

Student Event Center (Annex 1) Building Use Policies

Student Affairs/Enrollment Management has responsibility and authority for the Annex I building and its use for events and activities. It is important to establish guidelines for use of the building to ensure the safety and convenience of the users and compatibility with the operations of the neighboring campus departments. Student Affairs/Enrollment Management will also ensure that all uses are in keeping with the purpose, vision, and mission of the University.

Operating Policies

Student Affairs/Enrollment Management staff reserve the right to establish and uphold policies for the use of the Student Event Center (Annex I) by various types of groups and/or individuals. Failure to comply with any policies or guidelines outlined in this Policy Manual and/or any requests by Student Affairs/Enrollment Management may result in action by the staff to deny privileges, refer to proper authorities, and/or assess appropriate charges.

San Francisco State University Policies and the Student Conduct Code serve as authorities for the Student Event Center (Annex I), and are the bases for many of the policies in this manual. If changes in San Francisco State University Policies or the Student Conduct Code result in a discrepancy with Student Event Center (Annex I) policies, then the current San Francisco State University Policies and Student Conduct Code shall prevail.

Requests for exceptions to any of the Student Event Center (Annex I) policies should be referred to the Dean of Students, or the Dean's designee.

Accessibility

All programs and services provided by sponsored organizations are required to be accessible to people with disabilities. Event sponsors need to communicate/work with potential guests with disabilities on how to request reasonable accommodations so that they may have equal access.

- It's best for each sponsoring organization to identify a point-person who will be the point of contact for making inquiries about the accessibility of a given event or activity.
- The point-person identified does not need to know how to address each and every inquiry independently. Their role is to follow up on the inquiry in a timely manner and consult with an appropriate resource (Disability Programs and Resource Center (DPRC), Student Involvement and Career Center (SICC), etc.). The point-person should be in touch with the DPRC (<http://www.sfsu.edu/~dprc/>).
- Sponsor organizations must include an accessibility statement on all communications announcing a meeting or other event. An example is as follows: "[Organization name] welcomes persons with disabilities and can make reasonable accommodations upon request. If you need reasonable accommodations for this event, please contact [person

in your organization at xxx-xxx-xxxx or person@email.com] by [date-15 working days before event]."

- An example of a request that the identified group member could handle independently might be to provide electronic copies of presentation materials. Most of these formats are commonly used by all participants regardless of disability status.
- An example of a request that the point-person would likely need to consult an appropriate resource would be a request for sign language, Braille, large print or captioned media (e.g. VHS tapes, DVDs, laserdiscs, podcasts, etc.) Requests for presentation materials in an accessible format such as electronic copies of presentation materials (stored on CD, flash drive or emailed in advance), Braille, or large print (18 pt. font) or captioned media need to be appropriately addressed. Allow at least two weeks advanced notice to generate Braille or large print materials, and captioned media. Feel free to consult with the DPRC at 415.3382472 on what to do about making your materials accessible to participants with disabilities.

Staff in the DPRC are available for consultation on providing access to people with disabilities. Contact them at 415/338-82472 or dprc@sfsu.edu.

Animals

Animals are not permitted in the Student Event Center (Annex I), with the exception of service animals.

Allowable Uses

The Student Event Center (Annex I) building may be used for the following or similar activities, subject to the approval of the Dean of Students or designee: Performances, Special Events, Concerts, Expos, Banquets, and Dances. We also reserve the right to deny a space request if it does not support the mission and purpose of the University.

Building Access

Building access is on North State Drive. North State Drive also houses the University Corp Yard, the Campus Parking Garage, the Children's Campus, and University Police (UPD). As a result, this street and all entrances must remain open and accessible to emergency and service vehicles at all times. Double parking is not allowed.

Building Capacity

The Student Event Center (Annex I) has a maximum allowable occupancies per renovations plans dated November 2012:

- 900 for theater style
- 420 for banquet/conference
- 1,260 for standing (no furniture)

If an activity calls for more than the approved occupancy at any one-time approval must be obtained by the State Fire Marshal.

Building Hours

The Student Event Center (Annex I) may be reserved for use on weekdays during regular campus building operating hours (7 AM to 10 PM) and on weekends and after hours (weekends and weekdays) for special events as approved in advance by the Dean of Students or the Dean's designee. Hours may vary for holiday and break periods.

