



# SAN DIEGO STATE UNIVERSITY

**FACILITIES RENTAL**

**HANDBOOK**

## **LICENSING OF CAMPUS FACILITIES**

San Diego State University has had a system for rental of facilities to non-campus organizations since 1981. The income realized is used to repair and enhance our most heavily used campus facilities such as Peterson Gym, the Dramatic Arts Auditorium, tennis courts, baseball field, etc. Rental rates were established with input from campus departments, approved by the Chancellor's Office, and are reviewed periodically. The rate often does not include costs for opening and closing the facility, utilities, special set-ups, or clean up and any work done by any SDSU staff. These expenses are charged back at actual costs and included in the contract.

All University departments are fee exempt provided the use is related to an academic activity. Groups are charged a fee when (1) they are an off-campus entity, (2) an event is co-sponsored between a campus group and an off-campus group, or (3) money raised by the event goes to a Foundation or other non-General Fund account for purposes beyond reimbursement of direct expenses. Official student groups are considered off-campus in the summer, weekends, and during breaks between regular academic semesters. Student groups that schedule meetings on weekends or during periods when classes are not in session will be assessed a utility and clean up fee. If admission is charged at any student event, the group will also be charged a facility rental fee. Student groups will be responsible for providing a certificate of insurance naming the State of California, its officers, agents and employees as additional insured unless arrangements have been made thru Associated Students.

Co-sponsored events are at 60% of the single rental rate. Co-sponsors must be on premises during the event to ensure clean-up and safety. The sponsoring group shall be responsible for all costs incurred in the course of sponsoring the event.

We do not rent SDSU facilities to (1) groups sponsoring events or classes that duplicate courses taught on campus, or (2) companies who wish to use the facilities for regularly scheduled money-making classes or meetings over a period of time.

First priority is given to the academic community, after which non-academic university-related activities such as summer conference programs, auxiliary organizations and clubs and then to the public on a first-come first-served basis.

The lead time is flexible, always dependent on the academic schedule which takes precedence. On occasion, space may be rented immediately if there is no scheduled class or athletic activity taking place.

## **LICENSE AGREEMENT**

Our License Agreement was approved by the Chancellor's Office Legal Department. This agreement is used for most facility rentals and is the starting point for more complex agreements. There are two possible last pages: (1) used for athletics containing a warning about steroid use or (2) without the warning of steroid use.

In most instances, we require the payment of half the rental fee on signing the contract. Then balance is due two weeks prior to the event. The university reserves the right to cancel the rental if the remaining fees have not been paid, retaining the initial half of the payment.

No outside catering is permitted on campus. Aztec Shops controls the sale of food, beverage and resale merchandise anywhere on the University campus. Those desiring food catering should contact Aztec Shops Concessions at 619-594-4632. For merchandising call Aztec Shops 619-594-7501. The Associated Students is responsible for concessions at all events. Licensees wanting to sell, rent, or otherwise distribute concession-related goods, products or services must contact the Aztec Shops at least two weeks prior to the first day of the use of facilities to inquire about terms and conditions of such sales.

## **PARKING**

### **(Building and Grounds Use Policy for SDSU—Appendix H)**

The California law and code require the payment of parking fees by employees and students for parking on State University property. Parking decal sales are not limited. Therefore, the purchase of a parking decal in no way guarantees parking space availability. Vehicles must be parked in designated parking spaces only and display a campus-issued permit. Students are required to follow all parking regulations. All provisions of the Motor Vehicle Code of California must be observed. Permits can be purchased at the SDSU Bookstore or Cashier's office. Decal and/or other valid parking permits are required at all times. Visitors may obtain directions for parking at the Information Booth located in the Chemical Sciences Laboratory Building. The ticket-dispensing machines are available 24 hours. They are located in Parking Structure (PS) 2\*, levels 1,3,4,5; PS 5, levels 1 and 2; PS 6, levels 1, 2, and 3; Q lot; and in front of the Information Booth located in the Chemical Sciences Laboratory Building. You can purchase a permit for up to 8 hours. The cost is \$1.00/hr. Permits purchased from these machines are valid only in the lot where purchased and/or lots designated for student parking. These areas are enforced at all times. \*4:30 pm – 6 am only. If an individual feels that a citation is in error, forms requesting administrative adjudication are available at the Department of Public Safety located on the first floor of the Student Services building. Forms can be printed from the Web. The university reserves the right to withhold all university services from students who have unpaid parking fines.

Unless parking fees have been pre-arranged as part of the license agreement, LICENSEE shall instruct their event participants to park in campus metered areas in Parking Structure 2, 5 or 6.

