remove as needed.

Wiley reminded this is a draft document and still under review and feedback.

c. Discussion: Operating Procedures Update

The Committee will discuss changes to the operating procedures.

Sharma yielded to Wiley to review the draft operating procedures. Sharma opened the floor to discussion.

- Procedures will include more detail regarding the facility operations.
- Yielded to Fehrn to provide an overview of the development of the procedures from the existing policies and procedures.

- Fehrn shared that the team reviewed all policies and procedures in drafting the new document. Structure has been reorganized to pull together items that make sense to be together.
- Kurtz asked if he could show what was removed and or taken away from the old to the new.
- Fehrn shared in the Policy document, letting guests know if there is an emergency and a requirement to notify people that they must exit all facilities. Moved from Procedure to Policy.
- Kurtz shared comments about capitalization issues through the document.
- Kurtz referred to page 4 and asked about the Financial Services title versus Accounting. Wiley confirmed the division is Financial Services and they provide accounting services.
- Kurtz suggested listing positions in the document who are approved/allowed access to the facility after hours. Fehrn shared may want to consider as a procedure, to not tie the hands of operations. Kurtz shared clarification asking to list those who consistently have access, and also include approval from the Executive Director.
- Kurtz asked about the statement on page 5 regarding individuals sleeping in the facility may be asked to leave after a certain amount of time. Fehrn shared reasoning behind how the procedure would assist the building staff for safety, security and the accommodation for all users in the building.

Decision: OPS 005 19/20 (Kurtz-m/Reveles-s) The discussion regarding the draft Operating Procedures was postponed until the April 8th Operations Committee meeting by unanimous consent.

d. **Information: Strategies to Review Budget Effectively**

The Committee will receive insight about the budget review process from Dr. Joe Greco, TSC Board of Trustees Faculty Representative.

Sharma invited Dr. Joe Greco, Faculty Representative on the TSC Board of Trustees to speak to the Committee on strategies to effectively review a corporate budget. Dr. Greco provided a presentation, which is an attachment to the minutes.

Kurtz recommended the committee members take one section from the five cost centers in the budget, look closely at the area and bring any concerns and questions.

Fehrn shared when bringing questions to the staff, if you can, send questions in advance and staff will be prepared to answer your questions.

Kurtz asked for the March 11th special meeting, what would be ample amount of time for staff to prepare answers to questions. Fehrn suggested members feel free to send the questions as soon as they identify them.

Wiley shared Lawrence provided the historical document to the Committee to give some context. Shared will have approximately a week to review the document and come prepared with questions.

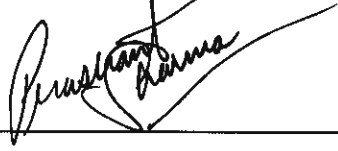
Dr. Greco commended Kurtz' for his idea to separate out the cost centers between the Committee for review and questions.

Kurtz shared the Committee will need the proposed budget by Thursday or Friday at the latest. Sharma shared spoke with Lawrence about timing of distributing the budget and the Committee should have it by Friday.

IX. **Announcements/Member's Privilege**

X. **Adjournment**

Prashant Sharma, Vice Chair Operations, adjourned the meeting at 3:00 p.m.

A handwritten signature in black ink, appearing to read "Prashant Sharma", written over a horizontal line.

Prashant Sharma, Vice Chair Operations

A handwritten signature in black ink, appearing to read "Susan Collins", written over a horizontal line.

Susan Collins, Recording Secretary

Roll Call 2019-2020

03/04/2020 Operations Committee Meeting

Attendance		Present	Absent
Trustees	Brem	1	
	Kurtz	1	
	Nikopour	1	
	Sadat	1	
RSA Rep.	Harris	1	
ASI Pres. Rep.	Aguilar	1	
ASI BOD Rep.	Reveles	1	
Chair	Sharma	1	
		Present	Absent
		8	0

Attendance		Present	Absent
TSU AD	Fehrn	1	
Marketing	Martin		1
VC Facilities	Rix	1	
SRC Dir	Tapper	1	
AED	Wiley	1	
	Collins	1	
		Present	Absent
		5	1

Roll Call Votes	#004	004 Amendment 01			004 amend #2			004		
		Yes	No	Abstain	YES	No	Abstain	YES	No	Abstain
Trustees	Brem	1			1			1		
	Kurtz	1			1			1		
	Nikopour	1			1			1		
	Sadat	1			1			1		
RSA Rep.	Harris	1			1			1		
ASI Pres. Rep.	Aguilar	1			1					1
ASI BOD Rep.	Reveles	1			1			1		
Chair	Sharma	1			1			1		
		YES	No	Abstain	YES	No	Abstain	YES	No	Abstain
		8	0	0	8	0	0	7	0	1



**ASSOCIATED
STUDENTS INC**

CALIFORNIA STATE UNIVERSITY, FULLERTON™

**TSC BOARD OF TRUSTEES
VICE CHAIR OPERATIONS REPORT
March 4, 2020**

REPORT:

- This is more of an information for the board, we will have the proposed official budget in a day or two. As I have confirmed the availability of the committee for the special meetings, the exact timings will be informed to you all at the earliest.
- Last week we also had discussion regarding the pub concept and would love to have more people onboard in this project, kindly contact Doug in case you are interested.
- Doug, Rachael, Chris Evans and I will be going for the ACUI next week, hope to bring in some new ideas for the Board to implement.

POLICY CONCERNING STUDENT LEADER FINANCIAL AWARDS

PURPOSE

The purpose of the policy is to provide guidance on the administration of Associated Students, Inc. (ASI) Student Leader Financial awards including eligibility requirements. ASI Student Leadership Financial awards are not compensation for work done.

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2. ADMINISTRATION OF FINANCIAL AWARDS 2

3. PLEDGE COMMITMENTS 3

WHO SHOULD KNOW THIS POLICY

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Budget Area Administrators <input checked="" type="checkbox"/> Management Personnel <input checked="" type="checkbox"/> Supervisors <input checked="" type="checkbox"/> Elected/Appointed Officers | <ul style="list-style-type: none"> <input type="checkbox"/> Volunteers <input type="checkbox"/> Grant Recipients <input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Students |
|--|---|

DEFINITIONS

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

Terms	Definitions
Agreement Forms	Required forms to serve in an ASI Student Leadership position, including Pledge Commitments.

STANDARDS

1. TYPES OF FINANCIAL AWARDS

The ASI issues financial awards to students in certain leadership positions.

Category 1: Executive/Fiduciary

Student leaders who set the mission and policies of the organization as well as having financial responsibility to the organization

- ASI President and Vice President
- TSC Board of Trustees Chair
- ASI Board of Director Chair

- ASI Board of Directors Vice Chairs

Category 2: Team Leaders

Student leaders who lead teams within ASI to accomplish the goals and missions set forth by the organization:

- ASI Executive Officers
- TSC Board of Trustees Vice Chairs
- ASI Commission Directors/Leads
- ASI Programming Directors
- Elections Director

Category 3: Board and Team Members

Student leaders who serve on teams within ASI to accomplish the goals and missions set forth by the organization:

- ASI Board of Directors Members
- TSC Board of Trustees Members
- Programming Coordinators
- Commission Coordinators
- Elections Coordinators

Category 4: Others

- Camp Titan Co-Directors
- IRA Chair

2. ADMINISTRATION OF FINANCIAL AWARDS

Agreement Forms

Prior to the start of a leadership position that carries a financial award, students must sign appropriate forms with ASI Leader and Program Development.

