

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
USE OF UNIVERSITY PROPERTY AND TIME, PLACE AND MANNER REGULATIONS

POLICY NUMBER: Interim Policy
DATE ISSUE: September 18, 2019
VOLUME: Policy and Procedure
TITLE: Use of University Property and Time, Place and Manner Regulations
LOCATION:

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Use of University Property, and Time, Place and Manner Regulations

INTRODUCTION

This policy governs the use of California State University, Bakersfield (herein referred to as University or CSUB) property, including all land, buildings, facilities, other grounds or structures, and any item in possession of or owned, used, maintained or controlled by the University or designated by the University as subject to this policy (herein referred to collectively as University property), and the rights, privileges, and responsibilities of persons and groups using University property. In order to support and achieve its educational mission, the University has an obligation to maintain an environment in which the business of the University can be conducted without disruption, imperil public safety, or obstruct or damage University facilities, all in accordance with the highest standards of institutional integrity, academic freedom, freedom of expression, and recognition of the rights, privileges and responsibilities of University community members and the public.

This policy addresses rights, privileges and responsibilities, and applies to all users of University property, including students, recognized student organizations, affiliated organizations, campus organizations, non-affiliated organizations, University faculty, University staff, auxiliary organizations and their employees, and all third party individuals, groups and members of the public, including commercial vendors or solicitors insofar as they wish to use University property for free speech events. This policy concerns the use of University property for major events, non-commercial transactions and non-commercial solicitations, commercial transactions and commercial solicitations, freedom of expression activities, electronic communications for purposes of individual or collective free expression, amplified sound for purposes of individual or collective free expression, and the display or distribution of published materials, including posting, signage and chalking, distribution of handbills, circulars and flyers, and political activity by state employees ([reference Employee Handbook – linked here](#)). In addition, this policy addresses potential impacts of free speech activities on residential communities, on and off campus.

This policy also sets forth reasonable time, place, and manner regulations regarding the use of University property to ensure that individuals and groups exercising their legitimate rights do not disrupt the educational process or other operations of the University, infringe on the rights of others, imperil public safety, obstruct or damage University facilities, or engage in unlawful acts, including but not limited to defamation, terrorist threats, false advertising, or the promotion or incitement of actual or imminent violence or harm. This policy and its implementing procedures is intended to supersede any other University policy, guideline, regulation, or procedure, or part thereof, that is inconsistent with the language or principles identified herein or that is not

expressly cited or linked to herein. These other University policies, guidelines, regulations, and procedures intended to be superseded include, but are not limited to:

1. ADA Accommodations for University Events;
2. Alcohol Beverage Use on Campus;
3. Catering Procedures;
4. CSUB University Wide Events Procedure;
5. Fundraising Policy and Procedure;
6. Insurance for University Non-Instructional Events;
7. Interim Policy on Time, Place, and Manner of Free Expression;
8. Scheduling CSUB Events Off-Campus;
9. Scheduling University Facilities for Non-Instructional Events;
10. University Facility Policies

The use of University property not authorized in this policy or pursuant to other University policies, procedures or written agreements is prohibited. All persons using University property must abide by University policies and the law.

The University seeks to foster and sustain a forum for the free and orderly exchange of ideas, values and opinions, recognizing that individuals grow and learn when confronted with differing views, alternative ways of thinking, and conflicting values. The search for knowledge requires the freedom to speak openly about concerns and issues. All members of the University community and the public are free to lawfully exercise their right to freedom of expression on University property consistent with this policy.

The University is required to provide reasonable accommodations for individuals with disabilities to participate in University sponsored events. Activities hosted by non-affiliated organizations and third parties taking place at CSUB are required to provide accommodations for individuals with disabilities to participate. This policy requires all recognized student organizations, affiliated organizations, campus organizations, non-affiliated organizations, University faculty, University staff, auxiliary organizations and their employees, and all third party individuals, groups and members of the public, including commercial vendors or solicitors hosting events at CSUB to communicate and prepare for requested reasonable accommodations. The University reserves the right to determine reasonable accommodations. Access to University events, activities, and programs for individuals with disabilities is required by the Americans with Disabilities Act of 1990; Section 504 of the Federal Rehabilitation Act of 1973; other federal and state law; and “California State University Policy for the Provision of Accommodations and Support Services to Students with Disabilities,” as described in coded memorandum AA 2009-27 and any successor or related documents and California State University policy, regulation, or executive order.

PURPOSE OF POLICY

The purpose of this policy is to facilitate the effective use and enjoyment of the University’s property as an educational institution. Orderly procedures are necessary to promote the use of University property, to conserve and protect University property, to prevent interference with or

disruption of University sanctioned business, operations and/or activities, to avoid imperiling public safety, and to protect the rights of those using University property.

The University is committed to free expression as essential to its educational mission. The University is also committed to enabling recognized student organizations, affiliated organizations, campus organizations, non-affiliated organizations, University faculty, University staff, auxiliary organizations and their employees, and all third party individuals, groups and members of the public, including commercial vendors or solicitors, in hosting a variety of activities on campus to supplement and enrich the educational experience.