Custodial Service

Facilities and Service Enterprises (FSE) will provide routine custodial services- based upon occupancy requirements. Student Affairs/Enrollment Management will arrange in advance with FSE for clean-up before, during, or after events on a recharge basis. Event sponsor's will be charged any custodial costs above the daily routine cleaning. Custodial fees for 2012/2013 were \$34.46 per hour for University entities and \$47.19 per hour for non-University. All additional custodial services require a 4-hour minimum. Custodial fees are subject to change based on current academic yearly rate.

Damage, Theft, Vandalism

Persons and/or sponsoring organizations responsible for any acts of damage, vandalism to the premises, or unauthorized removal of items from the Student Event Center (Annex I) will be referred to appropriate authorities and will be held accountable for their actions, including financial obligations to fix or replace any damage to the building, furniture, equipment, etc.

Distribution of Literature

All literature distributed must clearly identify the sponsoring organization or department. All individuals or organizations distributing literature will be held responsible for cleaning up litter resulting from its distribution.

Commercial literature may not be distributed in the Student Event Center (Annex I) unless approval has been received from the Dean of Students or the Dean's designee. See the San Francisco State University Solicitation policy for more details (http://audit.sfsu.edu/sites/sites7.sfsu.edu.audit/files/assets/UED/ued%2089_13.v2_0.pdf).

Doors and Windows

As a security measure, doors, other than the main entry, may not be propped open during the event and windows may not be covered. Any exceptions to this guideline must be requested and approved prior to the event by the Dean of Students or the Dean's designee.

Emergencies

Student Affairs/Enrollment Management is committed to the safety and security of all persons in the Student Event Center (Annex I). In the case of an emergency (e.g., fire, inclement weather, earthquake, or bomb threat), persons in the building are asked to follow the directives of the authorities. The Student Event Center emergency guidelines follow all local, state, and federal emergency regulations.

Illegal Activities

All events must comply with University Policies and Procedures. Smoking, the use of drugs or pyrotechnic devices are strictly forbidden inside or in the vicinity of the Student Event Center (Annex I) building.

Lost and Found

The Student Events Center (Annex I) maintains a lost and found service at the University Police Department.

Minors

Minors unaccompanied by adults or San Francisco State University students are not permitted to use the facilities unless they are attending an event scheduled in the building, are invited guests of San Francisco State University, or are currently enrolled San Francisco State University students. Events expecting participation by minors must have prior approval by the Office of Risk Management. Minors are defined as persons under the age of 18.

Parking

The Student Event Center (Annex I) has no dedicated parking. Parking spaces on North State Drive are for permit holders only. People using the facility for day use or special events must park in the parking garage. Public parking hours on North State Drive begins at 5 PM, continues until 7 AM on weekdays, and weekends beginning Friday at 5 PM and ending Monday at 7 AM. Parking is enforced 24/7. Vehicles must display a valid SF State parking permit while parked on campus and pay the required fee.

Responsibility for Personal or Organizational Property

Neither Student Affairs/Enrollment Management nor the University is responsible for loss, theft, or damage of personal or organizational property. Guests of the Student Event Center (Annex I) are to take appropriate care of such items.

Restrooms

The restrooms in the Student Event Center (Annex I) are maintained by FSE and must remain available to the occupants of Annex II during University business hours.

Signage

Any temporary exterior signage of the Student Event Center (Annex I) will need to be approved in advance by the Dean of Students or the Dean's designee. Painting tape must be used for any signs attached to the building or interior walls. No other adhesive materials are permitted.

Smoking

San Francisco State University is a smoke-free campus with designated smoking areas. The closest designated smoking area to the Student Event Center is located on the South side of North State Drive. The full policy can be found at <http://www.sfsu.edu/~news/announce/smokingpolicy.htm>

Storage Space

The Student Event Center is not responsible for items left in the building and storage space is not normally available for materials or equipment used in association with an event. Such items are the sole responsibility of the student organization, University department, or user of the facility.

Weapons

Weapons of any kind, including concealed weapons, are not allowed in any part of the Student Events Center (Annex I).

Facility Reservations

General Guideline for Space Reservation

The Office of the Dean of Students, located in Student Services Building, Suite 403, is responsible for reserving and coordinating the use of the Student Event Center (Annex I). Facilities are reserved in the order in which requests are received, with first consideration given to institutional needs and major annual events, followed in order by requests from registered student organizations, University departments and organizations, and non-University clients. We reserve the right to assign, and if necessary, reassign facilities considering the size of the group, type of program, and space available to assure the maximum and most appropriate utilization of space. We also reserve the right to deny a space request if it does not support the mission and purpose of the University. In addition, student organizations must be approved through the Student Involvement and Career Center (SICC) and follow SICC student organization event guidelines.