Disbursements

Category 1 and 2 financial awards are disbursed in summer, fall and spring semesters. Disbursements end immediately upon the end of a term or upon voluntary or involuntary departure of the position. All other financial awards are disbursed in fall and spring semesters. Disbursements end immediately upon the end of a term or upon voluntary or involuntary departure of the position.

New Financial Awards

New financial awards are to be approved by the ASI Finance Committee and the ASI Board of Directors in consultation with ASI Leader and Program Development. All new requests for financial awards need to be accompanied by a list of key responsibilities for the position.

Award Amounts

Award amounts are based a percentage of the average cost of attendance and category of responsibility.

Category 1: Executive Fiduciary	
Board of Directors Chair	75%
President	75%
Vice President	55%

TSC Board of Trustees Chair	55%
Board of Directors Vice Chairs	55%
Category 2: Team Leaders	
Executive Officers	35%
TSC Board of Trustee Vice Chairs	15%
Programming Directors	35%
Commission and Elections Directors/Leads	15%
Category 3: Board and Team Members	
Board of Directors Committee Chair*	7.5%
Board of Directors Members	15%
TSC Board of Trustees Members	10%
Programming Coordinators	10%
Commission and Elections Coordinators	8%
Category 4: Other	
Camp Titan Co-Directors	15%
IRA Committee Chair	15%
*additional award for chairing committee	

3. PLEDGE COMMITMENTS

A pledge of commitment to the duties of the office is required of all student leaders receiving a financial award. The pledge must be submitted at the time of assumption of duties of the position. A new pledge must be submitted for a new or different position. Completed pledges will be retained by the Associated Students, Inc. Executive Director with other conflict-of-interest statements.

DATE APPROVED: 05/08/2018

Request to recommend an amendment to ASI Policy Concerning Student Leader Financial Awards to ASI Board of Directors to increase the TSCBOT Vice Chair financial award from 15% to 22.5%.

PRESENTED TO: TSCBOT Operations Committee

MEETING DATE: March 4th, 2020

PRESENTED BY: Douglas Kurtz, TSCBOT Chair
Prashant Sharma, TSCBOT Vice Chair Operations

BACKGROUND:

In years past the Titan Student Centers Board of Trustees have had three Vice Chairs. In the spring of 2018 the Board decided to restructure the leadership team from three Vice Chairs to two Vice Chairs. At the time of the restructuring the financial awards for the Vice Chairs remained the same. Before the restructure all three Vice Chairs received a financial award of 15%. After the restructure, and currently, the two Vice Chairs still receive 15%.

PROPOSAL:

To officially recommend ASI Policy Concerning Student Leader Financial Awards to the Board of Directors to increase the TSCBOT Vice Chair financial award from 15% to 22.5%.

RATIONALE:

The responsibilities of the three Vice Chairs have been taken on by the two current Vice Chairs. The duties and responsibilities of the Vice Chairs needs to be reflected in the financial award. This will not affect the current Vice Chairs, it will take effect at the start of the next term (2020-2021).

IMPACT:

The TSCBOT Vice Chairs in the 2020-2021 term and thereafter will receive a financial award of 25%. See attached ASI Policy Concerning Student Leader Financial Awards.

BUDGET IMPACT:

The budget increase in financial awards will be an increase of _____ from 2019-2020 to 2020-2021. The exact amount will change from year to year as the overall cost of attendance changes.

IMPLEMENTATION TIMELINE:

This will take effect at the start of the 2020-2021 term on June 1st, 2020.

POLICY CONCERNING FACILITY OPERATIONS

PURPOSE

In accordance with CSU system guidelines, Integrated CSU Administrative Manual (ICSUAM) Section 5102, the Chancellor delegates authority to the campus presidents to purchase, sell, lease, or license personal property and services in accordance with CSU Trustee policy and federal and state law. In turn, the CSU Fullerton president authorizes Associated Students Inc. to utilize mandatory student fees to operate and maintain a student center, student recreation center, and childcare center.

The following policy has been established in order for the facilities operated by Associated Students Inc. (ASI), in compliance with federal and state law Chancellor's and University President Orders, to serve the campus community. 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 procedures are detailed in each facility's operating procedures.

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WHO SHOULD KNOW THIS POLICY

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> Budget Area Administrators <input checked="" type="checkbox"/> Management Personnel <input checked="" type="checkbox"/> Supervisors <input checked="" type="checkbox"/> Elected/Appointed Officers | <ul style="list-style-type: none"> <input type="checkbox"/> Volunteers <input type="checkbox"/> Grant Recipients <input checked="" type="checkbox"/> Staff <input checked="" type="checkbox"/> Students |
|--|---|

DEFINITIONS

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

Terms	Definitions
Category II Fee	Campus mandatory fees that must be paid to enroll in or attend the university.
Category III Fee	Fees associated with state-supported courses. Specifically for materials and services used in concert with the basic foundation of an academic course offering.
Category IV Fee	Fees, other than Category II or III fees, paid to receive materials, services, or for the use of facilities provided by the university; and fees or deposits to reimburse the university for additional costs resulting from dishonored payments, late submissions, or misuse of property or as a security or guaranty.
Chancellor's Executive Order	A rule or order issued by the CSU Chancellor for the system to follow.
ICSUAM	Integrated California State University Administrative Manual
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 student misconduct may be reported to Judicial Affairs;
- CSU Fullerton faculty/staff misconduct may be reported to immediate supervisor; 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 discount ticket sales. The TSU houses Associated

Students Inc. (ASI), oversees the Becker Amphitheater, and the Irvine Campus lounge.

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 TSC Board of Trustees 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. TSC Board of Trustees, official sub-committees of the TSC Board of Trustees, and programs and services regularly funded and operated by the TSC 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) and Irvine Fitness Center are 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 Judicial Affairs. 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 Judicial Affairs. Faculty/staff offenders shall be reported to their immediate supervisor.
- Third offense: privileges shall be permanently revoked.

d. Student Recreation Center Room Reservations

The TSC Board of Trustees 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.

Associated Students Inc.

ASI Board of Directors, official committees of the Board, and programs and services regularly funded and operated by the ASI Board. TSC Board of Trustees, official sub-committees of the TSC Board of Trustees, and programs and services regularly funded and operated by the TSC 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 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.

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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 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 students with families. In addition, the center is a training and learning facility for enrolled CSU Fullerton students. There is no public access to the Center.

a. Philosophy

ASI recognizes that many of the people who wish to attend the University are parents of young children, and that in order to attend classes these people must arrange affordable, quality child care. In conjunction with the mission and goals of Associated Students Inc. and CSU Fullerton, the Children’s Center strives to create a community of learning; a campus within a campus that emphasizes respect for children, understanding of child development, the importance of family, the development of relationships, communication and collaboration in problem-solving, respect for diversity, and community involvement.

As a community of learners, family involvement is an integral part of the Children’s Center program. Families are highly encouraged to participate in the development and enhancement of the Children’s Center community and culture.

b. Eligible Facility Use Categories

The Children’s Center serves children ages 3 months to pre-kindergarten. 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.

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

DATE APPROVED: TBD



**ASSOCIATED
STUDENTS INC**

CALIFORNIA STATE UNIVERSITY, FULLERTON™

Titan Student Union Operating Procedures

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Overview

The Titan Student Union (TSU) Is The Center Of Campus Life And Serves As The Primary Gathering And Meeting Place For The University Community. The Titan Student Union Provides Study Space, Event Space, And Houses Associated Students Inc. (ASI), Dean Of Students, And Student Life And Leadership.