The University recognizes, however, that some activities may disrupt the orderly operation of the University and/or can raise significant security or safety concerns. To ensure the safety of the University and the campus community while protecting First Amendment rights of those who wish to participate in activities hosted on University property, the University will enforce this policy. **All criteria for assessing activities shall be applied in a viewpoint neutral manner.** Activities on University property may require additional security measures.

CSU STATEMENT ON FREEDOM OF EXPRESSION

Freedom of expression is a cornerstone of a democratic society and is essential to the educational process. Universities have a special obligation not only to tolerate, but also to encourage and support, the free expression of ideas, values, and opinions, even where they may be unpopular or controversial. The University accepts and embraces this obligation, recognizing that such expression may take a variety of forms, such as speeches, signs, written materials, public assemblies, parades, demonstrations, and artistic representation, and may express ideas that conflict with the University's mission and values.

At the same time, the exercise of freedom of expression and assembly must comply with all applicable federal and state laws and University policy. Speech activity not protected by the First Amendment to the U.S. Constitution or by this policy includes but is not limited to true terrorist threats and the promotion of actual or imminent physical violence or bodily harm. Acknowledging the central role, the unfettered exchange of information and ideas plays in learning and in a free society, the University shall ensure that everyone is afforded wide latitude in exercising their constitutionally protected right of free expression. Freedom of expression, however, is not an absolute right. It coexists with other rights and the need for public order and safety.

Not every act that may be offensive or insulting is a basis for limiting free expression. Harassing speech, for example, is not protected or permitted under this policy when it is criminal or so severe, pervasive, and subjectively and objectively offensive, and so undermines and detracts from the victims' educational experience, that the victims are effectively denied equal access to the University's resources and opportunities. Freedom of expression coexists with other rights and the need for public order and safety. Illegal speech activity not protected by the First Amendment to the U.S. Constitution or by this Policy includes defamation, terrorist threats, false advertising, or the promotion of actual or imminent violence or harm.

At the same time, all members of the University community should recognize that the way they choose to express themselves has consequences and that freedom of expression includes a responsibility to acknowledge and respect the right of others to express differing opinions.

AUTHORITY

This policy is promulgated under the authority of Title 5 of the California Code of Regulations section 41301, 42350 *et seq.*, and 42402, California Education Code sections 66600, 66606, 89030, 89031, and 89035, California Penal Code sections 148, 185, 407, 409, 415.5, 602.1, 626.4, 626.6, 626.9, 626.10, and 647c, state and federal law, and the directives, resolutions, standing orders, and Executive Orders of the Board of Trustees and Chancellor of the California State University, and the President of California State University, Bakersfield.

SCOPE OF THIS POLICY

Reasonable time, place and manner restrictions on the use of University property and public forums are permissible, provided that they are carefully designed to:

1. Coordinate the appropriate use of a particular location for speech activities, remain viewpoint neutral, and not to prohibit particular forms of expression;
2. Serve a government interest and are not more extensive than necessary to serve that interest; and
3. Leave open ample alternative channels for communication of the information. They must be clear, and specific enough to place the public on notice as to what is authorized and what is forbidden.
4. The activity must be conducted in a lawful manner and scheduled in advance to address matters such as not unreasonably interfering with or disrupting instructional programs or University operations.

This policy operates in conjunction with specific deadlines, policies and regulations for each campus facility, as well as the [University's Event Planning Resource Guide](#) which is found at the end of the policy. Facility reservation deadlines and other procedural details may vary among University facilities. Therefore, the Facility Scheduler of the requested venue must be consulted before the activity to obtain and follow the specific details concerning reservation, obtain permission to use the desired facility, and follow the procedures applicable to the reservation and use of the specific facility. Any event or activity must obtain approval through the [University's event registration and approval process](#). Use of University property may be subject to fees and/or require liability insurance and/or an indemnity agreement. Where this is the case, persons or groups granted the use of University property are responsible for reimbursing the University or its auxiliaries. Such users also assume responsibility for all damage they cause to University property. Failure to reimburse the University for use charges or for damage to property may jeopardize future access to and/or use of University property.

This policy applies to all activities as defined herein, including events, off-campus events, and major events as defined herein.

Popular locations for freedom of expression activities have traditionally been designated as the Runner Park Lawn Area (adjacent to the Cafe Quad), Classroom Building Quad (south of Classroom Building) and Icardo Center Lawn between the University Police Department and the Icardo Center. It should be noted that on occasion all or some portion of these areas may have been reserved in advance. In such cases, the individuals or groups having initially reserved those spaces will be deemed to have priority, and other individuals or groups may be referred to another available outdoor space.

Other outdoor spaces on campus may be used as public gathering spaces for events and activities. Use of University Scheduling protocols is encouraged in all cases for outdoor spaces, to facilitate coordination with other events and among potential campus service providers. Where amplified sound, equipment or commercialism are involved, use of University scheduling protocols is required.

All indoor facilities and certain campus outdoor spaces must be reserved in advance.