Pre-arranged parking rates are \$5.00 per day for Monday through Friday events taking place from 8:00 a.m. to 4:30 p.m. and \$4.00 per day for events that occur after 4:30 p.m. and on weekends.

For other days and times, parking arrangements may be made, based on availability, by calling Parking Services, 619-594-6671. Disabled parking requests should be made well in advance of the event.

## **PUBLIC SAFETY**

Depending upon circumstances for an event, possible associated Public Safety costs may incur. Please contact Public Safety 619 594-1991.

**RESERVATION POLICIES**  
**(Building and Grounds Use Policy for SDSU—Appendix A)**

The intent of the reservation policies is to assist the reserving and use of facilities and grounds for campus events. Failure of an organization to properly utilize the reservation policies of the university may result in inability to hold the event or to obtain facilities. Failure to follow reservation deadlines may result in the event not being approved. Contact Business Services for information, 619-594-5752.

**ALL REQUESTS FOR CLASSROOMS** must be received 2 weeks prior to event.  
**No rooms are available during final examination periods and Commencement weekend.**

**ALL REQUESTS FOR SPORTS FACILITIES** must be received by the following dates:

Spring~      November 1<sup>st</sup>      Summer~      April 1<sup>st</sup>      Fall~      July 1<sup>st</sup>

**CANCELLATION POLICES**

**CANCELLATIONS RECEIVED PRIOR TO 30 DAYS** of event will be entitled to a full refund of any deposits or payments made to the University.

**CANCELLATIONS RECEIVED AFTER 30 DAYS** of the event will be subject to 15% charge of the total costs of the rental.

**PHYSICAL PLANT**  
**(Building and Grounds Use Policy for SDSU—Appendix H)**

Depending upon circumstances for an event, custodial charges may incur. Estimates can be provided when requested at least 2 weeks prior to your event.

	<b><u>Weekday Rates</u></b>	<b><u>Weekend Rates</u></b>
Co Sponsor Rate	\$20.95/hr	\$31.43/hr
General Rate	\$26.53/hr	\$33.31/hr

Weekends, evenings, and holidays: 4 hour per person minimum charge.  
The hourly labor rate charged for other services will depend on the shop involved.

**SERVICE FEES:**

- \$50 Change-order fee for changes made less than 48 hours prior to the event.
- \$50 Cancellation fee for cancellations made less than 48 hours prior to the event.
- \$50 Rush Charge for less than a 24 hours notice of the event.

**SAN DIEGO STATE UNIVERSITY**  
**SPORTS FACILITIES**

THIS IS THE BASIC RENTAL OR FACILITY USE FEE. COSTS FOR SPECIAL SET-UP, CLEANING, REST ROOM ATTENDANTS, ELECTRICIANS, SECURITY, ETC. WILL BE EXTRA, AS WILL USE OF PUBLIC ADDRESS SYSTEM AND SCOREBOARD. CO-SPONSOR RATE IS 60% OF THE SINGLE RENTAL RATE.

<u>FACILITY</u>	<u>RENTAL RATE</u>	<u>HR/UTILITY RATE</u>
Film shoot /all facilities/campus areas	\$2,000/day	
Parking Lots	\$2,200/day	
<b><u>WOMEN'S NEW SOFTBALL (PG 680) w/ lights</u></b>	\$1,200/day	\$60.00
<b><u>WOMEN'S OLD SOFTBALL (ENS 700) no lights</u></b>	\$500/day \$300(co-sponsor)	
<b><u>PETERSON GYM (PG 152) - 15,795 sq. Ft. - Capacity 3,600</u></b>	\$2,500/day	\$40.26
Heating & lockers included. (Normal clean up of gym occurs After 10 p.m. - no overtime) (3 courts on main floor)	\$1,500(co-sponsor)	
<b><u>PG 241 West Balcony (1 court)</u></b>	\$250/day \$150(co-sponsor)	\$40.26
<b><u>PG 242 East Balcony (1 court)</u></b>	\$250/day \$150(co-sponsor)	\$40.26
<b><u>Weight Room</u></b>	\$450/day \$270(co-sponsor)	
<b><u>SYNTHETIC FOOTBALL FIELD (PG 610)</u></b>	\$500/day	\$30.00
3 x 67 yards	\$300(co-sponsor)	
<b><u>SPORTS SOCCER FIELD (SYNTHETIC) (PG 620)</u></b>	\$500/day	
300' x 209'	\$300(co sponsor)	\$30.00
(L x W) 62,700 sq. ft. / 83 x 86 yards		
<b><u>TONY GWYNN STADIUM (PG 630)</u></b>	\$2,000/day	\$60.00
400' x 400'	\$1,200(co-sponsor)	
160,000 sq. ft.		
3,200 fixed/bleachers seats		
1. Scoreboard/PA system	\$50/day	
2. Lining the field	\$50	
<b><u>SPORTS DECK (PG 660)</u></b>	\$1,500/day	
Bleachers seat 700	\$900(co-sponsor)	
Field dimensions 325' x 204' (L xW) Sq. Ft. 66,625		

