How to Make it Happen!

Planning Successful Activities and Events at California State University, Los Angeles

Information for on-campus event sponsors and co-sponsors

Office of the Vice President for Administration and Finance

Updated: April 2019
Helpful Points of Contact

Environmental Health & Safety/Risk Management
CY 244
3-3531

Facilities Services Work Control
CY 246
Work Control - 3-3440

Facilities Use Coordinator
ADM 604
Mylissa Magallanes - 3-3509

ITS Help Desk
South Palmer Wing, 1st Floor
3-6170

Parking Reservations & Welcome Center
Martha Casillas - 3-3704

Public Safety
Special Events Coordinator & Eagle Patrol
Jonathan Avalos - 3-3700

Office of Communications and Public Affairs
ADM 819
Margie Low - 3-3047

Updated: April 2019
Steps to Event Planning

Step 1

When considering dates for your event, first consult the University Facility-Use/Events Calendar on the web at http://www.calstatela.edu/univ/calendar/main/fac&op.htm.

Step 2

Contact the appropriate Facility Manager to check the availability of desired facilities and tentatively reserve the facility (See page 4 for a list of Facility Managers responsible for scheduling facilities).

Step 3

Contact the Public Affairs Office to schedule your event on the Master Calendar and for information on publicizing your event.

Step 4

Attend Facilities Use Planning Committee Meeting, if desired. Meetings generally take place on Thursdays at 10am. The Facilities Use Coordinator will schedule your attendance at the meeting. Representatives from all University Departments responsible for successful event planning will be present. These include, Public Safety, Parking, Environmental Health and Safety, Facilities Services, Public Affairs, and Academic Technology Support.

Step 5

If the event is co-sponsored with an off-campus group, the off-campus group will need to sign a Lease Agreement prepared by the Facilities Use Coordinator and provide a Certificate of Liability Insurance. The on-campus sponsor will inform the Facilities Use Coordinator who will pay for the costs associated with the event. (See page 6 for information forms).

Step 6

Provide copies of all publicity to the Public Affairs Office for approval. Fill out all necessary forms and return them to the appropriate offices.

Step 7

Ensure all details are finalized no later than two (2) weeks prior to the event.

(See last page for example of planning an event)
Facility Managers Responsible for Scheduling Facilities

**Luckman Business Manager**
Henry Harris, 3-6615
- Luckman Theater
- Street of the Arts
- Luckman Art Gallery
- Luckman Rehearsal Halls

**A&L Productions**
Elizabeth Pietrzak, 3-4132
- State Playhouse
- Music Hall
- Arena Theatre
- King Hall Dance Halls
- PE Activity Room 128
- Music Building Patio

**University-Student Union**
Reservations, Front Desk 3-2465
- USU Meeting Rooms
- USU Plaza, Outdoor events
- USU Walkway

**Housing**
Tiffany Thomas, 3-4800
- Dorm Rooms
- Housing Lounges

**Library**
- Library Access
  Matthew Prutsman, 3-3991
- Dean’s Conference Room
  Mai Tran, 3-3953
- Community Room or Room Reservations -
  http://www.calstatela.edu/library/rooms

**Athletics Facilities Coordinator, Event Manager**
Eugene Hutchinson, 3-3099
- Gymnasium
- Stadium
- Reeder Field (Baseball Field)
- All-Purpose Field
- North Field (Softball Field)
- Tennis Courts

**Department of Kinesiology and Physical Education**
(must be contacted in addition for all athletic facilities)
- Swimming Pool - Griselda Arellanes, 3-4650
- PE Activity Rooms 123 & 134 – Steve Gonzalez, 3-4656

**Facilities Use Coordinator**
Mylissa Magallanes, 3-3509
- Main Walkway
- Greenlee Plaza
- King Hall Courtyard
- Salazar Hall Courtyard

**Golden Eagle Building/Bookstore**
- Banquet Rooms - Amanda Tapia, 3-6770
- Cafeteria/Bookstore - Elaine Reed 3-5392

**New Student and Parent Programs**
Christopher Johnson – 3-3195
- Campus Tours

**University Scheduling Office**
3-3860
- Classroom Reservations
- Academic Scheduling
Financial Aspects

On-campus event sponsors are required to pay for all labor costs associated with the event. On-campus groups co-sponsoring events will decide how the costs will be split between the on-campus and off-campus groups. Labor costs may include the following:

- **Police Officer Labor** *
  Public Safety will assess the number of officers needed to ensure a safe event. Type of event, estimated attendance, alcohol service, and cash handling are some of the issues considered.

- **Facilities Services Labor** *
  Facilities Services will assess the number of custodians, ground workers, and/or trades workers needed to set-up, maintain a clean facility, and clean-up after the event. Set-up requirements, amount/type of equipment rented, estimated attendance and food service are some of the issues considered.