This policy applies to all users of University property and attendees of University activities covered by this policy, including students, recognized student organizations, affiliated organizations, campus organizations, non-affiliated organizations, University faculty, University staff, auxiliary organizations and their employees, and all third party individuals, groups and members of the public, including commercial vendors or solicitors. This policy concerns the use of University property for major events, non-commercial transactions and non-commercial solicitations, commercial transactions and commercial solicitations, freedom of expression activities, electronic communications for purposes of individual or collective free expression, amplified sound for purposes of individual or collective free expression, and display or distribution of published materials, including posting, signage and chalking, distribution of handbills, circulars and flyers. In addition, this policy addresses potential impacts of free speech activities on residential communities, on and off campus. Use of University property is contingent upon all such individuals and entities assuming responsibility for observing the following requirements in addition to conforming with the other requirements of this policy:

1. The activity must be conducted in a lawful manner;
2. The activity must not interfere with or disrupt University sanctioned business and operations, including commencement ceremonies and exams;
3. The activity must not obstruct the free flow of pedestrian and vehicular traffic or obstruct the entrances or exits of buildings or the line of vision to vehicular or pedestrian traffic;
4. The activity must be conducted in conformance with all applicable laws, any applicable regulations set forth by the State Fire Marshal, as well as University policies, procedures, and regulations including the [CSU Student Code of Conduct, linked here](#);
5. The activity must not unlawfully harass or intimidate persons in the immediate area of the activity;
6. The activity must not employ sound amplification that results in unreasonable noise disruptive of University classes, library or classroom study and research, or routine University sanctioned business or operations;
7. The activity must abide by University's policy and procedure for alcohol possession, consumption or sale;

8. Activities of non-affiliated organizations requiring the use of University facilities or equipment or that are for a commercial solicitation or transaction must be registered with and receive approval from the University's Office of Events prior to the start of the activities, and must conform to this policy. Persons wishing to engage in authorized commercial solicitation may be granted permission (maximum of five (5) business days per academic semester) if the proposed activity is conducted in accordance with this policy, unless such solicitation would be in violation of law. The time, place, and manner regulations and the permit approval process for commercial solicitations do not apply to authorized fundraising activities of recognized student organizations. A recognized student organization's on-campus advisor is responsible for oversight of the organization's fundraising activities and ensuring that appropriate University approvals are obtained;
9. All free speech activities hosted by CSUB faculty, staff, students, departments, recognized student organizations, auxiliary organizations, affiliated organizations, campus organizations, or individuals utilizing University property for a CSUB sponsored or affiliated activity are required without exception to be requested and approved in the CSUB event reservation system;
10. CSUB Office of Events and department schedulers are responsible for coordinating the scheduling of facilities for activities required of the University;
11. The scheduling of academic classes and classroom use is handled by the Office of Academic Operations and Support;
12. The University Police Department (UPD) will review and/or approve all use of University property for activities covered by this policy, including activities officially sponsored or endorsed by the University, and determine the security needs based on the public safety needs of the University and property immediately surrounding University property and the activity.

Each activity will be considered on a case-by-case basis to determine appropriate staffing and other security and safety measures based on content and viewpoint neutral factors and objective and credible evidence of specific risks (including, as appropriate, the activity's proposed location, estimated number of participants [whether open to the public, or by invitation or ticket], time of day, date and day of week, duration, proximity to other activities that may lessen the effectiveness of the security measures, the resources needed to secure the activity, anticipated weather conditions, parking and transportation needs, and any additional viewpoint and content neutral considerations relevant to the assessment of security needs), and not on assessment of the viewpoints, opinions, or anticipated expression of speakers, sponsors, participants, community, or performers.

UPD will make security recommendations that, in UPD's professional judgment, will address security threats identified as a result of the evaluation. The goals of UPD's security recommendations will be to:

- a. Minimize risks to the health and safety of the event participants, audience, and campus community;
- b. Minimize risks and physical damage to the campus and surrounding community;
- c. Maximize the ability of the event sponsors to successfully hold the event; and
- d. Protect the exercise of rights of free expression by all participants and the public.

Recommended security measures may include, but are not limited to, adjusting the venue, date, and/or time of the activity; providing additional law enforcement or security; imposing controls or security checkpoints; and creating buffer zones around the venue. The University reserves the right to charge fees for security and other expenses related to facilities use on a content and viewpoint neutral basis.

If UPD determines the activity has substantial security needs, the host organization must schedule a pre-event security assessment meeting with UPD no later than six weeks prior to the date of activity. The meeting may include, but is not limited to, the following: a representative from the President's Office; the facility scheduler or designee, as applicable; a staff member from Student Affairs; a representative from the office of Safety, Risk and Sustainability; a representative from Facilities Management; and one or more student organization signatories and other representatives from the sponsoring organization. Individuals serving as first contacts or signatories will be made known to UPD at this time and will be present at meetings and available for consultation throughout the event planning period. UPD will discuss security concerns and recommendations at the security assessment meeting, and meeting participants will discuss options for addressing security needs that UPD has identified. If UPD determines that, because of new information, it has received or changing circumstances, its security assessment must be modified, it will schedule additional meetings or communications with the activity sponsors, University stakeholders, and other appropriate individuals to discuss its revised recommendations.