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|---|---------|
| 1. Use of hurdles                               | \$300   |
| 2. PA system                                    | \$50    |
| 3. High School/Community College<br>Track meets | \$1,500 |
| 4. Conference meets, relays, etc.               | \$1,500 |
| 5. Professional meets                           | \$2,000 |

**TENNIS COURTS (PG 690)**

(12 courts total)

Per court	\$75	\$27.00
	\$45(co-sponsor)	

(Additional Costs May Include: \$800-\$1000/day to clean the restrooms, stock, re-stock materials, delivery of tables and chairs; student assistants; mop the floor if concessions are served; and parking.)

**Figures shown do not include PA systems, scoreboards or other sound amplification equipment.**

**PERFORMANCE FACILITIES**

THESE FACILITIES MAY BE RENTED UNDER SPECIAL CONDITIONS ONLY. ALL CO-SPONSORED EVENTS MUST HAVE A DEPARTMENT FACILITY MEMBER PRESENT AT ALL TIMES.

<b><u>FACILITY</u></b>	<b><u>RENTAL RATE</u></b>	<b><u>HR/ UTILITY RATE</u></b>
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<b><u>EXPERIMENTAL THEATRE (176 seats)</u></b> (Available only in summer)	\$250 \$150(co-sponsor)	\$12 basic house lights \$24 production lights
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<b><u>DON POWELL THEATRE (500 seats)</u></b>	\$1,000 \$600(co-sponsor)	\$40.59 basic house lights \$52.89 production lights
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All scheduling for the Experimental Theatre and the Don Powell Theatre must be cleared through the Drama Department, 619-594-6345.

<b><u>SMITH RECITAL HALL (300 seats)</u></b> \$180(co-sponsor)	\$300 \$37.50 stage lights	\$6.09 basic lights
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<b><u>MUSIC REHEARSAL ROOMS (113, 114)</u></b>	\$100/each	\$5.46
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All scheduling for Smith Recital Hall and the Music Rehearsal Rooms must be cleared through the Music Department, 619-594-6060.

<b><u>LITTLE THEATRE (LT 161)</u></b> Seats 170 orchestra	\$250	\$20.88
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For reservation information call 619-594-4548.

Appropriate technicians are available to open, close, and provide building security. Technician fees are the responsibility of the licensee in addition to rental fee.

**Figures shown do not include PA systems, & sound amplification equipment (for musical instruments, etc).**

**AUDITORIUMS/CLASSROOMS**

<b><u>MISCELLANEOUS FACILITIES</u></b>	<b><u>RENTAL RATE</u></b>	<b><u>HR/ UTILITY RATE</u></b>
Nasatir Hall Auditorium-NH 100 (250 seats)	\$100	\$5.85
Education Auditorium-NE 60 (168 seats)	\$100	\$4.80
Hepner Hall Auditorium-HH130 (204 seats)	\$100	\$4.65
Hepner Hall 221 (108 seats)	\$100	\$4.65
Storm Hall 247 (120 seats)	\$100	\$7.20
Storm Hall 338 (120 seats)	\$100	\$7.20
Family Studies 108 (120 seats)	\$100	\$7.20
Physical Sciences 130 (145 seats)	\$100	\$4.80
SS 1401 (135 non-movable seats)	\$100	\$5.85
Communications Clinic	\$100	\$1.20 \$20.00 HVAC
Classrooms:     30 - 50 capacity	\$75 \$45(co-sponsor)	\$1.20
50 – 100 above capacity	\$100 \$60.00(co-sponsor)	\$4.50

Computer Lab: BA 113: (Requires approval from Academic Affairs)     \$10/terminal/day plus utilities (32 terminals)

- \$150/day for computer labs – 20 computers or less
- \$250/day for computer labs – 20 computers or more

For any Media related rentals, please call 619-594-1469, or visit the Website [http://www.rohan.sdsu.edu/dept/its/distribution/checkout/so\\_procedures.html](http://www.rohan.sdsu.edu/dept/its/distribution/checkout/so_procedures.html)

For official student groups, who wish to rent campus facilities on weekdays (Monday thru Thursday), may contact Academic Affairs at 619-594-4780. For official student and off-campus groups, who wish to rent on the weekends (Friday beginning 4:30 p.m. thru Sunday), please contact Business Services at 619-594-5752 at least 2 weeks prior to the event.