The TSU Houses Multiple Dining Options That Can Be Found On The ASI Website @ Asi.Fullerton.Edu, Under The Titan Student Union Tab.

Information & Services Is Responsible For Providing Information And Assistance With General Campus Information, Special Event & Discounted Tickets, Lost And Found, Vending Machine Refunds, Equipment Check-Out, And Daily ASI Department Postal Services.

University Conference Center (UCC) Fosters Student Development And Success By Facilitating Events And Programming Within The Titan Student Union. The UCC Is Responsible For Reserving Space For And Planning Events In The Titan Student Union, And The Becker Amphitheater. CSU Fullerton (CSUF) Departments, Recognized Student Organizations, And Off-Campus Guests Have Access To The Event Planning Staff And Facilities. The University Conference Center Offers Over 20,000 Square Feet Of Meeting Room And Event Space And Provides Event Planning Services.

ASI Financial Services Provides Fiscal Management And Oversight Of ASI's Financial Records As Well As Provides Assistance To Numerous ASI Funded Student Clubs And Organizations.

Building Access

The Titan Student Union Operating Hours And Extended Hours Are Set Annually Titan Student Centers (TSC) Board Of Trustees (BOT). Operating Hours Are Located On The Exterior Of The Building And On The ASI Website @ Asi.Fullerton.Edu. All Individuals, Including Persons Assigned Office Space, Must Vacate The Building At The Close Of Operating Hours.

There Are Authorized Staff Who Perform Critical Functions Or Have Been Identified As Having A Business Need Have Exterior Keys To The Building During Non-Operating Hours. These Users Must Be Approved By The Executive Director. If They Are In The Building During Non-Operating Hours They Must Notify The University Police Department Of Their Presence.

Titan Student Union Access Limitation

Access To The Titan Student Union Is Limited:

- CSUF Students, Faculty, And Staff.
- Community Members 18 Years Of Age And Over.
- Individuals Under 18 Years Of Age Only When Accompanied By And Under The Immediate Supervision Of A CSUF Student, Faculty, Parent, Guardian, Or Other Responsible Adult.

Titan Student Union Lounges And Other Public Areas

The Titan Student Union Public Address System Is Designed To Provide Music And Programming Capability To Certain Areas Of The Building, Emergency Announcements, And Other Announcements Necessary For The Proper Operation Of The Facility. Requests For General Paging Will Not Be Accepted.

Art Supplies Or Tools Which May Cause Permanent Damage Are Prohibited In Public Areas And Near Furniture (Including But Not Limited To Adhesives, Glitter, X-Acto Knives).

Individuals Sleeping In Public Areas For Extended Periods May Be Asked To Leave. Individuals Engaged In Disruptive Or Dangerous Activities Will Be Asked To Leave The Building.

Becker Amphitheater

The Becker Amphitheater, Located Outdoors East Of The TSU, Is Available For Group Use Reservation Through The University Conference Center And Features An On-Site Stage And Grass Seating For Guests. This Space Is Available To Individuals Of The Public When Not Reserved.

Pub

The Pub Is Public Space Which Also Serves As A Permanent Programming Area For Associated Students, Inc. Productions Programming. The Pub May Be Reserved By Other Groups/Organizations For Use Outside Of The Established Operating Hours. Additionally, It Groups/Organizations May Use The Pub During Operating Hours Only With Prior Approval From The Executive Director Or Designee. All Events Are Subject To The Reservation And Event Procedures Outlined In This Document.

TSU Public Space

Public Spaces Within The TSU, Including Hallways, Lounge Areas, And The Food Court, Are Not Reservable For Programs Or Events. Exceptions Must Be Approved By The Executive Director Or Designee.

Quiet Lounge

The Quiet Lounge Is Intended To Be Used For Quiet Study. Discussion, Phone Calls, Conversations And Other Disruptive Activities Are Not Allowed.

Titan Bowl & Billiards Area

Titan Bowl & Billiards (TBB) Provides A Space For Recreation And Special Gaming Events, Including Tournaments, Private Parties, Department Or Student Club Parties And A General Leisure Area. TBB Is Open To All, Including Students, Faculty, Staff, Departments, And Off-Campus Clients. TBB Operating Hours Differ From The General TSU Hours. Special Event Reservation Requests For Any Time May Be Made With Advance Notice Through The TBB Office.

Pricing For Events And Hourly Use Rates Are Available On The ASI Website @ Asi.Fullerton.Edu, Under The Titan Student Union Tab.

Users Are Responsible For The Proper Use Of All Equipment. Users Who Damage, Lose Or Fail To Return Equipment May Be Charged Appropriate Repair Or Replacement Costs. Users Who Fail To Comply With Safety And Policy Regulations Will Lose Their Use Privileges.

Building Tours

Tours Of The Titan Student Union Which Include Areas Not Normally Open To The Public Must Be Conducted By Titan Student Centers Employees Only And With Authorization Of The Executive Director Or Designee.

Academic Programs

Titan Student Union Facilities May Be Scheduled For Academic Programs According To The Following Guidelines:

- Kinesiology May Conduct Applicable Classes In TBB. Class Fees Will Apply.
- Groups Conducting Instructional Activities Which Are Of Special Interest To The University Community And Which Are Open To The University Community May Request The TSC BOT To Grant Special Exceptions.
 - Appropriate Facility Use Charges May Apply.
- Student-Led Educational Activities For CSUF Course Credit (Including Class Projects, Presentations And Filming) May Be Allowed A One-Time Use Of Meeting Space During Open Building Hours Free Of Room Rental Charge.

Posting

Electronic Message Board

The Operation All Electronic Message Boards In The Titan Student Union Are Administered Through The ASI Marketing, Communications And Design Department.

Only ASI Or Building Tenant Information On Displays Other Than The Food Court And Electronic Message Boards, Which Are Open To Campus And Student Clubs.

All ASI Images And Videos Must Be Created By The Marketing, Communications, And Design Department. Messages May Be Displayed For No Less Than One-Week Period Of Time And No Longer Than A Two-Week Period Of Time.

The TSU Electronic Message Board Is To Be Considered An Informational Sign To Advise The Campus Community Members About On-Campus Sponsored Activities. Messages Pertinent To Only Selected Individuals Or Organization Members Or Of A Personal Nature May Not Be Displayed Without Prior Approval Of The Executive Director Or Designee And The Chair Of The TSC BOT.

Eligible Users (Listed In Descending Order Of Priority)

- 1) ASI Funded And/Or Managed Programs, Services And Government Activities.
- 2) University Events And Information Pertinent To The Majority Of The Students And Others On Campus.
- 3) University Departmental Programs, Activities And Information.
- 4) Student Organization (Non-ASI) Special Events Or Activities Held At On-Campus Facilities.
- 5) TSC Sublease Holders And TSU University Conference Center Clients.
- 6) Other CSUF Auxiliaries, CSUF Faculty And Staff.

ASI Funded And/Or Managed Programs, Services And Government Activities Can Submit Up To 2 Messages Per 2-Week Period To Run On The TSU Electronic Message Board. Messages That List Specific Prices Or Discounts For Good Or Services May Not Be Displayed With The Exception Of ASI And Auxiliary Services Corporation (ASC).

No Message Space May Be Provided For Off-Campus Entities, Including Those Who May Co-Sponsor Events With Eligible Users. Multiple Slides Promoting The Same Activity Are Not Permitted Without Prior Approval Of The ASI Marketing, Communication, And Design Department. Messages For All Non-ASI Departments, Clubs And Organizations Will Be Assigned On A First Come, First Serve Basis.