Should the activity sponsors and UPD be unable to agree on implementation of security measures or recommendations, the activity sponsor may submit an appeal to the University President or designee for final determination. The University President or designee may determine the security measures required for the activity based on UPD's security assessment. The goals of that determination will be to:

- a. Minimize any identified threat to health and safety of the event participants, audience and campus community;
- b. Minimize risks and physical damage to the campus and surrounding community;
- c. Maximize the ability of the sponsors to successfully hold the activity; and
- d. Protect the exercise of rights of free expression by the sponsors, participants, and community.

Implemented security measures may include, but are not limited to, adjusting the venue, date, and time of the activity; providing additional law enforcement or security presence; imposing controls or security checkpoints; and creating buffer zones around the venue. The University President or designee will provide the activity sponsor with a written explanation of the reasons for the final decision.

If during an activity an imminent threat to safety or property arises, avoidance or minimization of which requires termination of the activity, authority to terminate the activity rests with the University Chief of Police or assigned designee or most senior law enforcement operations personnel assigned to the event.

UPD will assess security needs based on objective and credible evidence of specific risks, and not on assessment of the viewpoints, opinions, or anticipated expression of event speakers, sponsors, participants, community, or performers. UPD is responsible for determining and providing the appropriate event security, not the event host.

The event sponsors must agree to reimburse costs of basic security provided by UPD. Security fees will be based on standard, approved, and published recharge rates for UPD or other security personnel and for any associated equipment costs or rentals. The number of personnel and amount and type of equipment charged will be based on assessment including but not limited to the following criteria:

- a. Event venue, including venue size, location, number of entrances and exits to be staffed;
- b. Time of day;
- c. Number of expected attendees;
- d. Whether entrances will be controlled and whether tickets will be sold;
- e. Whether the event will be open and/or advertised to non-affiliates of the University;
- f. Whether the event will be restricted to invited guests only and/or will be ticketed;
- g. Whether alcohol will be served;
- h. Whether there will be sales of food, beverages, or other items and whether cash handling will occur;
- i. Whether event performers come with personal security teams or details that require UPD liaison;
- j. Whether event sponsors or event performers request additional security measures;
- k. Whether vehicles, equipment, or items of value will be brought onto campus requiring security; and
- l. Whether parking and traffic control will be required for the event.

Security fees will not be charged to event sponsors based on concerns that the subject matter of the event or viewpoints, opinions, or anticipated expression of the sponsors, event performers, or others participating in the event might provoke disturbances or incur costs to respond to such disturbances.

13. The Safety, Risk and Sustainability Department (SRS) must sign off on all use of University facilities by non-affiliated, non-University, non-auxiliary organizations or third-party individuals or organizations. The University reserves the right to require security, performance, and/or liability bonds, and require the external organization or persons to provide its/their own liability and other insurance naming the Trustees of the California State University as additionally insured for any public event to be held on University property. The University reserves the right for SRS to review activities using University property by persons or entities other than external organizations or persons to assess risk and liability for final approval based on objective and credible evidence of specific risks, and not on assessment of the viewpoints, opinions, or anticipated expression of speakers, sponsors, participants, community, or performers; and
14. The President or appropriate President's Cabinet Officer must approve all use of campus facilities by affiliated and non-affiliated organizations. Cabinet approval may be required

for specific campus activities per University policy.

15. Event sponsors are encouraged to consult with the appropriate University contact at the earliest possible time if they have any question whether their event may be classified as a Major Event. Any determination by authorized campus officials that an event constitutes a Major Event shall be based on the officials' assessment of information other than the content or viewpoints anticipated to be expressed during the event. The University reserves the right to classify any proposed event a Major Event. Major Events that are scheduled, organized, or supervised by recognized student organizations and non-departmental users or over which those users have authority to decide whether to hold the event or to determine the scope of the event. For purposes of this Policy, supervision is defined as direct, onsite responsibility for the event. Groups should schedule and register major events at least eight weeks or more prior to the major event, including the following requirements:
 - a. Meeting with UPD per paragraph 12 above;
 - b. Submit all publicity materials to the assigned administrators, including but not limited to University Advancement, UPD, and the Vice President of Student Affairs, prior to publication and at least two weeks prior to the event. The University will review publicity materials to verify that event details (such as date, time, and location) are accurate and will do so on a content and viewpoint neutral basis;
 - c. Secure event insurance, consistent with this policy and its procedures;
 - d. Comply with event timelines on the day of the event;
 - e. Major Events must end at the time determined by University administration based on the UPD security assessment, or as prescribed by University policies. Failure to follow these timelines could result in the cancelation or rescheduling of the event to properly accommodate safety and security; and
 - f. Events scheduled, organized, and supervised by campus academic and administrative departments for instructionally related purposes are not subject to this section of the Policy related to Major Events. Only University employees acting in the course and scope of their University employment may supervise a departmental event. To the degree an academic or administrative department co-sponsors a Major Event with a non-departmental user or authorizes use of facilities under its control for events sponsored by a non-departmental user, the requirements of this Major Events section of the Policy will apply, including the requirement to reimburse security and other costs incurred by the University.
16. Assemblies, Marches and Demonstrations. To address public safety issues (routes of march, necessary public safety staffing, disruption of campus academic programs and other events etc.), groups contemplating holding public assemblies, marches or demonstrations are strongly encouraged to notify UPD at least 24 hours in advance of the event. In addition, to avoid conflicts with other scheduled University events, reserve other necessary support services, and ensure event success, organizers of public assemblies, marches or demonstrations are also strongly encouraged to utilize University scheduling protocols. Where facilities or equipment are required or commercial activity is involved, formal scheduling protocols must be followed. The University President has delegated oversight of campus demonstrations to the Chief of Police, to ensure protection of freedom of expression and constitutional rights, participant safety, and if needed to

implement dispersal procedures only when participants have exceeded their constitutional rights, engaged in unlawful assembly or conduct, or exceeded the general limitations of this policy.

