

**HOUSING AND
RESIDENTIAL ENGAGEMENT**

The user agrees to the following terms of use for all CSUF Housing and Residential Engagement event space.

AGREEMENT MODIFICATIONS

Any modifications to an agreement must include a written addendum and be confirmed by the event space user and a Housing and Residential Engagement representative.

RESPONSIBLE PARTY(S)/EVENT COORDINATION DEADLINE

The person who completes the reservation request form shall be the responsible party. This person will be responsible for coordination of all event details with Housing and Residential Engagement and agrees to complete this coordination no later than 48 hours prior to the event date. This coordination includes any changes to set-up needs. For student organizations, this person must be the host and in attendance throughout the reserved event. This representative shall take all reasonable actions to assure event safety, to prevent damage to the event space and equipment, and to see that these conditions and other policies and regulations, outlined in these terms are met.

ESTIMATED FEES

Estimated fees for event space use are included in the confirmation invoice. Estimated fees are based on specific event needs requested by the user in conjunction with information provided by the user for required access and event times, audio-visual service requirements, and other event information. Special features of an event may involve additional fees. Billing is submitted to the responsible party within 30 days after the end of the event.

CANCELLATION BY USER

Cancellations must be received in writing 48 hours prior to the event date. Failure to notify Housing and Residential Engagement of event cancellation with proper notice will result in full assessment of event space fee. Groups that have their fees waived may be subjected to restrictions on future reservations.

LIABILITY

The user agrees to indemnify and hold harmless Housing and Residential Engagement, California State University, Fullerton; the State of California; Trustees of the California State University; and all their several departments, boards and commissions, and their several officers, employees, and agents for any liability or claim or action for damages resulting from or in anyway arising out of the use of the event space or equipment. The user agrees to abide and enforce the rules, regulations, and policies governing the event space as set forth by Housing and Residential Engagement and California State University, Fullerton. User accepts all responsibility for any damages to premises, equipment, or grounds resulting from use of the event space. Costs of repair of damages and/or for excessive cleaning will be billed to the responsible party.

FOOD AND BEVERAGE SERVICE

Housing and Residential Engagement encourages the use of Aramark for catering within the Housing community. Outside food may be brought into the community.

ALCOHOLIC BEVERAGES

Alcoholic beverages are not permitted in any Housing and Residential Engagement event space.

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If required for event, Housing and Residential Engagement and/or CSUF University Police shall solely determine and control security arrangements including, but not limited to, type and number of security personnel and placement and use of security personnel. The cost of such services shall be paid by the user. Users of the event space facilities shall observe all applicable Housing and Residential Engagement and CSUF policies, as well as all local, state, and federal laws, statutes, and ordinances.

EVENTSPACE USE

The user shall only have the use of the event space reserved and only for the purposes stated on the reservation request. User shall not make any alterations to the event space, building systems, or equipment. At the end of the event, the event space shall be left in a clean, safe condition. The user shall remove from the event space all property and materials belonging to the user. Abandoned property will be held by Housing and Residential Engagement staff for 30 days and then donated. High value items will be turned into university police within 24 hours of event.

ACCESS AND EVENT TIMES

Event space access and use must be within the allotted reservation time. Reservation times must include individual/organization event preparation, decorating, and or rehearsal time, as well as time after the event to remove decorations, user equipment, and other items.

EQUIPMENT

All Housing and Residential Engagement physical and audio-visual equipment will be set-up by Housing and Residential Engagement staff. Physical equipment must be in place prior to user access. The user will be responsible for all Housing and Residential Engagement owned equipment and will be held liable for the equipment if lost, stolen, damaged, or misplaced.

INTERNET ACCESS

Internet access in the Housing community is provided for use free of charge by students and staff. Access is provided on an "as is" and "as available" basis and Housing and Residential Engagement does not warrant that this service will be uninterrupted, error-free, or free of viruses or other harmful components. Users should be aware that there are security, privacy, and confidentiality risks inherent in internet communications and technology. The user will need their university provided credentials to log into provided technology and the internet. User may connect their personal computer to the AV equipment provided in the meeting rooms. User assumes all risk, including any and all risk of injury, harm, monetary and/or financial loss, and/or all claims arising directly or indirectly from the use of internet access. In addition, users assume all risk of interruption, disturbance, security, or other difficulties in maintaining contact through the internet. Users also accept the risk of any damage to user's computers, peripherals, and/or programs as a direct or indirect result of accessing the internet.

SPECIAL EQUIPMENT

Fog/smoke machines or other equipment which may activate fire alarms are prohibited in indoor event space. Users intending to bring in any equipment that requires access to outdoor electricity, facility water, satellite signals, telephone lines, or such systems must receive advance, written authorization from Housing and Residential Engagement staff. Housing and Residential Engagement assumes no responsibility for equipment

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used at events supplied by the user or another party. Housing and Residential Engagement reserves the right to approve equipment and equipment providers.