Display Cases

ASI Programs Have Priority Use Of All Display Cases. Display Cases Are Not Available For Use By Organizations. Executive Director Or Designee Coordinates All Use.

Table Tents

All Table Tent Displays Used In The Titan Student Union Are To Be Approved By The Executive Director Or Designee And Coordinated Through The ASI Marketing, Communication & Design Department.

Handouts

Except For ASI Programs Distribution Of Postcards, Handbills, Leaflets, Etc. In The Titan Student Union Is Prohibited.

Stake Signs

Staking Of Posters And Flyers Is Not Permitted In Landscaping Areas Within And Surrounding The Titan Student Union.

Sales

Merchandise

Sales Within The Titan Student Union Must Observe The Following:

- Only Recognized Student Organizations And Approved Faculty, Staff, Or Community Groups Who Have Received The Appropriate Campus Approvals Are Permitted To Conduct Sales Of Merchandise In The Titan Student Union.
 - The Method By Which Food And Merchandise Sales Are Reported May Be At The Discretion Of The Executive Director Or Designee.
- Any Work Of Art Sold Through The Titan Student Union Art Gallery Program Or Other Merchandise Sold By Recognized Groups Or Organizations May Be Subject To A 15% Commission Made Payable To The Titan Student Union
 - Where This Standard 15% Commission Is Determined Inappropriate Or Non-Applicable, The Executive Director Or Designee Is Authorized To Negotiate A New Commission

Food And Beverage

The CSUF Auxiliary Services Corporation (ASC) Is The Only Organization Authorized To Engage In The Retail Sale Of Food And Beverages, Including Cash Sales, Franchise Operations, Vending And Event Sales Within The Titan Student Union Except When It Waives Its Right To Such Sales.

Cash Handling

Cash Handling Is Defined As All Processes, Such As Transactions And Donations, And Systems Involved In Receiving And Giving Of Physical Money (I.E. Bills; This Does Not Include Credit Nor Check Transactions).

Cash Handling In The Titan Student Union Is Only Permitted In The Pavilion Ticket Office Or Information & Services Desk, No Other Exceptions Are Allowed.

Recognized Student Clubs And Organizations

The Titan Student Union Provides Office Space And Locker Assignments For Recognized Student Clubs

And Organizations. Groups Are Not To Use Titan Student Union Facilities To Conduct Or Support Commercial Activities. Fundraising Activities Are Permitted Provided They Are Consistent With University And Titan Student Union Policies And Be Incidental To The Purposes Of The Organization As Stated In Their Application. Student Clubs And Organization Which Do Not Adhere To Policies And Procedures Risk Locker Or Office Space Forfeiture. Any Mid-Semester Vacancies Will Be Filled Or Reassigned According.

Lockers

Lockers Are Issued To Organizations On A First-Come, First-Serve Basis Beginning On The First Weekday Of The Semester. Requests Should Be Made At The Upper Level Reception Desk In The Titan Student Union.

Organization Leaders Will Receive The Following Paperwork From ASI Leader And Program Development (LPD):

- Locker Use Agreement
- Student Organization Office Information Sheet
- Room Inventory And Condition Form

Office Space

Each Semester, Student Clubs And Organizations Fill Out Applications For The Following Semester. Applications Are Reviewed By TSC BOT Facilities Committee Then Forwarded To The TSC BOT For A Final Decision.

Once Office Space Has Been Allocated, Clubs Or Organizations Presidents And Treasurers Must Attend An Office Space Orientation. ASI LPD Will Collect A Security Deposit For The Use Of The Allotted Space And ASI Building Engineering Will Issue Keys As Necessary. They Will Receive The Following Paperwork From ASI LPD:

- Space Use Agreement
- Student Organization Office Information Sheet
- Room Inventory And Condition Form
- Shared Office Agreement, If Applicable

Termination Of Office Assignment

TSC BOT Has The Authority To Revoke Office Assignments And May Periodically Review The Use Being Given A Particular Area To Insure Proper Use.

Responsibility Of Individuals Or Groups Regarding Assigned Office Space

Individuals Or Groups Assigned Office Space Are Responsible For Maintaining The Facility In The Condition It Was Received. Individuals And Organizations Requesting To Change Offices May Be Charged For All Costs The Titan Student Union May Incur In The Moving Of Equipment And Fixtures To Complete The Relocation.

Signs, Wall Decorations, And Bulletin Boards Must Be Approved By The ASI LPD And Must Be Installed Only By ASI Staff. Individuals Or Groups Assigned Office Space May Be Charged For All Damages Other Than "Normal" Wear To Wall And Ceiling Surfaces, Doors, Carpets, Furniture, Draperies, And All Other Fixed Or Removable Property Belonging To The Titan Student Union.

Access To Office Space

An Occupant Of An Office Within The Titan Student Union, Upon Issuance Of An Office Key May Be

Required To Sign A "Statement Of Responsibility" Stating The Occupant's Responsibilities While Occupying Their Office.

Only Two Office Keys May Be Issued: One To The President And One To The Treasurer, As Listed With The Dean Of Students Office. A Refundable Deposit Fee May Be Required For Each Key Issued. Lost Or Broken Keys May Be Charged At The Cost Of Replacement Plus A Service Charge. Individual Key Holders May Not Lend Or Transfer Keys To Other Persons. Tenants May Be Charged For Lock Changes Required To Maintain Security.

Individual Key Privileges May Be Revoked In The Event That Agreed Upon Terms Are Not Followed Or Security/Safety Of Facility Is Compromised. All Special Exceptions Must Be Made By The Executive Director Or Designee.

General Room Reservations

All Reservations Of Space Within The Titan Student Union And Its Associated Facilities, Except For Titan Bowl & Billiards, Must Be Made Through The University Conference Center (UCC). Titan Bowl & Billiards Reservations Are Made Through That Department.

All Groups Reserving And Using Space Within The Titan Student Union Must Complete And Are Subject To A Facilities Use Agreement And All Terms Therein.

Reservable Rooms

TSU Rooms Available For Reoccurring Meetings Or Assemblies Are Alvarado, Bradford, Presidents' Room, Gabrielino, Gilman, Hetebrink, Legislative Chambers, Ontiveros, Stearns, Tuffree And The Titan Theatre.

For Recurring Events, Groups Are Limited To A Maximum Of 4 Hours Per Week Of Reserved Event Time. Recurring Is Defined As More Than 2 Recurrences In A Single Semester. Single Occurrence Events Do Not Add Toward To The Total Amount Of Allotted Time In These Spaces. Registered Student Organizations May Request These Spaces Up To Two (2) Semesters In Advance. Additional Reservation Hours May Be Requested On A Space Available Basis Not More Than One (1) Week Before The Meeting Date.

TSU Rooms Designated For Special Events Are The Pub, Becker Amphitheatre, And Any Combination Of The Portola Pavilion. Registered Student Organizations May Schedule Up To Four (4) Single-Date Reservations In Each TSU Special Event Space Within Each Semester.

Reservations

Groups May Not Advertise A Meeting Or Event Until It Has Been Reserved.

Student Organizations

All Student Organizations Reserving Titan Student Union Facilities Must Have An Active ASI Agency Account With A Minimum Balance Of \$50.00 And Be Registered With The Office Of Student Life & Leadership.

The Reservation Of Titan Student Union Facilities By Registered Student Organizations Must Be Executed By The Appointed Or Elected Officers, Leaders Or Chairpersons Of That Organization.