17. Off-Campus speech by State employees. The University recognizes that employees, unless they have been identified as official spokespersons, do not in any way represent the official position of the University or of The California State University system when expressing their personal ideas and opinions about matters of public interest.
18. Political Activity in Election Campaigns by State Employees. Generally, under state law, state employees have the same rights as other citizens to engage in political activities, except that state law places the following limits on state employees' participation in election campaigns:
 - a. Employees shall not solicit political funds or contributions from co-workers (other than requests for political contributions sent to a significant segment of the public that may include employees);
 - b. An employee who holds or is seeking election or appointment to any political office shall not use that position to influence any University-related personnel matter; and
 - c. Employees may not use or permit others to use state resources to support or oppose a ballot proposition or a political candidate. Examples of prohibited activity include making telephone calls, writing letters, and sending e-mail messages using University resources or during working hours.

APPROVED AND PRIORITY USES OF UNIVERSITY PROPERTY, FACILITIES AND SERVICES

Priority for the use of University property will be given to academic and administrative departments of the University for use in furtherance of the University's educational mission. Subject to the requirements of this policy, and to campus policies applicable to specific facilities, campus facilities may be made available for use by external organizations provided those facilities are not needed by the University at that time and use by the external organizations does not interfere with or disrupt University sanctioned business, operations, and/or activities. Please see procedures section for further details.

CSUB is a Smoke and Tobacco Free campus. This is issued pursuant to Title 5, California Code of Regulations, Sections 42356, Government Code 7597.1, and standing orders of the Board of Trustees. Any use of cigarettes, pipes, cigars, and other "smoke" emanating products including e-cigarettes, vapor devices and other like products are prohibited on all university properties.

The possession, consumption or sale of alcoholic beverages on California State University Bakersfield property is prohibited unless approved by the President of the campus or his/her designee, the Chief of Police and designated Cabinet Officer(s). Consumable alcohol allowed on campus includes beer, wine and, in certain situations, distilled spirits. The University reserves the right to grant approval or disapproval of alcohol use on any University property. Written approval from the campus President or designee is required prior to the use of alcohol on University property through the alcohol approval process. The possession, consumption or sale

of alcoholic beverages is prohibited at student-sponsored activities. Generally, use of University property, facilities and services that may be scheduled for activities is limited to the following purposes and will normally be granted in the following order of precedence:

1. University Instruction: Classes that are part of the regular and recurring instructional activities of a University school or department, which support the delivery of academic programs;
2. University Instructional Support: Instructionally related activities, meetings, and programs such as music, theater, journalism, and intercollegiate athletics that support class offerings or academic programs; courses that are part of the authorized Extended University Education program;
3. Research and Consultant Activities: Programs that are research-oriented in nature which contribute to the professional or educational development of students, faculty, staff, and consultant activities that have been approved by the University;
4. Educational and Co-Curricular Activities Sponsored by CSUB Faculty, Staff, or Recognized Student Organizations: Activities concerned with the professional, cultural, recreational, educational, informational, or entertainment aspects of University life;
5. Meetings of Groups Sponsored by or Related to the University: Examples include meetings called by state agencies; by professional organizations of faculty, students, recognized student organizations, or staff; by University-related organizations; county and city school district-sponsored meetings; or meetings of federal, state, and local government organizations;
6. Other Uses: Use of facilities for programs consistent with the educational mission of the University may be granted to those agencies and organizations with whom the University is authorized to make lease or licensing agreements.
7. Commercial Uses: Use of facilities for commercial purposes is prohibited unless prior written permission has been obtained, on an exceptional basis, from the University President or designee.

PROHIBITED USES OF UNIVERSITY FACILITIES, PROPERTY AND SERVICES

1. No person on University property or at University functions may:
 - a. promote an unlawful end, such as promoting actual violence or bodily or property harm, terrorist threats, defamation, and false advertising;
 - b. engage in physical abuse including but not limited to sexual assault, sex offenses, sexual misconduct, and other physical assault; threats of violence; or other conduct that threatens the physical health and safety of any person;
 - c. exhibit unlawful disorderly or lewd conduct;
 - d. participate in a disturbance of the peace or unlawful assembly;
 - e. unlawfully manufacture, distribute, dispense, possess, use, or sell, or attempt to unlawfully manufacture, distribute, dispense, possess, use, or sell controlled substances, identified in federal or state law or regulations;
 - f. possess, use, store, or manufacture explosives, including, but not limited to smoke bombs, nerve agents/mace, fireworks or other destructive devices;