- **Facility Manager Labor** - $28.00/hr
  If your event does not require police or a facilities services worker, but you need to have a building unlocked, lights turned on, etc., you can hire a facility manager. Contact the Facilities Use Coordinator to make arrangements.

- **Parking** - $10.00/space (pre-purchased permit, assigned lot), $8.00 per day for self-serve parking, $32.00/bus
  Parking regulations are enforced 24 hours a day, including weekends and holidays. You may purchase pre-paid parking passes for your event at $10 per permit or your guests may purchase daily permits using the permit dispensing machines in one of the student parking lots. Parking Waiver request forms must be submitted to Parking Reservations.

*Labor needs will be determined by respective departments and invoiced to organization.
Co-Sponsored Events

A co-sponsored event is an event initiated and coordinated by a University Department and is co-sponsored by an off-campus group or organization. The following section outlines the policies for co-sponsored events.

- The on-campus sponsor reserves the desired facilities through the appropriate Facility Manager.
- Rent, MUR & Facilities Use Coordinator Administrative Fee will not be charged.
- The on-campus sponsor must attend the Facilities Use Planning meeting.
- The on-campus sponsor will be the liaison between the off-campus sponsor and other campus departments (i.e. Police, Parking, Facilities, EH&S).
- The on-campus sponsor fills out the necessary paperwork (Facilities Work Requests, Public Safety Work Requests, ensure Temporary Food Permits are filled out and approved, etc.).
- The on-campus sponsor will provide the Facilities Use Coordinator with the necessary information to prepare the lease agreement to be signed by the off-campus sponsor.
- The on-campus sponsor will ensure that the off-campus sponsor has signed the lease agreement and provided the proper Certificate of Liability Insurance. Both of these documents must be submitted to the Facilities Use Coordinator.

Payment
After the event, the actual labor costs will be calculated. The on-campus sponsor will be billed via the chargeback system for the portion of event costs they have agreed to pay. The Facilities Use Coordinator will invoice the off-campus sponsor for the portion of the costs they have agreed to pay.

Insurance
The University requires a Certificate of Liability Insurance with the University listed as Additional Insured from the off-campus co-sponsor. Limits of liability must be:

- General Liability: comprehensive or commercial form minimum limits each occurrence $1,000,000, General Aggregate $2,000,000.
- Employer Liability: $1,000,000.
- Business Automobile Liability, if applicable: minimum limits for Owned, Scheduled, Non-Owned, or Hired Automobiles with a combined single limit of not less than $1,000,000 per occurrence.

Such coverage shall be evidenced by Certificate of Insurance stating specifically: "The State of California, the Trustees of the California State University, California State University, Los Angeles, and all of their officers, agents, employees, and volunteers and agents of each of them are Additional Insured as respects to the operations of the Named Insured. Coverage may not be canceled or reduced, or altered in for, without thirty days' prior written notice to the University by the Insurer." Evidence of insurance must be provided to the CAMPUS before the signing of this Agreement. Coverage must be primary as respects the Additional Insured, and such policy shall provide for Severability of Interest.

Proof of worker’s compensation insurance must be indicated for it’s employed personnel, as required by California Law. Certificate of Liability must provide Acceptability of Insurers rating, AM Best – AVII or equivalent unless otherwise agreed to by the University.
On-Campus Planning’ Example:

**Event Date:** May 15th

**Desired locations:**
1) Gymnasium and PE Activity Rooms
2) Main walkway, outside PE

**Step 1:** Consult with University Facility-Use/Events Calendar at [http://www.calstatela.edu/univ/calendar/main/fac&op.htm](http://www.calstatela.edu/univ/calendar/main/fac&op.htm).

**Step 2:** Contact the appropriate Facility Manager to check availability of desired facilities:

**Location 1: Gymnasium & PE Activity Rooms**
1. Contact Eugene Hutchinson, 3-3099, for availability and approval.
2. Contact Steve Gonzalez, 3-4656, to ensure there are no conflicting events.

**Location 2: Main Walkway, outside PE**
1. Contact Mylissa Magallanes, 3-3509, for availability and approval.

**Step 3:** Contact the Public Affairs Office to schedule your event on the Master Calendar and for information on publicizing your event.

**Step 4:** Attend Facilities Use Planning Committee Meeting, if desired. Meetings generally take place on Thursdays at 10am.

**Step 5:** If the event is co-sponsored with an off-campus group, the off-campus group will need to sign a Lease Agreement prepared by the Facilities Use Coordinator and provide a Certificate of Liability Insurance. The on-campus sponsor will inform the Facilities Use Coordinator who will pay for the costs associated with the event.

**Step 6:** Provide copies of all publicity to the Public Affairs Office for approval. Fill out all necessary forms and return them to the appropriate offices.