Registered Student Organizations May Reserve Titan Student Union Facilities Up To 14 Months In Advance Of Their Event Date.

Designated Officers Of Registered Student Organizations Can Submit Reservation Requests For Titan Student Union Facilities Through Titanlink, The Online Organization And Event Management Platform Administered By Student Life & Leadership.

Student Organization No-Show Policy

If A Student Group Fails To Notify The University Conference Center Office Of A Meeting Cancellation In Advance And Does Not Show Up To Their Scheduled Meeting, 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 2nd No Show Violation Fee On Time, The Group Will Be Charged An Additional Fee, And All Reservations Currently On The Books May Be Immediately Canceled 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 Titan Student Union Facilities By Visiting Or Calling The University Conference Center In The Titan Student Union. CSUF Departments May Reserve Titan Student Union Facilities Up To 13 Months In Advance Of Their Event Date.

Off-Campus Organizations

Representatives Of Off-Campus Organizations Can Submit Reservation Requests For Titan Student Union Facilities By Visiting Or Calling The University Conference Center In The Titan Student Union. Off-Campus Organizations May Reserve Titan Student Union Facilities Up To 12 Months In Advance Of Their Event Date.

Automatic Scheduling Of Facilities

When Necessary, The Titan Student Union 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 Interests Of The Titan Student Union And Student Life.

Deadlines

All Details Associated With The Use Of Facilities Must Be Completed By The Deadline Date. The Deadline Date May Be Determined According To The Following Schedule:

- Meetings Must Be Finalized 3 Business Days (72 Hours) Prior To The Meeting Date.
- Minor Events Which Require No Special Staffing Or Setup, Have Simple Audio-Visual Requirements, And Exclude Alcohol Service Must Be Finalized Ten (10) Business Days Prior To The Event Date.
- Major Events Such As Ceremonies, Banquets, Speakers And Other Events That Require Special Staffing Or Setup, Have Complex Audio-Visual 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.

Event Planning

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 The University Conference Center Office. 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.
 - The University Conference Center Office 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 TSU Facilities And/Or Equipment Reservations Or Bookings Until All Such Past Due Payments Are Cleared With The University Conference Center And/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 Titan Student Union Facilities Must Be Conducted By TSU Staff.
- 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 Titan Student Union.

Titan Bowl & Billiards

Registered Student Organizations May Schedule One (1) Reservation Per Semester For Titan Bowl & Billiards At No Charge. Such Scheduled Activities May Use Any Combination Of Available Bowling Lanes, Billiards And Table Tennis/Foosball Tables And Are Not To Exceed Three-Hours And No More Than Fifty (50) Guests.

- If An Event With More Than Fifty (50) Guests Is Requested, A Staffing Fee May Be Required.
 - Additional Reservations Per Semester Will Be Assigned Appropriate Rental And Staffing Fees.
- Events Scheduled Outside Of TB&B Operating Hours Will Incur Staffing Charges.
- Student Clubs And Organizations May Not Utilize Their Free Reservation In A Co-Sponsored Event With A Campus Department Or Off-Campus Entity.

Event Information

ASI Events

ASI Departments Are Not Charged For Any Costs Associated With Their Programs, Events, And Meetings Held In The TSU When The Program, Event, Or Meeting Qualifies For This Benefit. Such Events Must Be Planned In Entirety Or Majority By An ASI Department In Service To And Support Of ASI's Mission, Vision, And Values. Charges May Apply For Staffing, Security, Or Specialized Equipment.

Student Clubs Or Organizations And Campus Departments May Request An ASI Department To Co-Sponsor A Program In The TSU. Charges For Such A Program Would Not Be Assessed, Provided The Program Serves And Supports ASI's Mission, Vision, And Values And Is Planned In Entirety Or Majority By That ASI Entity. However, Some Exceptions May Apply Where Charges For Staffing, Security, Or Specialized Equipment Are Required.

Accommodations

It Is The Responsibility Of The Guest With Accessibility Needs To Notify The University Conference Center Of Accessibility Needs In A Timely Manner. Every Effort Will Be Made To Provide Reasonable Accommodations.

Amplified Sound

Outdoor Amplified Sound Is Restricted To 85 Decibels And There Is An Approval Process Outside The Hour Of Noon To 1:00 P.M. Speakers Are Only To Face Into The Amphitheater Area. Costs For Staffing Is The Responsibility Of Sponsoring Group.

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.

Catering

Groups May Utilize Caterers For Events Within The Titan Student Union. 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 Titan Student Union.
- Groups May Not Utilize Titan Student Union Or University Food Preparation Facilities To Carry Out Their Services.
- The Sale Of Food Within The Titan Student Union Must Have The Prior Approval Of The Executive Director Or Designee.
 - In Addition To Other Applicable Charges, The Titan Student Union 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, Barbeques, 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 Titan Student Union, 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 Titan Student Union Food Preparation Facilities Or Related Equipment And Supplies.
- Exceptions To The Self-Catering Policy For Off-Campus Groups Using Titan Bowl & Billiards May Be Granted By The Executive Director Or Designee.
- Cleaning Charges Or Deposits Where Applicable.

Room Rental Charges

Groups Authorized To Make Reservations In The Titan Student Union Are Divided Into Categories That Dictate Rates And Scheduling Priority.

The TSC BOT Approves Room Rental Charges On An Annual Basis, Or When Submitted By The Executive Director For Revision. When Groups Falling Into Two Different Fee Categories Elect To Co-Sponsor An Event, The Higher Facility Rate Will 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 BOT 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 May 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 Of Titan Student Union Property And/Or Facilities, Or In Such Situations Where Significant Billable Labor Or Other Such Contracted Services May Apply. The Amount Of Such Deposits May Be Determined By The Executive Director Or Designee.

Equipment

All Reservation Of Equipment During Events Must Be Made Through The University Conference Center

(UCC) In Advance Of The Event Date According To Assigned Deadline Dates.

Audio Visual Equipment

Audio Visual (AV) Equipment Is Available To All Groups Approved For Use Of Titan Student Union Facilities.

- Groups Using Titan Student Union AV Equipment Will Be Held Financially Responsible For All Damage To Or Loss Of Equipment Reserved For Their Use.
- All Groups Will Be Charged An Hourly Rate For The Services Of An Event Manager When Required To Operate Audio Visual Equipment.
- Only Authorized Building Staff May Operate Any Titan Student Union Equipment Unless Permitted Otherwise By The Executive Director Or Designee.
- Charges Or Deposits May Be Required When Appropriate.

For Use On Premises Other Than The TSU

Titan Student Union Equipment Is Not Available To Individuals Or Groups For Use On Premises Other Than The Titan Student Union. Exceptions Must Be Approved By The Executive Director Or Designee.

Posting And Decorating

The University Posting Policy Established By Student Life And Leadership Must Be Observed By All Individuals And Groups. Titan Student Union Posting And Decorating Guidelines Must Also Be Observed. Guidelines Are Available Upon Request.

All Posting And Decorating Must:

- The Displaying Of Posters, Notices Or Any Facility Decoration May Be Limited To Designated Areas And Approved Materials.
- Directional Signage, Event Banners And Advertising Are Limited To The Day Of The Scheduled Event.
- Groups Are Responsible For Removal Of All Materials Used For Decorating.
- Groups Or Individuals Causing Damage To Titan Student Union Facilities, Furniture Or Equipment Will Be Charged For The Repair And/Or Cleaning Required To Restore Such Facilities, Furniture, Or Equipment To Their Original Condition.