- g. possess, use, or carry an open flame of any kind, except as authorized by University officials;
 - h. possess, use, or carry equipment or supplies intended for war, war games, battle, and/or to inflict physical violence including but not limited to any length of lumber, sticks, rods, pipes, shields, helmets, body armor, or any object that could be used as a weapon or shield, as determined by the Chief of University Police Department or his/her designee;
 - i. engage in the theft of, conversion of, destruction of, or damage to any property of the University, or any property of others while on University premises, or possession of any property when the individual had knowledge or reasonably should have had knowledge that it was stolen;
 - j. fail to identify oneself and/or comply with the directions of a University official or other public official acting in the performance of his or her duties while on University property or at official University functions; or resisting or obstructing such University or other public officials in the performance of or the attempt to perform their duties;
 - k. climb up or rappel down any tree, building, or structure on University property;
 - l. participate in indecent exposure or public nudity on University property, except for specifically designated “changing areas/locker rooms” of campus gymnasiums and recreation facilities. This prohibition does not apply to visual or performing arts productions, or academic programs or classes scheduled or sponsored by campus academic units or departments as determined by the departmental chair or unit director.
2. No person, while on University property, shall possess, carry or have control of or manufacture any firearm, whether loaded or not, unless it is with the written permission of the University President, in consultation with the Chief of University Police. Exceptions are sworn peace officers of the State of California, full-time paid peace officers of another state or the federal government who are carrying out official duties while in California, and where otherwise provided or exempted by the California Penal Code. Reference “The Gun-Free School Zone Act” California Penal Code 626.9. Weapons are prohibited on campus by California Penal Code 626.10, which generally prohibits persons, while on University property, from possessing, carrying or having control of any weapon defined as:
- a. any knife that has a fixed blade longer than 2.5 inches;
 - b. any dirk, dagger or ice pick;
 - c. any razor with an unguarded blade without being at the direction of a faculty member for use in a University-sponsored activity or class or without being for a lawful purpose within the scope of the person’s employment; and
 - d. stun gun.
3. Without specific written permission from the University President designee, which is hereby the Chief of Police, it is prohibited on University property or areas under the control of the University to engage in, participate in, or assist participants in any game which involves the ambushing, lying-in-wait for, or following another person by means of stealth; or to participate or assist in the participation in any game which would involve the firing of any device as defined in the preceding paragraph. The wearing of masks, false whiskers, or any personal disguise is prohibited when it is done for the purpose of

evading or escaping discovery, recognition, or identification in the commission of any public offense, or for the purpose of concealment, flight, or escape, when charged with, arrested for, or convicted of, any public offense.

4. It is prohibited on University property or areas under the control of the University to shoot any arrow or similar missile, and/or to permit any arrow or similar missile to be shot on University property, except as part of a University course of study or official University sponsored activity. As part of a University sponsored activity or course of study, the Chief of Police and Safety, Risk and Sustainability must approve any such shooting in writing prior to any occurrence.
5. No Unmanned Aircraft System (UAS), also known as a drone, may be flown from, on or around University property or areas under control of the University unless in compliance with all federal regulations and after receiving express written approval of the University regarding the launching and landing site for the UAS per CSUB's ["Policy on the Use of Small Unmanned Aircraft Systems" \(sUAS\), linked here.](#)
6. Use of University facilities for commercial purposes is prohibited without prior approval from the University President or designee. In order to facilitate safety and floor maintenance, individuals with bare feet are prohibited from entering University buildings, with the exception of appropriately designated areas of University housing facilities, athletics, physical education and recreation facilities, or for religious or medical purposes.
7. Camping on University property or areas under control of the University, or living in privately owned, temporary lodging parked or erected on University property is generally prohibited. In unusual circumstances exceptions are permitted with the written permission of the President or designee;
8. Erection of any structure (whether temporary or permanent) on University property or areas under the control of the University must be approved through the event registration and approval process and may be inspected and approved by Safety, Risk and Sustainability for the safety of all participants and by-standers. For purposes of this paragraph, the term "structure" includes tents, shade tents, tables and chairs.
9. Pets will be allowed on campus only when on a leash and accompanied by their owner. No animals, except when being used for official University instructional purposes, police purposes, authorized Service or Assistance Animals, will be permitted inside campus buildings and facilities without prior written approval of the University. Animal waste must be picked up and disposed of properly. Police canine are permitted to be on University campus as directed by the Chief of University Police.

USE OF UNIVERSITY NAME, TRADEMARKS, BRANDING OR LOGOS

Only affiliated organizations and an organization with written University approval may use the name of California State University, Bakersfield, CSU Bakersfield, CSUB, or abbreviations thereof as part of its name. Other terms, such as "campus" or "CSUB campus," may be used by a recognized student organization as part of its name.

Absent written approval to the contrary, activities conducted by a recognized student organization or by others must not be advertised or promoted in such a way as to suggest that the function is sponsored or endorsed by the University, particularly through the misuse of the University name, trademarks, branding or logos. This is especially true for off-campus activities

or events conducted by or engaged in by the organization as a whole or by individual members of the organization. Additional information about the University name, trademarks, branding and logos is available in the [CSUB Identity Standards Manual – Visual System and Writing Guidelines, linked here](#).