### **AZTEC CENTER**

Please contact the Associated Students Meeting Services at 619-594-5278 or go to <http://as.sdsu.edu/aztec/meeting/index.html> for room rental rates and other information.

### **OPEN AIR THEATRE & COX ARENA**

Please contact the Director's office at 619-594-0234 for rental rates and other information.

### **OPEN SPACE**

Please contact Center for Student Involvement at 619-594-5221 for open space information.

**UTILITIES**

<b><u>FACILITY/SPACE</u></b>	<b><u>APPROX SQ.FEET</u></b>	<b><u>UTILITY HOURLY COST</u></b>	<b><u>REMARKS</u></b>
Experimental Theatre	2,300	\$12.00 \$24.00	Basic House Lights Production Lights
Don Powell Theatre	11,874	\$40.59 \$52.89	Basic House Lights Production Lights
Smith Recital Hall	7,598	\$6.09 \$37.50	Basic House Lights Stage Lights
Music Rehearsal Rooms 113, 114	3,500 each	\$5.46	per room
NH 100	2,655	\$5.85	TVs not included
Education Auditorium - NE 60	1,784	\$4.80	TVs not included
Physical Sciences 130		\$4.80	TV equipped
Hepner Hall 130	1,199	\$4.65	
Little Theatre	2,785	\$20.88	
Student Services 1401		\$5.85	
Peterson Gym 152 (Main Gym)	15,795	\$40.26	
Sports Soccer Field	62,700	\$30.00	
Tennis Courts		\$27.00	
Tony Gwynn Stadium	160,000	\$60.00	
Women's Softball Field		\$60.00	



## **CONCESSION & CATERING RIGHTS**

Within the scope and authority of Auxiliary Organizations granted by the Chancellor, California State University, Aztec Shops is responsible for providing all commercial services, principally the vending and sale of food, beverage, and resale merchandise anywhere on the campus of San Diego State University. No outside catering or concession is permitted on campus until Aztec Shops has been given the "first right of right of refusal". For CATERED events a monetary buyout must be negotiated through Catering (619-594-7655) and will be based upon the extent of the catered event. "Licensees wanting to sell, rent or otherwise distribute CONCESSION related goods, products or services must contact the Aztec Shops Concessions at 619-594-4362. For either Catering or Concessions services at least two weeks notification is required prior to the first day of use of UNIVERSITY facilities in order to formalize the terms and conditions of said sales.

## **PUBLIC SAFETY**

San Diego State University reserves the right to require Public Safety services for events occurring on its property. The mission of Public Safety is to ensure the academic process is not interrupted and to promote a safe and secure environment. In order for this to be accomplished, oversight must be given to all events occurring on campus property. Public Safety will establish what services are needed on the basis of time, day, size, and type of event. Potential staffing requirements may include, but not be limited to, police, parking, traffic and security personnel to assist with the event. Any Public Safety services used will require a fee, payable to the University. Public Safety will work with event organizers through Business Services to ensure their mission is followed for San Diego State University.

## **PARKING**

Unless parking fees have been pre-arranged as part of this license agreement, LICENSEE shall instruct their event participants to park in campus metered areas in Parking Structure 2, 5 or 6.

Pre-arranged parking rates are \$5.00 per day for Monday through Friday events and \$4.00 per day for events that occur on weekends.

## **GENERAL TERMS**

- (1) LICENSEE agrees to pay as rental for the said property an amount computed for the term of this license at the rental rate per unit of time or event specified in the Special Provisions, plus any special charges specified therein, payable at the date or dates set forth therein.
- (2) LICENSEE shall use the said property only for the purpose specified in the Special Provisions.
- (3) The TRUSTEES agree to furnish all necessary utilities for the said property, including heat, water, and also light if the property is specified to be "with lights" except when such service cannot be supplied for causes beyond the control of the TRUSTEES and except when there is a failure or defect in the physical plant or utility lines whether or not such failure or defect is beyond the control of the TRUSTEES if the failure or defect cannot reasonably be remedied in time for use during the term thereof.
- (4) LICENSEE must notify and gain approval from UNIVERSITY for all proposed sponsors of the event. The UNIVERSITY has entered into exclusive arrangements with vendors that do not permit the use of advertisement of competing products.
- (5) LICENSEE may not make alterations of, place, or attach, any fixtures, signs or equipment in, about, or on, the said property except those alterations, fixtures, signs, and equipment described in the Special Provisions. Any fixtures, signs and equipment provided shall remain the property of LICENSEE and shall be removed by them from said property prior to the termination of this agreement. LICENSEE, if required by the TRUSTEES, shall upon the expiration of this agreement or renewal thereof, restore said property to the same condition as that existing at the time of entering upon the same under this license, reasonable wear and tear, and damages by the elements or by circumstances over which LICENSEE had no control, excepted.