DECORATIONS/SIGNAGE

Specific limitations apply as to the use of tape, balloons, glitter, candles, markers, tacks, nails, other such materials, and signage. Decorations must be fire-retardant. Event space users should consult with Housing and Residential Engagement for a full overview of allowable decoration/signage items and to appropriately accommodate users' needs. Decorations/signage which cause damage or additional cleaning requirements to the event space, will result in additional charges to the user. All decorations and all outdoor and indoor directional signage must be removed by the user immediately following the event.

USER PROPERTY

Housing and Residential Engagement does not insure the personal property of user, user's employees, agents, guests, and others allowed at the event space by user against damage or loss by any means.

ACCESS TO EVENTS

Housing and Residential Engagement staff shall have the right to access and enter the event space for any reasonable purpose during the reservation time. User shall follow all reasonable directives from Housing and Residential Engagement staff.

REASSIGNMENT OF EVENT SPACE

Should an event space become unavailable due to an emergency, Housing and Residential Engagement reserves the right to reassign user to another event space. It may be necessary for Housing and Residential Engagement to change the location of a planned activity to another event space, if available, due to construction or unplanned repairs. The cost difference of the room, if any, shall be incurred by the Housing and Residential Engagement (if greater) or refunded to the event organizer (if lesser). All room reassignments shall be at the discretion of Housing and Residential Engagement. If no alternative location can be provided, Housing and Residential Engagement may need to cancel a reservation due to construction needs or repair service interruptions. In such circumstances, no fees will be charged to the user. The event organizer shall be responsible for all costs or expenses not paid to Housing and Residential Engagement, and shall hold harmless Housing and Residential Engagement and California State University, Fullerton for any such costs. These costs or expenses may include, but are not limited to: advertising, travel, food, speaker fees, administration, etc.

OUTDOOR VENUES

Outdoor facilities are reserved at the discretion of the user; Housing and Residential Engagement may not be able to provide does not provide alternate indoor facilities in case of inclement weather.

TERMINATION/CANCELLATION

Permission to use Housing and Residential Engagement event space is granted subject to observance of regulations; Housing and Residential Engagement may revoke a reservation effective immediately upon failure to timely comply with any pre-event requirement, for any violation of use conditions or regulations, or at any time for misrepresentation. Housing and Residential Engagement may terminate any part of these terms without notice in the event of an emergency situation which, in the opinion of Housing and Residential Engagement, would make performance unfeasible.

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Event space users and guests must abide by all university parking/traffic requirements, including but not limited to passenger and equipment loading/unloading regulations, observance of authorized parking locations, payment of required fees, and display of vehicle parking permits. Payment of citations which result from parking/traffic violations are the sole responsibility of the facility user and their guests.

SMOKING

The Housing community is a smoke and vape-free area. California State University, Fullerton prohibits smoking in all interior and exterior campus areas and locations, including parking structures and within vehicles and applies to all faculty, staff, students, and visitors. Smoking is defined as inhaling, exhaling, burning, or carrying a lighted cigarette, cigar, pipe or other lighted smoking product, including electronic cigarettes.

ANIMALS

Animals, except for service animals, shall not be permitted to enter Housing and Residential Engagement event space without prior notification and approval granted via the user's reservation confirmation.

RECREATIONAL DEVICES

Bicycles, skateboards, scooters, and other such recreational devices are not allowed to be used inside Housing and Residential Engagement event spaces.

FLAMES/FIRE

Open flames and the burning of any materials, including incense is prohibited. Use of candles must receive advance approval and meet fire code regulations.

CONDUCT

The user and guests shall not interfere with the regular use of building by the residents, public, or other Housing and Residential Engagement guests. Excessive noise or other disruptive behavior is prohibited.

WEAPONS/EXPLOSIVES

Weapons and firearms are prohibited in Housing and Residential Engagement. This includes, but is not limited to: ammunition, explosives, firearms, fireworks, gasoline or any other flammable liquids, air guns, spring guns, paintball guns or other instrument in which the propelling force is a spring, compressed air, or CO2, knives (except for those expressly used in food preparation) decorative or martial arts weapons, bows and arrows, weapons for use in hunting. All prohibited weapons and explosives may be confiscated by the University Police.

SPECIAL REQUIREMENTS

Special requirements, such as overnight watch of equipment; receiving, shipment or storage service; activation of phone lines; access for news/media; office services; or other such requirements must be coordinated in advance with Housing and Residential Engagement. Charges for such services may apply.