POSTING OF MATERIALS, CHALKING AND DISTRIBUTION OF MATERIALS

Posting signs, posters, and flyers (collectively, signage) on campus must be performed in conformance with this policy and its implementing procedures. All signage must clearly identify the date of posting. To aid the University in maintaining an uncluttered and attractive campus, the organization or persons responsible for the posting shall identify themselves and provide contact information on the signage. All signage without this information will be removed. Either the organization or personal responsible for placing signage shall be responsible for its removal no later than two weeks after its posting. The approved locations for posting of signage are in the implementing procedures of this policy. Signage may also be removed when damaged, displaced or weathered so that it is no longer legible.

In general, the University does not encourage chalking as a method of communication, due to the negative environmental and resource impact associated with it. Removal of the chalk wastes water and runs the risk of introducing pollutants into the natural storm drains. For these reasons, the University encourages members of the campus community to use other, more environmentally friendly modes of expression. Requests to communicate via chalking will be considered only by the responsible person or entity submitting the request, and must comply with the procedures implementing this policy.

Distribution of handbills, circulars or flyers must be conducted in a manner that that does not violate federal or state laws, interfere with classes or the routine operation of the University, and interfere with pedestrian or vehicular traffic to create a public safety risk, which includes all University parking lots, roadways and athletic venues.

Failure to comply with the posting, chalking and distribution provisions of this policy and related procedures may result in loss of posting, chalking and/or distribution privileges and/or removal of the signage without notification.

WITHHOLDING OR WITHDRAWAL OF APPROVAL

Approval for activities encompassed by this policy may be withheld or withdrawn where determined by the University President's designee, which is the Vice President for Business & Administration, in consultation with the Vice President for Student Affairs, in cases involving students; in consultation with the Provost and Vice President for Academic Affairs, in cases involving faculty; or in consultation with the Vice President for University Advancement in cases involving external organizations and alumni, and must be consistent with federal or state law, existing University policies, the orderly conduct of University business, the preservation of public safety, maintenance of University property, and the free flow of pedestrian and vehicular traffic.

VIOLATIONS

Violations of this policy is subject to intervention by the University and/or law enforcement officials. In the event of an alleged or perceived violation, those persons and entities responsible will be asked to comply with the applicable regulations by the appropriate campus authority, except where an imminent danger or public safety issue is identified.

If a violation persists, is repeated, or if the activity or assembly poses an imminent danger to public safety, those involved in the activity may be required to disperse immediately. Continued violations may result in cancellation of an activity, arrest, disciplinary action through the student or student organization judicial or administrative processes (for students), discipline for employees, removal of the offending party or parties from campus, loss of further use of campus facilities and grounds, and subsequent legal action by the University. If a violation occurs at a scheduled activity, the permission for the activity may be immediately revoked and future requests by those individuals or groups in violation may be canceled or denied.

Personal or corporate liability for any costs incurred by the campus due to the improper use may be imposed upon the responsible party(s). In addition, a violation of this policy may constitute a crime under the Penal Code and the offending party may be found guilty of a misdemeanor pursuant to Education Code Section 89031, and also may subject the violator, if a student, to student disciplinary action pursuant to Title 5, California Code of Regulations, Sections 41301 *et seq.* Non-campus affiliated groups or individuals may also have their future privileges revoked under Section 626 *et seq.* of the Penal Code.

DEFINITIONS

1. Activity – is a gathering, meeting, assembly, demonstration, march, rally, or similar occurrence the primary purpose of which is the free expression of ideas, and includes the following:
 - a. Closed Event – The California Department of Alcoholic Beverage Control (ABC) defines a closed event as being not open to the public and for guests with a professional or personal relationship. It must involve a "close, cohesive group of people" that has an existing affiliation with each other.
 - b. Open Event – An open event is any event open to the public, regardless of ticket type required.
 - c. Event – Any planned gathering on University property subject to this Policy, including but not limited to, celebrations, dances, lectures, forums, performances, rallies, social gatherings, student-sponsored function, concerts, speaker presentations, and conferences.
 - d. Major Event – An activity or event is considered a major event when one or more of the following conditions apply, as determined based on the officials' assessment of information other than the content or viewpoints anticipated to be expressed during the event:
 1. Over 200 persons are anticipated to attend;