- (6) UNIVERSITY-owned furniture or apparatus may not be removed or displaced by LICENSEE or any agency, employee, or invitee of LICENSEE without permission of the TRUSTEES. LICENSEE shall cause any furniture or apparatus displaced to be replaced to the satisfaction of the TRUSTEES immediately after the event or occasion for which the property is used.
- (7) LICENSEE shall not violate nor suffer to be violated any federal or state law, local ordinance, or rule of the TRUSTEES or of the UNIVERSITY. This Agreement is enacted under the procedures and policies prescribed for the California State University. Any dispute arising under the terms of this agreement will be resolved in accordance with, and under the jurisdiction of, the laws of the State of California.
- (8) It is understood and agreed that the TRUSTEES and their agents shall have the right to enter the said property or any party thereof at any time for the purpose of examination or supervision, or for the purpose of making repairs and alterations thereto as may be determined necessary by the TRUSTEES.
- (9) LICENSEE agrees to indemnify and save harmless the TRUSTEES, their officers, agents, and employees, from any and all loss, damage, or liability that may be suffered or incurred by the TRUSTEES, their officers, agents, and employees, caused by, arising out of, or in any way connected with the use by LICENSEE of the said property.
- (10) It is mutually understood and agreed that this license is not assignable by LICENSEE either in whole or in part, nor shall LICENSEE sublet any part of the said property.
- (11) This agreement may be terminated by either party upon thirty (30) days written notice to the other party of this license.
- (12) All notices herein required to be given, or which may be given by either party to the other, shall be deemed to have been fully given when made in writing and deposited in the United States Mail, registered and postage prepaid, and addressed as herein provided. Notice to LICENSEE shall be addressed to them at the address set forth on the signature page hereof. Notice to the TRUSTEES shall be addressed to the President of the UNIVERSITY at the address set forth beneath his signature on the signature page hereof.
- (13) The UNIVERSITY reserves the right to cancel any outdoor event as a result of inclement weather, or field damage. LICENSEE will be notified as far in advance as possible, within at least 48 hours.
- (14) No armed or private police will be permitted at any event on campus regardless of the sponsor.
- (15) All co-sponsored activities will require University Staff to supervise or open/close facilities unless otherwise agreed to by the Associate Vice President, Business Enterprises.
- (16) LICENSEE shall furnish a certificate of insurance to TRUSTEES with amounts of public liability insurance of not less than \$250,000 for each person, \$1,000,000 for each occurrence and property damage of at least \$100,000 OR a combined single limit policy of not less than \$2,000,000 naming the State of California, its officers, agents and employees as additional insured's; it is agreed that TRUSTEES shall not be liable for the payment of premiums or assessments on the insurance coverage required by this paragraph. The certificate of insurance shall provide that the insurer will not cancel the insured's coverage without fifteen (15) days prior written notice to TRUSTEES.
- (17) SDSU is a Title IX employer and does not discriminate against individuals on the basis of race, religion, national origin, sexual orientation, gender, marital status, age, disability or veteran status, including veterans of the Vietnam era.

LICENSEE certifies that by signing this agreement, under penalty of perjury, that the non-discrimination requirements of Government Code Section 12990 et seq. have been met, unless exempted under Title 2, Section 8115 of the California Code of Regulations. These are requirements that must be met by all vendors or contractors who wish to do business with the State.

IN WITNESS WHEREOF, this indenture has been executed in duplicate by the parties hereto as of the date hereof.

**NAME OF LICENSEE**

**TRUSTEES OF THE CALIFORNIA STATE  
UNIVERSITY AND COLLEGES**

Address  
Phone:  
Fax:

c/o San Diego State University  
5500 Campanile Drive  
San Diego, CA 92182-1620  
Phone: 619-594-8339  
Fax: 619-594-0161

By: \_\_\_\_\_

By: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

Robert Schulz  
Associate Vice President, Operations  
for the President of San Diego State University

\_\_\_\_\_  
Title

Date: \_\_\_\_\_

Date: \_\_\_\_\_