



SAN DIEGO STATE UNIVERSITY

FACILITIES RENTAL

POLICY

1) Purpose

- a) As set forth in the Regulations for Use of San Diego State University Buildings and Grounds policy, Business and Financial Affairs under the supervision of the Vice President for Business and Financial Affairs is responsible for all financial and contractual transactions involving the university, including rental or lease of campus facilities.
- b) San Diego State University has rented its facilities to campus and non-campus groups since 1981 and continues to do so while preserving the academic and research mission of the university and maintaining campus safety and security.
- c) This policy document is intended to establish general guidelines for the use and rental of university facilities for both campus and non-campus groups.

2) Scope

- a) This policy applies to all use of university facilities for events and activities other than scheduled instruction.
- b) For purposes of this policy, "university facility" shall include all spaces under the jurisdiction of the university whether on the campus itself or at other locations.
- c) This policy excludes facilities that are managed by Auxiliaries or Enterprise Funds and operated under separate facilities use policies, procedures and fees.

3) Definitions

- a) Non-campus group: Any outside person or group that holds a function on campus. As defined in SUAM, the following types of groups may use university facilities: government agencies; nonprofit, charitable, educational or character-building organizations; and groups or individuals who will use the facility for education or non-commercial uses. Auxiliary Organizations and Student organizations not recognized by Student Life and Leadership are considered non-campus groups for purposes of these guidelines.
- b) Recognized Student Organization (RSO): Those recognized student organizations which annually register with the Student Life and Leadership (SLL) office within the division of Student Affairs. The list of Recognized Student Organization is maintained by the SLL office.

4) Priority for the Use of University Facilities

- i) Priorities for the use of university facilities shall be:
 - (1) Instruction and instructionally related uses
 - (a) Regular university instructional programs, including summer sessions.
 - (b) Broad university academic programs, including visual and performing arts, intercollegiate meets and activities, scholarly and creative activities, and other programs and administrative activities that are an integral part of the instructional program.
 - (2) Events and activities sponsored by, and under the management of, administrative departments of the university as an implementation of the academic and research mission of the university.
 - (3) Recognized Student Organizations (RSO).
 - (4) Non-campus groups.
- ii) University facilities shall not be used by non-campus groups for events or activities that are in conflict or competition with the university's academic and research mission.

- iii) Use of facilities by non-campus groups for political rallies or fundraising is also prohibited.
- iv) All university facilities shall be used in accordance with federal, state, local laws and university regulations and shall not be used for the purpose of organizing or carrying out unlawful activities.

5) Scheduling the Use of University Facilities

- a) Reservations for use or rental of campus facilities may be made by contacting the appropriate scheduling office as set forth in the Regulations for Use of San Diego State University Buildings and Grounds policy.
- b) Requests for auditoriums/classrooms and performance facilities must be received at least two (2) weeks prior to the event.
- c) Requests for athletic facilities must be received by November 1st for Spring events, April 1st for Summer events and July 1st for Fall events.
- d) The Academic Scheduling Office is responsible for identifying potential conflicts, such as when two activities are proposed for the same space or when noise or crowds from one activity would interfere with another activity in the same vicinity.

6) Facility Rates and Service Charges

- a) The Vice President for Business Affairs will establish a schedule of rental rates and other charges for the use of university facilities, staffing and equipment and associated services and shall periodically review the rate schedule and update as needed.
- b) The rate schedule shall include reimbursement of the costs of materials, upkeep and repair, custodial services and supplies needed to restore facilities to normal use, police and parking services, staffing and equipment services, change, cancellation and rush fees, and other types of assistance as needed.
- c) A schedule of facilities fees is provided in [Appendix A](#).
- d) Facilities Use Fee exemptions
 - i) Instruction and instructionally related uses:
 - (1) Regular university instructional programs, including summer sessions.
 - (2) Broad university academic programs, including visual and performing arts, intercollegiate meets and activities, scholarly and creative activities, and other programs and administrative activities that are an integral part of the instructional program.
 - ii) Events and activities sponsored by, and under the management of, administrative departments of the university as a routine implementation of the academic and research mission of the university provided that the event or activity is:
 - (1) Intended primarily for the university audience and
 - (2) No admission or registration fee is charged.
 - iii) Recognized Student Organizations (RSO) provided the meeting or activity is:
 - (1) During the regular academic year (excluding weekends, summer, and breaks) and
 - (2) No admission or registration fee is charged.
 - iv) Facilities use is subject to set-up/clean-up, staffing and equipment, parking, security, and other service charges.
- e) Reduction or waiver of facilities fees
 - i) Under circumstances where it is demonstrably in the best interests of the university, the Vice President of Business Affairs (or designee) may reasonably reduce or waive facilities fees. Such reduction or waiver shall normally be made only where the activity

supports the academic and research mission of the university by meeting one or more of the following criteria:

- (1) Enriching the professional development of faculty, staff and students
 - (2) Contributing to the development of new curricular programs and ideas
 - (3) Providing a means for students to come in contact with professionals in their areas of interest
 - (4) Providing opportunities for potential students to be exposed to the university and its community members
 - (5) Generating funds to improve campus facilities and equipment
 - (6) Contributing to university goals of lifelong learning, continuing education and community.
- f) Payment policy
- i) Payment in full must be made two weeks (14) days prior to the event or the facilities use reservation is subject to cancellation.
- g) Cancellation policy
- i) Cancellations received two weeks (14) days prior to event will be entitled to a full refund of any payment made to the university.
 - ii) Cancellations received within two weeks (14) days of the event will be entitled to a refund of any payment made to the university less a 15% service charge.

7) Facilities License Agreement

- a) Rental of university facilities that come within the provisions of this policy require that the lessee shall sign a written facilities license agreement.
- b) The license agreement shall set forth the specific requirements for insurance, liability, applicable fees and payment responsibilities, cancellation policy, indemnification provision, prohibition on assignment/subletting, and any other rules governing the agreement.
- c) Aztec Shops is the university caterer, and has exclusive rights to provide food and beverage service at all university facilities.
- d) Parking fees may be pre-arranged as part of the license agreement or licensee shall instruct event participants to park in campus metered areas.
- e) The university reserves the right to require Public Safety services which may incur costs to lessee.
- f) The right to use university facilities does not confer the right to use the university name, logo, marks or branding, or to imply university sponsorship, affiliation, connection or endorsement of an event. All license agreements for use of university facilities shall include terms to ensure that the university name is protected.
- g) All persons or groups using university facilities must abide by the Regulations for Use of San Diego State University Buildings and Grounds policy.