Banner Hanging

The Displaying Of Banners In Public Areas Must Receive Prior Approval From The Executive Director Or Designee And Follow These Guidelines:

- Banners Displayed In Public Areas Must Include The Name Of The Sponsoring Organization, Event Location, And Event Date(S).
- Appropriate Labor Related Charges May Be Applied To A Reservation.
- All Banners Displayed At Exterior Locations Or Locations Requiring The Use Of A Lift Or Ladder Must Be Installed And Removed By Titan Student Union Staff.
- ASI Programs May Have Posting Priority.

Staffing

Facility Preparation For All Events, Programs And Meetings Occurring On Titan Student Union Premises Is The Responsibility Of TSU Operations Staff. Groups Reserving Titan Student Union Facilities May Not Elect To Provide Their Own Set-Up And Clean-Up So As To Reduce Rents, Fees Or Other Charges.

The Executive Director Or Designee Will Determine The Number Of Staff And Volunteers Required For

All Events In The Titan Student Union. A Maximum Of Five (5) Volunteers May Be Allowed For Every One (1) ASI Staff Member Working An Event. Charges For Adequate Staffing And Service May Apply.

Security Personnel

University Policy Department (UPD) Officer(S) Or Other Security Personnel May Be Required At Certain Events Deemed By Either The Executive Director Or Designee, Or UPD. Groups May Not Make Separate Arrangements For Security. The Sponsoring Group Will Be Responsible For The Payment For Assigned Services. Advance Payment/Deposits May Be Required.



**ASSOCIATED
STUDENTS INC**

CALIFORNIA STATE UNIVERSITY, FULLERTON™

**Titan Student Union
Operating Procedures**

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Overview

The following procedures have been established in order for the Titan Student Union (TSU), in compliance with ASI Policy Concerning Facility Operations, to serve the campus community.

The TSU is the center of campus life and serves as the primary gathering and meeting place for the university community. The Titan Student Union provides study space, event space, and houses Associated Students Inc. (ASI) departments.

Restrictions

Art supplies or tools which may cause permanent damage are prohibited in public areas and near furniture (including but not limited to adhesives, glitter, X-acto knives).

Individuals sleeping in public areas for extended periods may be asked to leave. Individuals engaged in disruptive or dangerous activities will be asked to leave the building.

Academic Programs

Titan Student Union facilities may be scheduled for academic programs according to the following guidelines:

- Kinesiology may conduct applicable classes in Titan Bowl & Billiards.
- Proposals for instructional activities that are considered of special interest to the University community must be sent to TSC Board of Trustees for approval. TSC Board of Trustees will annually review appropriate charges that may apply.
- Student-led educational activities for CSUF course credit (including class projects, presentations and filming), if available, may be allowed a one-time use of meeting space during open building hours free of room rental charge.

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.

Access

The Titan Student Union operating hours are set annually by the Titan Student Centers (TSC) Board of Trustees. Operating hours are located on the exterior of the building and on the ASI website asi.fullerton.edu. All individuals, including persons assigned office space, must vacate the building at the close of operating hours.

After Hours Access

There are authorized staff who perform critical functions or have been identified as having a business need have exterior keys to the building during non-operating hours. These users must be approved by the Executive Director. If they are in the building during non-operating hours they must notify the University Police Department of their presence.

Titan Student Union Access Limitation

Access to the Titan Student Union is limited:

- CSUF students, faculty, and staff.
- Community members 18 years of age and over.
- Individuals under 18 years of age only when accompanied by and under the immediate supervision of a CSUF student, faculty, parent, guardian, or other responsible adult.

Building Tours

Tours of the Titan Student Union that include areas not normally open to the public must be conducted by Titan Student Centers employees and authorized by of the Executive Director or designee.

Services

The following services are offered at the Titan Student Union.

Food Court and Microwave Area

The Titan Student Union houses multiple dining options on the main level, and within the food court there is a microwave area designed for the Titan community to utilize. These dining options can be found on the ASI website asi.fullerton.edu (under the Titan Student Union tab).

Recognized Student Organizations

The Titan Student Union provides office space and locker assignments for recognized student organizations.

Commented [BK1]: Carol "do we want to start using RSO as a short hand for recognized student organization(s)?"

Lockers

Lockers are issued to recognized student organizations on a first-come, first-serve basis beginning on the first weekday of the semester. Requests should be made at the upper level reception desk in the Titan Student Union.

Organization leaders will receive the following paperwork from ASI Leader and Program Development (LPD):

- Locker Use Agreement
- Student Organization Office Information Sheet
- Room Inventory and Condition Form

Office Space

Each semester, recognized student organizations fill out applications for the following semester. Applications are reviewed by TSC Board of Trustees Facilities Committee then forwarded to the TSC BOT for a final decision.

Office space guidelines:

- Groups are not to use Titan Student Union facilities to conduct or support commercial activities.
- Fundraising activities are permitted provided they are consistent with University and Titan Student Union policies and be incidental to the purposes of the organization as stated in their application.
- Student organizations which do not adhere to policies and procedures risk locker or office space forfeiture.
- Any mid-semester vacancies will be filled or reassigned according.

Once office space has been allocated, organization presidents and treasurers must attend an office space orientation. ASI LPD will collect a security deposit for the use of the allotted space and ASI Building Engineering will issue keys as necessary. They will receive the following paperwork from ASI LPD:

- Space Use Agreement
- Student Organization Office Information Sheet
- Room Inventory and Condition Form
- Shared Office Agreement, if applicable

Termination of Office Assignment

TSC BOT has the authority to revoke office assignments and may periodically review the use being given a particular area to insure proper use.

Responsibility of Groups Assigned Office Space

Groups assigned office space are responsible for maintaining the facility in the condition it was received. Organizations requesting to change offices may be charged for all costs the Titan Student Union may incur in the moving of equipment and fixtures to complete the relocation.

Signs, wall decorations, and bulletin boards must be approved by the ASI LPD and must be installed only by ASI staff. Individuals or groups assigned office space may be charged for all damages other than "normal" wear to wall and ceiling surfaces, doors, carpets, furniture, draperies, and all other fixed or removable property belonging to the Titan Student Union.

Access to Office Space

An occupant of an office within the Titan Student Union, upon issuance of an office key may be required to sign a "Statement of Responsibility" stating the occupant's responsibilities while occupying their office.

Only two office keys may be issued: one to the President and one to the Treasurer, as listed with the Dean of Students Office. A refundable deposit fee may be required for each key issued. Lost or broken keys may be charged at the cost of replacement plus a service charge. Individual key holders may not lend or transfer keys to other persons. Tenants may be charged for lock changes required to maintain security.

Individual key privileges may be revoked in the event that agreed upon terms are not followed or security/safety of facility is compromised. All special exceptions must be made by the Executive Director or designee.

Public Posting and Advertising

The university posting policy established by Student Life and Leadership must be observed by all individuals and groups.

Display Cases

ASI programs have priority use of all display cases. Display cases are not available for use by organizations. Executive Director or designee coordinates all use.

Electronic Message Board

All electronic message boards in the Titan Student Union are administered through the ASI Marketing, Communications and Design.

All electronic message boards will only display ASI or building tenant information on displays. The electronic message boards in the food court are open to campus and recognized student organizations.

All ASI images and videos must be created by the Marketing, Communications, and Design. Messages may be displayed for no less than one-week period of time and no longer than a two-week period of time.

The TSU Electronic Message Board is an informational sign to advise the campus community members about on-campus sponsored activities. Messages pertinent to only selected individuals or organization members or of a personal nature may not be displayed without prior approval of the Executive Director or designee and the Chair of the TSC BOT.

