

UNIVERSITY STUDENT UNION CONFERENCE ROOMS

California State University, Fresno
5280 N. Jackson, Rm 301/SU 36 Fresno, CA 93740-8023
(559)278-6024

<u>ON-CAMPUS GROUPS:</u>	<u>FULL DAY</u> 5 or more hours	<u>PART DAY</u> less than 5 hours
*308 Redwood	\$40.00	\$30.00
*309 Sequoia		
*310 Sierra		
*311 Kings Canyon		
*Pavilion Room		
312 Yosemite A	\$25.00	\$20.00
313 Yosemite B		
314 Yosemite C		
312 – 314 Yosemite A,B,C	\$75.00	\$60.00

Rent is charged to recognized student & university organizations when there is a charge to attend the event (including donations) or when the event is not primarily attended by Fresno State students, faculty, and/or staff.

<u>OFF-CAMPUS GROUPS:</u>	<u>FULL DAY</u> 5 or more hours	<u>PART DAY</u> less than 5 hours
*308 Redwood	\$70.00	\$50.00
*309 Sequoia		
*310 Sierra		
*311 Kings Canyon		
*Pavilion Room		
312 Yosemite A	\$50.00	\$40.00
313 Yosemite B		
314 Yosemite C		
312 – 314 Yosemite A,B,C	\$150.00	\$120.00

**Liability Insurance and a Facility Use Agreement must accompany requisition form and payment.*

Reservations must be made a minimum of 10 business days in advance.

*These room set-ups are as is: Conference style, table with chairs.

ROOMS	CAPACITY	SIZE	SQUARE FOOT
308	30	28' x 20'	542
309	39	28' x 20'	533
310	14	24' x13'	279
311	24	28' x15'	382
USU Pavilion	30	16' x 28 ½'	515
312,313,314 (Individual Rooms)	25	60' x 21'	426
312-314	100	60' x 21'	1280

All rooms wireless

****All rates subject to change****

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

Catering- All food requests must go through Dining Services. Please contact at 559.278.3904, for additional information.

Insurance Requirements

- Commercial General Liability (CGL)** – Limits of Liability: Minimum of \$1,000,000 combined single limit per occurrence coverage insuring against personal injury, property damage, advertising injury, and other claims.
 - **For Facility Rentals**: CGL Minimum of \$1,000,000 (each occurrence) for “Fire Damage/Damage to rented premises”

- Automobile Liability** – Limits of Liability: Minimum \$1,000,000 Each Accident – combined single limit per occurrence for bodily injury, property damage, and contractual liability.
 - Automobile Liability will apply in any situation where the vendor is driving onto campus to provide services; examples would include a food truck, party rental(s) truck or any vendor that physically drives on campus areas.

- Workers Compensation** – as required by law.

- An Endorsement to name additional insureds** (as to the CGL and Auto policies) the following: State of California; Trustees of the California State University; California State University, Fresno; California State University, Fresno Association, Inc.; and all of said entities’ employees, agents, directors, officers, representatives and volunteers.

- An Endorsement for waiver of subrogation** (as to the CGL, Auto and Workers Compensation policies) in favor of all those who are to be named as additional insureds.

- The coverage dates for all insurance policies referred to above must include all dates on which Licensee shall have access to the Premises for preparing for, setting up for, engaging in, and taking down/cleaning up after, the Event.

- The address for the insurance certificate should be:
 - California State University, Fresno Association, Inc., 2771 E. Shaw Ave, Fresno CA, 93710

*Checklist is not part of Facility Use Agreement. All items on the checklist should be presented to Association Legal Department at least one (1) month prior to the Event date.