Coordination/Event Planning

The Student Event Center Event Planning and Reservations staff, appointed by the Dean of Students Office, will serve as the event planner and will assist clients with permitting, delivery arrangements, and ensure the availability of adequate utilities to support the event.

The Student Event Center is largely supported by a student event staff including building managers and technicians. Each event will be assigned the appropriate number of student staff to best support the activities. The hourly rate for the student staff will be charged to the sponsoring organization (see venue fee structure).

Eligibility for Use of Facilities

In order to reserve the Student Event Center (Annex I), a client must be a member of one of the following categories:

Student Organization: Properly registered with the Student Involvement & Career Center (SICC). A student organization that is in the process of forming is granted space privileges for 30 days from the time of its initial registration with SICC to the time of its official registration or the end of the 30 day initial registration period, whichever comes first. Student groups not registered

with the SICC will be considered a non-University organization. In most cases, the facility charge will be waived for the use of the room(s) requested. However, the organization will be held responsible for any and all event support staff and services.

University Departments/Organizations: Must be officially recognized by the University. In most cases, a discounted facility rental charge will be levied for the use of the room(s) requested. However, the department will be held responsible for any and all event support staff and services.

Non-University Groups or Individuals: Any group or individual that does not qualify in any of the foregoing categories. In most cases, a facility rental charge will be levied for the use of the room(s) requested and all event support staff and services.

Priorities and Timing for Submission of Reservation Requests

First consideration for use of the Student Event Center (Annex I) is given to institutional needs, such as those events related directly to enrollment, academic success, and University tradition (e.g., Homecoming, Spirit Week, Leadership Symposium, Sneak Preview, Orientation/Registration, Welcome Days). Second consideration will be given to major, annual, campus-wide events. Determination of which events are considered major annual events will be made by the Dean of Students, or the Dean's designee, in consultation with the Vice President for Student Affairs/Enrollment Management.

After the space requirements for institutional needs and annual major University events have been met, requests for reservations are filled in the order in which they are received following a schedule of access based on user category:

- First: Student Recognized Student Organizations
- Second: University Departments/Organizations
- Third: Non-University Groups or Individuals

Reservation Timeline

Reservation requests for events considered to be institutional needs will be accepted at the time those dates are established.

Reservation requests for major, annual, campus-wide events may be submitted up to three years prior to the requested date(s).

For regular reservation requests, student organizations may begin to submit reservation requests for the Student Event Center (Annex I) for the following academic year starting May 1st. All student organization events are subject to approval by SICC.

Events that are planned throughout the academic year should be reserved at least 60 days in advance of the event date with an initial planning meeting between the client and the Student Event Center Event Planning and Reservations staff meeting at least 15 working days prior to the event to facilitate the planning process.

The event must be confirmed (finalized) for projected attendance, facility setup, publicity approval, and Audio/Visual needs no later than five business days prior to the event.

Event Setup

At the time of the reservation, clients will be asked to submit an online reservation form which will ask for all relevant event information such as the group's contact name for the day of the event, the type of group, the type of event, event title, projected attendance, dates and time of the event, total time of space reservations (including setup and clean up), setup style (Theatre, Conference, Classroom, Banquet, Other), Audio/Visual needs, and whether food will be provided. The Student Event Center Event Planning and Reservations staff may also require a schematic design of the event set-up.

Conference Scheduling

Requests for space from the University Event Services Office will be accepted up to three (3) years in advance for summer session dates that do not conflict with dates for Orientation or other institutional needs.

Reservations for University-sponsored conferences to be held during the fall or spring semesters will be accepted up to one year in advance.

Non-University sponsored conferences that are not coordinated by the University Event Services Office will be permitted to submit requests for space up to two years in advance. Such requests will be subject to special review by the Dean of Students, or the Dean's designee.

Holds

The Student Event Center (Annex I) may be placed on "hold" for a period of up to ten business days. Failure to confirm a request by submitting a completed request form within the ten-day period may result in cancellation of the "hold" status. The room may then be assigned to another party.