Eligible Users (listed in descending order of priority)

- 1) ASI funded and/or managed programs, services and government activities.
- 2) University events and information pertinent to the majority of the students and others on campus.
- 3) University departmental programs, activities and information.
- 4) Recognized student organization (non-ASI) special events or activities held at on-campus facilities.
- 5) TSC sublease holders and TSU University Conference Center clients.
- 6) Other CSUF auxiliaries, CSUF faculty and staff.

ASI funded and/or managed programs, services and government activities can submit up to two (2) messages per 2-week period to run on the TSU Electronic Message Board. Messages that list specific prices or discounts for good or services may not be displayed with the exception of ASI and Auxiliary Services Corporation (ASC).

No message space may be provided for off-campus entities, including those who may co-sponsor events with eligible users. Multiple images promoting the same activity are not permitted without prior approval of the ASI Marketing, Communication, and Design department. Messages for all non-ASI departments, recognized student organizations will be assigned on a first come, first served basis.

Table Tents

All table tent displays used in the Titan Student Union are to be approved by the Executive Director or designee and coordinated through the ASI Marketing, Communication & Design.

Handouts and Signs

Except for ASI programs distribution of postcards, handbills, leaflets, etc. in the Titan Student Union is prohibited.
Staking of posters and flyers is not permitted in landscaping areas within and surrounding the Titan Student Union.

Public Space

Public spaces within the TSU, including hallways, lounge areas, and the food court, are not reservable for programs or events. Exceptions must be approved by the Executive Director or designee.

Becker Amphitheater

The Becker Amphitheater, located east of the TSU, is available for group use reservation through the University Conference Center and features an on-site stage and grass seating for guests. This space is available to individuals of the public when not reserved.

Pub

The Pub is public space which also serves as a permanent programming area for ASI Productions programming. The Pub may be reserved by other groups/organizations for use outside of the established operating hours. Additionally, it Groups/Organizations may use the Pub during operating hours only with prior approval from the Executive Director or designee. All events are subject to the reservation and event procedures.

Quiet Lounge

Quiet Lounge is intended to be used for quiet study. Discussion, phone calls, conversations and other disruptive activities are not allowed.

Sales

All sales in the Titan Student Union must follow these procedures.

Merchandise

Only recognized student organizations and approved faculty, staff, or community groups who have received the appropriate campus approvals are permitted to conduct sales of merchandise in the Titan Student Union.

Any work of art sold through the Titan Student Union Art Gallery program or other merchandise sold by recognized organizations may be subject to a fifteen percent (15%) commission made payable to the Titan Student Union

- Where this standard fifteen percent (15%) commission is determined inappropriate or non-applicable, the Executive Director or designee is authorized to negotiate a new commission

Food and Beverage

CSUF Auxiliary Services Corporation (ASC) is the only organization authorized to engage in the retail sale of food and beverages, including cash sales, franchise operations, vending and event sales within the Titan Student Union except when it waives its right to such sales.

Cash Handling

Cash handling in the Titan Student Union is only permitted in the Pavilion Ticket Office or Information & Services Desk, no other exceptions are allowed.

Cash handling is defined as all processes, such as transactions and donations, and systems involved in receiving and giving of physical money (i.e. bills; this does not include credit or check transactions).

Titan Bowl & Billiards

Titan Bowl & Billiards (TBB) provides a space for recreation and special gaming events, including tournaments, private parties, department or recognized student organizations parties and general leisure. TBB is open to all, including students, faculty, staff, departments, and off-campus clients. TBB operating hours differ from the general TSU hours. Special event reservation requests for any time may be made with advance notice through the TBB office.

Pricing for events and hourly use rates are available on the ASI website @ asi.fullerton.edu, under the Titan Student Union tab.

Users are responsible for the proper use of all equipment. Users who damage, lose or fail to return equipment may be charged appropriate repair or replacement costs. Users who fail to comply with safety and policy regulations will lose their use privileges.

Departments

The Titan Student Union houses many of the Associated Students Inc. departments including ASI Board of Directors, TSC Board of Trustees, ASI Executive Offices, ASI Programming, Leader & Program Development, Administration, Financial Services, Marketing, Communication, & Design, Information & Services, University Conference Center, Information Technology, Human Resources, TSU Operations, and Building Engineering.

Information & Services

Information & Services is responsible for providing information and assistance with general campus information, special event and discounted tickets, lost and found, vending machine refunds, equipment check-out, and daily department postal services.

University Conference Center

University Conference Center (UCC) facilitates events and programming within the Titan Student Union. The UCC is responsible for reserving space for and planning events in the Titan Student Union and the Becker Amphitheater. CSU Fullerton (CSUF) Departments, recognized student organizations, and off-campus guests may utilize the event planning staff and facilities. The University Conference Center offers over 20,000 square feet of meeting room and event space.

Event and Meeting Space

General Room Reservations

All reservations of space within the Titan Student Union and its associated facilities, except for Titan Bowl & Billiards, must be made through the University Conference Center (UCC). Titan Bowl & Billiards reservations are made through that department.

All groups reserving and using space within the Titan Student Union must complete and are

subject to a Facilities Use Agreement and all terms therein.

Reservable Rooms

TSU rooms available for recurring meetings or assemblies are Alvarado, Bradford, Presidents' Room, Gabrielino, Gilman, Hetebrink, Legislative Chambers, Ontiveros, Stearns, Tuffree and the Titan Theatre.

For recurring events, groups are limited to a maximum of four (4) hours per week of reserved event time. Recurring is defined as more than two (2) reoccur in a single semester. Single occurrence events do not add toward the total amount of allotted time in these spaces. Registered student organizations may request these spaces up to two (2) semesters in advance. Additional reservation hours may be requested on a space available basis not more than one (1) week before the meeting date.

TSU rooms designated for special events are the Pub, Becker Amphitheatre, and any combination of the Portola Pavilion. Registered student organizations may schedule up to four (4) single-date reservations in each TSU special event space within each semester.

Reservation Process

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

Registered Student Organizations

All student organizations reserving Titan Student Union facilities must have an active ASI Agency Account with a minimum balance of \$50.00 and be registered with the Office of Student Life & Leadership.

The reservation of Titan Student Union facilities by registered student organizations must be executed by the appointed or elected officers, leaders or chairpersons of that organization.

Registered student organizations may reserve Titan Student Union facilities up to fourteen (14) months in advance of their event date.


Designated officers of registered student organizations can submit reservation requests for Titan Student Union facilities through TitanLink, the online organization and event management platform administered by Student Life & Leadership.

Student Organization No-Show Policy

If a student group fails to notify the University Conference Center office of a meeting cancellation in advance and does not show up to their scheduled meeting, the group may be considered a "no show."

- 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 second no show violation fee on time, the group will be

Commented [BK2]: Carol " How is the fee determined?"



charged an additional fee, and all reservations currently on the books may be immediately canceled and the group may not be allowed to make any further reservations until the charge is paid.

CSUF Departments

CSUF departments and support groups can submit reservation requests for Titan Student Union facilities by visiting or calling the University Conference Center in the Titan Student Union. CSUF departments may reserve Titan Student Union facilities up to thirteen (13) months in advance of the event date.

Off-Campus Organizations

Representatives of off-campus organizations can submit reservation requests for Titan Student Union facilities by visiting or calling the University Conference Center in the Titan Student Union. Off-campus organizations may reserve Titan Student Union facilities up to twelve (12) months in advance of their event date.

