

## **GENERAL POLICY REGARDING THE USE OF FACILITIES**

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The SMSU makes its facilities available for use by student organizations, campus organizations and offices, and approved off-campus organizations to the maximum extent consistent with its mission. However, the SMSU reserves the right to prohibit any event that may involve potential liability, property damage, or campus/community disruption.

It is the responsibility of the scheduled entity to ensure that any activity conducted during its event will be in accordance with all pertinent SMSU and University regulations and policies, as well as any Federal, State, and local statutes.

### **RESTRICTIONS**

1. Facility users may not move or cover any light fixture in any of the facilities.
2. Under no circumstances is the user to block any door with furniture, etc. This is in violation of fire codes and could present a fire hazard.
3. Under no circumstances are candles or any other fire device allowed in any of the facilities.
4. Under no circumstances is scotch tape or tacks allowed on any surface in any of the facilities.

### **PARKING**

The California Administrative code requires campus visitors to pay for parking. Daily permits are available at the dispensers at the main entrances. To arrange for a permit in advance for sponsored guests, speak with the Scheduling Coordinator.

### **BILLING**

All on campus groups will be billed after the event. Payment in full will be required in advance for all off campus groups.

### **HOLD HARMLESS**

Individuals scheduling facilities shall indemnify and hold harmless the Santos Manuel Student Union of California State University, San Bernardino, CSUSB, The Trustees of the California State University, the state of California and all its departments, boards, commissions and its officers, employees, volunteers and agents from any and all losses and cost or damages of any kind in connection with the operation of the vendor, and from any and all claims and losses occurring or resulting to any person, firm or corporation, who may be injured or damaged by the use of equipment or materials at said event, or by actions of the vendor, organization, its agents, servants or employees.

### **CONDUCT AND RESPONSIBILITY**

Groups using facilities must restore them to their original condition

It is agreed that any charges arising from the use of the SMSU will be billed to the organization or individual indicated, but will remain the obligation of the individual until paid. This will include any theft or property damage occurring from the use of the facility under the provisions of the agreement.

For CSUSB recognized student clubs and organizations, an officer of the organization using the facilities must have the reservation confirmation in his/her possession at the time of occupancy and present it, upon request, as evidence that proper arrangements for occupancy have been made.

Off-campus groups must provide proof of insurance naming the SMSU, The University, and the state of California as additional insured with a general liability of not less than one million dollars (1,000,000.00 U.S.). A copy of the certificate of insurance with attached endorsement must be presented to the scheduling office at least one (1) week prior to the event. Insurance may be obtained by the Scheduling Coordinator.

All flyers, posters and banners in the SMSU must be approved and posted by the SMSU staff. Posting outside the SMSU area must be approved by the Office of Student Engagement.

**By signing your name, you agree to the above General Policy Regarding the Use of the Facilities:**

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