A "hold" reservation may be challenged by a group definitely planning an event and in need of the same space. At the time the "hold" reservation is challenged, the group with the "hold" reservation must either confirm its intention to reserve and submit a completed request form, or release the space.

Waiting List

If a client requests to reserve the Student Event Center (Annex I) which is already reserved by another client for a certain time period, the client may be placed on a waiting list for the facility. If the facility becomes available at a later time, the Student Event Center Event Planning and Reservations staff will contact the client to determine their interest in reserving the facility.

Late Requests

The Student Event Center (Annex I) staff may not be able to fulfill reservation requests received less than one week prior to the proposed event. If the space is available, it may be assigned, but special services may not be available. Special services include room arrangements or requests for audio-visual equipment.

Right to Reassign or Terminate

The Office of the Dean of Students reserves the right terminate space for an event when circumstances demand.

Cancellation

Reservations for the Student Event Center (Annex I) must be cancelled at least 30 days prior to the scheduled usage date.

Failure to cancel reservations in accordance with this policy may result in charges equal to the full-day facility rate, and/or loss of reservation privileges.

Failure to Cancel

If the Student Event Center (Annex I) is not used and was not canceled in accordance with the timeline under "Cancellation," University clients will be responsible for associated fees as stated on the most recent confirmation issued to the client. Clients will also receive a written warning. A second such occurrence may result in loss of reservation privileges for the remainder of the academic year, in addition to the associated fees.

Non-University clients who reserve the Student Event Center (Annex I) but do not use and do not cancel will be responsible for all associated fees as stated on the most recent confirmation issued to the client.

Private Social Events

The Student Event Center (Annex I) may be reserved by non-University clients for private social events such as class reunions, banquets, dances, and other events. The following policies apply to private social events in the Student Event Center:

- If available, the room may be reserved the day before the event for the purpose of decorating or otherwise preparing for the event. There is a 50% discount on the facility rental fee for the additional day in this situation.
- The actual event must end by 10 PM. If additional hours are required or if the event runs past 10 PM, overtime charges will be in effect in accordance with the regular overtime charge schedule.

Payment

Any charges incurred for University department-sponsored events will be billed to the sponsor's accounting code (Fund/ Department/Program). A copy of the bill will be sent to the sponsor following the event. A valid accounting code will be requested at the time the

reservation request is received. If the University organization does not have an accounting code, a valid credit card number (MasterCard, Visa, or Discover) must be placed on file with the Office of the Dean of Students.

Non-University sponsors are required to pay facility charges in full at the time the facility reservation is made. A reservation will not be considered confirmed until payment is received. Facilities may be held for up to ten business days after the initial reservation is made. If payment is not received by the end of the ten day period, the facility will no longer be considered to be held or reserved, and may be reassigned. A valid credit card number (MasterCard, Visa, or Discover) must be placed on file with the Office of the Dean of Students. No charges will be made to the credit card unless the sponsor fails to pay on time.

Non-University sponsors and University organizations without an accounting code will be billed 10 days before their event for any non-facility event charges, including expected costs for audio-visual (equipment and staffing), special services, and other charges. Payment must be received at least 3 business days prior to the event. The final bill will be sent within two weeks after the event, and will include any additional charges incurred on-site. This final bill must be paid within 30 days of the date it is issued. Failure to pay within this time frame will result in charges to the credit card number on file.

If an event is cancelled after the facility payment is received, the sponsor may receive a 75% refund of the facility fee provided that notice of the cancellation is received 31 or more days prior to the first date of the reservation. There will be no refund if the cancellation is received 30 days or less before the first date of the reservation.

Rental Rates

Suggested standard rates of \$1,800 for a 4-hour minimum, pending approval. Each hour or fraction thereof is charged at \$450 per hour.*

Overtime Charges

Overtime charges are applicable to events which require access to the Student Event Center (Annex I) prior to or after posted building hours. Such charges may also apply to events which extend beyond the confirmed reservation time when that extension occurs after posted building hours.

**The rental rate is waived for events sponsored by SF State recognized student organizations. Events being sponsored/co-sponsored by University departments will be reviewed for potential discounted rental rate.*

Suggested rates of \$100 additional per hour (above the rental rate) for overtime charges, pending approval, prior or after posted building hours.