ASI Events

ASI departments are not charged for any costs associated with their programs, events, and meetings held in the TSU when the program, event, or meeting qualifies for this benefit. Such events must be planned in entirety or majority by an ASI department in service to and support of ASI's mission, vision, and values. Charges may apply for staffing, security, or specialized equipment.

Recognized student organizations and campus departments may request an ASI department to co-sponsor a program in the TSU. Charges for such programs would not be assessed, provided the program serves and supports ASI's mission, vision, and values and is planned in entirety or majority by that ASI entity. However, some exceptions may apply where charges for staffing, security, or specialized equipment are required.

Automatic Scheduling of Facilities

When necessary, the ASI 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 Student Union and student life.

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 that require no special staffing or setup, have simple audio-visual requirements, and exclude alcohol service must be finalized ten (10) business days prior to the event date.
- Major events such as ceremonies, banquets, speakers and other events that require special staffing or setup, have complex audio-visual 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.

Event Planning Process

Once a reservation has been confirmed, the event planning process is completed only when the requester has met all deadlines dates. Another administrative requirements, and has received written confirmation from the University Conference Center. The following procedures regarding the planning process must be followed.

- The planning of activities, meetings or programs by recognized student organizations must be executed by the appointed or elected officers, leaders, or chairpersons.
- The person responsible for the event must complete all reservation details and must be in attendance at the event.
 - The University Conference Center office 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 more than 90 days past may be restricted from making new facility and/or equipment reservations until all such past due payments are cleared with the University Conference Center and ASI Financial Services.

Failure to follow and meet any event planning procedures and/or deadlines 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 Titan Student Union facilities must be conducted by TSU staff.
- 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 Titan Student Union.
- Ticket sales are managed by Information & Services.

Commented [BK3]: Carol: "This to be added here?"

Titan Bowl & Billiards Events

Registered student organizations may schedule one (1) reservation per semester for Titan Bowl & Billiards at no charge. Such scheduled activities may use any combination of available bowling lanes, billiards, and table tennis/foosball and are not to exceed three (3) -hours and no more than fifty (50) guests.

- If an event with more than fifty (50) guests is requested, a staffing fee may be required.
 - Additional reservations per semester will be assigned appropriate rental and staffing fees.
- Events scheduled outside of TB&B operating hours will incur staffing charges.
- Registered student organizations may not utilize their free reservation for a co-sponsored event with a campus department or off-campus entity.

Event Information

Accommodations

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

Amplified Sound

Outdoor amplified sound is restricted to 85 decibels from noon to 1:00 p.m. Speakers are only to face into the Amphitheater. Costs for staffing is the responsibility of sponsoring group. See Student Life and Leadership for events outside of noon to 1:00 p.m.

Catering

All caterers utilized for events within the Titan Student Union 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. A list of approved catered is available [\[redacted\]](#).

Commented [BK4]: Carol would like this here. Where are they found?

- Groups may not utilize Titan Student Union or University food preparation facilities to carry out their services.
- The sale of food within the Titan Student Union must have the prior approval of the Executive Director or designee.
 - The Titan Student Union 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 under the following conditions:

- California state law permits the purchase, possession, or consumption of alcohol to persons twenty-one (21) years of age or older.
- CSU Fullerton Auxiliary Services Corporation shall dispense all alcoholic beverages and 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.
- 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 be notified of events intending to serve alcohol and may assign officers to monitor the event.
 - The reserving group will be responsible for the officer charges.

Self-catering

Self-catering is defined as an event sponsor providing pre-prepared food and non-alcoholic beverages. It must be from licensed commercial restaurants, or retailers, or pre-packaged snacks, fresh fruit and bottled beverages.

- Self-catering, does not include home-cooked or self-prepared foods, potlucks, barbeques, food prepared onsite or catered meals provided by entities conducting their business activities on the CSUF campus.
- Self-catering is 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 Titan Student Union must 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 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 Titan Student Union food preparation facilities or related equipment and supplies.
- Exceptions to the self-catering policy for off-campus groups using Titan Bowl & Billiards may be granted by the Executive Director or designee.
- Cleaning charges or deposits may apply.

Commented [BK5]: Carol "?"

Room Rental Charges

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

The TSC Board of Trustees approves room rental charges on an annual basis, or when submitted by the Executive Director for revision. When groups falling into two different fee categories elect to co-sponsor an event, the higher facility rate will apply. Groups sponsoring activities for which admission is charged or donations solicited should be charged the appropriate rental fee.

Room charges may be waived for CSUF departments, administrative units, and support groups that sponsor programs of general interest to the campus community and which meet the following criteria:

- The program must be open and of interest to CSUF students.
- 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 not included in normal room charges, such as staffing, contracted services, or equipment rental, may not be waived without TSC Board of Trustees approval.

Room charges may be waived for a campus-led memorial following the death of a member of the campus community. Direct costs not included in normal room charges, such as staffing, contracted services, or equipment rental, may not be waived without TSC Board

of Trustees approval.

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

Security Deposits

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 of Titan Student Union property and/or facilities,
- In such situations where significant billable labor, or
- Other such contracted services may apply.

The amount of such deposits may be determined by the Executive Director or designee.

Equipment

Reservation for equipment for events must be made through the University Conference Center (UCC) in advance of the event date according to assigned deadline dates.

Audio Visual Equipment

Audio visual (AV) equipment is available to all groups utilizing Titan Student Union facilities.

- Groups using Titan Student Union AV equipment will be held financially responsible for all damage to or loss of equipment reserved for their use.
- All groups will be charged an hourly rate for the services of an event manager when required to operate audio visual equipment.
- Only authorized building staff may operate any Titan Student Union equipment unless permitted otherwise by the Executive Director or designee.
- Charges or deposits may apply.

For use on premises other than the TSU

Titan Student Union equipment is not available to individuals or groups for use outside of the Titan Student Union. Exceptions must be approved by the Executive Director or designee.

Event Signs and Decorating

The university posting policy established by Student Life and Leadership must be observed by all individuals and groups.

Posting and decorating guidelines:

- The displaying of posters, notices or any facility decoration will be limited to designated areas and approved materials.
- Directional signage, event banners and advertising are limited to the day of the scheduled event.
- Groups are responsible for removal of all materials used for decorating.
- Groups or individuals causing damage to Titan Student Union facilities, furniture or equipment will be charged for the repair and/or cleaning required to restore such

facility to its original condition.

Banner Hanging

The displaying of banners in public areas must receive prior approval from the Executive Director or designee and follow these guidelines:

- Banners displayed in public areas must include the name of the sponsoring organization, event location, and event date(s).
- Appropriate labor related changes may be applied to a reservation.
- All banners displayed at exterior locations or locations requiring the use of a lift or ladder must be installed and removed by Titan Student Union staff.
- ASI programs will have posting priority.

Staffing

Facility preparation for all events, programs and meetings occurring on Titan Student Union premises is the responsibility of TSU operations staff. Groups reserving Titan Student Union facilities may not elect to provide their own set-up and clean-up in order to reduce fees or other charges.

The Executive Director or designee will determine the number of staff and volunteers required for all events in the Titan Student Union. A maximum of five (5) volunteers may be allowed for every one (1) ASI staff member working an event. Charges for adequate staffing and service may apply.

Security Personnel

University Policy Department (UPD) officer(s) or other security personnel may be required at certain events deemed by either the Executive Director or designee, or UPD. Groups may not make separate arrangements for security. The sponsoring group will be responsible for the payment for assigned services. Advance payment/deposits may be required.