Access Charges

Access charges are applicable when a client needs to obtain access to the Student Event Center (Annex I) prior to or after posted building hours for a purpose such as setting up for an event, cleaning up after an event, having event items delivered or picked up, or similar situations. In these cases, a student staff person will be scheduled so that the client can obtain limited access, but the building will not be open to the public. If the building needs to be open to the public, then Overtime Charges will apply.

Suggested fees will be charged in accordance with the following schedule, pending approval:

Early Access/Late Access – Student Organization Sponsored Event	\$40
Early Access/Late Access – University Sponsored Event (non-student organization)	\$40
Early Access/Late Access – Non-University Sponsored Event	\$40

Building Closed

Special rates may be in effect for non-University events requesting to use the Student Event Center (Annex I) on a day when the Student Event Center would otherwise be closed, such as some summer weekend days.

The special rate is equivalent to the above overtime charges. The Office of the Dean of Students may not be able to fulfill reservation requests received less than 30 business days prior to the proposed event, if the proposed event date is a day when the Student Event Center is scheduled to be closed.

Holiday Scheduling

The Student Event Center (Annex I) will accept requests for days when the building is scheduled to be closed due to a holiday. However, such requests may not be able to be fulfilled.

If such an event request is fulfilled, the closed day rate policy will be in effect. In addition, the client will be charged the applicable overtime rate for the time of the event.

Special Services and Charges

The Student Event Center (Annex I) has a variety of audio-visual equipment available for use. Requests for equipment must be made at least five business days prior to the event. A client may cancel an equipment order or staffing request up to three business days prior to an event without penalty. Equipment orders or staffing requests cancelled with less than three business days notice will be charged to the client's account at the regular rate, even if the equipment is not used.

Non-University organizations and University academic or administrative departments and organizations will be charged for audio-visual equipment use. Student organizations are not charged for normal usage of equipment. Charges for equipment will be incurred on a per day, per room basis.

Audio-Visual Technicians are required when Student Event Center owned equipment is used. Technicians will also be required when multiple types of technologies are requested, such as microphones, power point, and/or music. Certain types of equipment, such as spotlights and video cameras, require that a Student Event Center audio-visual technician be assigned to operate the equipment. There will be a per hour charge for technicians in these situations.

Any audio-visual equipment used in the Student Event Center must be provided by the University. Exceptions will only be given for equipment which cannot be provided by the University. Other requests for exceptions may be directed to the Dean of Students or the Dean’s designee.

Clients who bring in their own equipment without prior authorization may be charged for the equivalent of the Student Event Center (Annex I) equipment.

Event Staffing Rates

STAFFING	HOURLY RATE
Student Event Managers	\$20.00 per hour per student (Most events require a minimum of 1 Student Event Manager)
Student Techs	\$15.00 per hour per student (Most events require a minimum of 3 Student Techs)
Custodial/University Entities	\$34.46 per hour (with a four hour minimum)
Custodial/non-University Entities	\$47.19 per hour (with a four hour minimum)
Event Security (if applicable)	\$90.00 an hour per sworn police officer (with a three hour minimum) \$45.00 an hour per Community Service Specialist (with a three hour minimum) \$45.00 an hour per Parking Control Officer (with a three hour minimum)

Reservation Times

Facilities are available for the specified event time. Clients are asked to request any needed set-up or take-down time as part of their reservation. A request from a client to

enter a facility before the beginning of the reservation time, or remain in the facility after the reservation time, may be denied.

Liability/Insurance

San Francisco State University requires all organizations that are not sponsored by a recognized University department to procure and maintain in full force during the term of the agreement, a policy of General Liability insurance (http://hr.sfsu.edu/Safety_Risk_Operations/sp_events/sp_events). A certificate of insurance evidencing the required coverage should be requested at least 30 days prior to the event and must be filed with the Student Event Center Event Planning and Reservations staff and Risk Management at least 10 working days prior to the event. The certificate must name San Francisco State University as an additional insured for claims involving bodily injury or property damage arising from the event. For any non-affiliated university groups or organizations, special event insurance can be purchased to meet this requirement. Rates vary depending on the type of event and number of participants. Failure on the part of the Lessee to maintain the required insurance in no way relieves the Lessee from the financial consequences associated with liability for the event.

Special Security Requirements

Generally, paid security is required at large-scale events or high profile events that may impact the University campus and surrounding community. Examples include events where alcohol is available, events with non-San Francisco State University students in attendance, events occurring during late evening hours, events that have outside vendors present and money is exchanged, and events with a history of large attendance. The Student Event Center Event Planning and Reservations staff will work directly with the client and the University Police Department to determine the need for paid security, and the number of officers required, if any. Clients will be asked to participate in an assessment/initial security walk-thru at least 15 days prior to the event.

Should paid security be required, the organization will be billed for the security costs associated with the event. Security fees are outlined on the University Police Department website (<http://www.sfsu.edu/~upd/html/events.html>).

Decoration Policies

1. Fire regulations: In planning and setting up decorations, the sponsor must comply with the following state fire regulations.
 - a. All decorating materials used must be fireproofed or fire retardant.

- b. No decorations may be hung from the ceiling, placed in offices, rooms or lounges in a manner that will interfere with safe passage or evacuation. No decorations shall be placed in hallways, aisles, stairwells or exit routes. All exits must be free of barricades.
 - c. Exit signs, fire extinguishers, smoke detectors, fire pull alarms, emergency lights, and audible fire signals/strobe lights cannot be decorated or covered or obstructed in any way.
 - d. Any additional electrical power brought into the venue must be approved by the Office of the Dean of Students.
 - e. Caution must be taken to keep all paper or cloth free from light fixtures.
 - f. Straw, hay, leaves, corn shocks, dry vegetation, water, sand, or gravel cannot be used in decorations in any building.
 - g. Live or cut trees are not permitted in University buildings.
 - h. The use of candles, incense, lanterns, oil lamps, and other devices with open flame are not permitted in University buildings.
 - i. No nails, screws, hooks, etc., may be driven into any walls, floors, or ceilings. Tape may not be used on floors unless it is designated as "floor tape." Floor tape will be provided upon request. Regular masking, box, or duct tape is not permitted on any walls, floors, or ceilings. Blue painting tape may be permitted with prior approval.
2. Any freestanding decorations, i.e., panels, must be stable in nature and lightweight in construction.
 3. No decorations may be glued to any surface. No pins or non-painting tape may be used to adhere posters, paper, etc., to the walls, ceiling, drapes, floor, tables, etc.
 4. Any decorative lights used inside the building must be "miniature" types.
 5. Painting is prohibited. Everything must be painted prior to being brought into the building.
 6. Decorations which require staff assistance from the Student Event Center will be billed to the event sponsor on the basis of labor, supplies, and equipment rentals. This includes, but is not limited to, requests to hang decorations from a ceiling. Prior arrangements must be made with the Student Event Center Event Planning and Reservations staff to ensure that the request can be fulfilled.
 7. Decorating plans not addressed within this policy should be reviewed by the Student Event Center Event Planning and Reservations staff prior to the event.
 8. Violation of any of these policies may result in fines and suspension of facility reservation privileges.

Damages and Cleaning

Any damages done in connection with a meeting, event or other scheduled activity will be repaired by SFSU Facilities Services Enterprises, and the sponsor will be billed for all costs incurred on the basis of labor, supplies, and equipment rentals as required for repairs or replacement. Similarly, cleaning charges will be billed to the sponsor on the basis of labor, supplies, and equipment rentals.

Event Deliveries

At least one week in advance, the client will need to contact Parking & Transportation to reserve, arrange for barricades, and pay for spaces needed to parallel park trucks that are too long to fit into the existing perpendicular spaces. Delivery trucks that cannot fit into the existing perpendicular spaces must be parked parallel to the curb near the Student Event Center.

Noise Level

During normal campus operating hours - 7 AM to 10 PM - noise within and around the building must conform to standards typical throughout campus. Further information regarding amplified sound can be found at the following link

http://audit.sfsu.edu/sites/sites7.sfsu.edu.audit/files/assets/UED/ued%2089_13.v2_0.pdf

Storage

The Student Event Center is not responsible for items left in the building, and storage space is not normally available for materials or equipment used in association with an event. Such items are the sole responsibility of the student organization, University department, or user of the facility.

Food and Beverages**Student Organization Campus-Wide Food Service Policies****Catering**

Approved licensed caterers must provide all catering. The appropriate license and paperwork must be provided prior to approval. The University provides does provide a catering option through Chartwells.

Food Preparation

Food preparation and/or cooking is not permitted in the venue.

Food Trucks

All food trucks supporting events in the venue must make a request to the University Corporation (UCorp). UCorp will handle the contract and logistics. UCorp requires two (2) weeks advance notice. They can be contacted at: (415) 338-2246.