2. Authorized campus officials determine that the activity is likely to significantly affect campus safety and security (based on assessment from the CSUB UPD) or significantly affects campus services (officers, roads, parking);
 3. Authorized campus officials determine that the activity has a substantial likelihood of interfering with campus business operations or activities;
 4. Alcohol is intended to be served or consumed;
 5. The activity is a dance or concert, regardless the expected attendance; or
- e. Outdoor amplified sound is requested or will be utilized. Amplified sound is defined as any sound that is broadcasted through electronically amplified equipment or sound that is electronically enhanced. Additionally, amplified sound includes sound that is enhanced with the aid of a device (i.e. megaphone or bullhorn). Off-campus Event – An event that is University-sponsored as an extension of the University’s programs that is taking place off of University property.
2. Affiliated Organization – An entity other than an auxiliary organization that is legally separate from the University but is conducting activities that advance the mission of the University. An Affiliated Organization will be covered by this policy when it is in the process of performing an activity that is organized and operated for the benefit and in support of the University. The activity must be sponsored by a campus organization. All Affiliated Organizations must be approved by the University President or designee.
 3. Auxiliary Organizations – those organizations intended to be covered by California Education Code section 89900 *et seq.* and Title 5 of the California Code of Regulations section 42400 *et seq.*, and any successor statutes or regulations thereto, currently including Associated Students, Inc., CSUB Foundation, Student Union, Inc. (includes Student Recreation Center), and Sponsored Program Administration.
 4. Campus Organizations – All University departments and all CSUB faculty, staff, and affinity groups.
 5. Commercial Solicitation – any direct and personal communication in the course of a trade or business reasonably intended to result in a sale. Commercial solicitation on University’s campus is prohibited unless prior written authorization has been obtained from the CSUB President. Permission for commercial solicitation shall be granted subject, however, to regulation as to time, place and manner thereof in this policy and its procedures, unless such solicitation for sale would be in violation of law. Sites available to marketers of student credit cards shall be limited and registered with the University’s administration. Those marketers shall be prohibited from offering gifts to students for filling out student credit cards applications. (*See* Title 5 of the California Code of

Regulations sections 42350 & 42350.6, and any successors thereto).

6. Commercial Transaction - selling or purchasing or both selling and purchasing by any person in the course of employment in, or in the carrying on of, a trade or business. Commercial transactions and the display of property or services for sale on University's campus is prohibited except with written permission by the CSUB president. Such permission shall be granted if (i) the proposed activity aids achievement of the educational objectives of the campus, does not unreasonably interfere with the operation of the campus and is not prohibited by law, or (ii) the prospective buyer has agreed in writing in advance to an appointment, and the prospective seller makes no more than one appointment for any day, and such appointment does not interfere with the operation of the University's campus. (See Title 5 of the California Code of Regulations sections 42350 & 42350.1, and any successors thereto). Persons or organizations wishing to engage in commercial transactions or display of goods or services for sale on campus grounds may be granted permission (maximum of five (5) business days per academic semester) to do so if the proposed activity aids achievement of the educational objectives of the campus and is conducted in accordance with the time, place, and manner of this policy and procedures, unless such commercial transactions are in violation of law. Private sales and sales sponsored by University or auxiliary organizations are excluded from this section, as are the fundraising activities of recognized student organizations.
7. Electronic Communication – All use of University Information Technology resources for purposes of individual or collective free expression must adhere to the [CSUB Policies and Procedures for Data and Technology, linked here](#), including policies governing use of University technology resources.
8. Facility Scheduler – The individual designated by the appropriate authority to be responsible for reviewing space requests and for acting as the liaison to the Office of Events (OoE) and approving departments. The facility scheduler will determine the facility use and any special guidelines and/or restrictions.
9. Facility Use Agreement (FUA) – The contract containing the terms and conditions for use of University facilities that must be submitted to the Office of Events for events of non-affiliated organizations.
10. Non-affiliated Organizations – Any governmental agencies, nonprofit, charitable, or educational organizations, and other educational and professional groups or individuals, including students, faculty and staff, hosting an activity that does not advance the mission of the University.
11. Recognized Student Organizations – Student organizations who meet the criteria established by CSUB to receive designation as a recognized student organization. Designation is made through the Student Union and Organizational Governance office.

CABINET: Cabinet approval date
REVISION DATE: If revised after approved
REVIEWED:

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
USE OF UNIVERSITY PROPERTY, AND TIME, PLACE AND MANNER REGULATIONS

PROCEDURE NUMBER:

DATE ISSUE:

VOLUME: Policy and Procedure

TITLE: Use of University Property, and Time, Place and Manner Regulations

LOCATION:

CHAPTER 1: Event Planning Resource Guide

1. Procedure for affiliated organizations, auxiliary organizations, and campus organizations, including faculty and staff, Requesting Use of University Facilities
 - a. Submit a request in 25Live or the University's then existing event reservation system at least two (2) weeks in advance for use of University facilities for campus functions;
[*Reference Chapter 2: Event Reservation System*](#)
 - i. All required fields in reservation request must be completed accurately;
 - ii. Additional questions may be required to be completely answered based on the event type;
 - iii. Payment information is required on all non-academic course reservations before the event request is approved. This includes chart fields and authorized signer's approval;
 1. Required chart fields include business unit, fund number, department number, and account number. Program number, project number and class code are optional;
 2. Unpaid balances related to past events must be paid in full before a new request is considered;
 3. Internal billing is processed between CSUB chart fields.
[*Reference Chapter 1, Section 12: Accounting*](#)
 - b. Events may be scheduled a maximum of twelve (12) months in advance;
 - c. The event request is solely a request until the event draft is moved to Tentative by the facility scheduler and therefore added to the events calendar, reserving the facility with the requested date and time. Additional approvals are required;
 - d. Approval for the use of University facilities is subject to the availability and suitability of the space requested and conformity of the proposed event with University policy;
 - i. Requests will be reviewed on a first-come, first-served basis. A request can be considered only if all required information is provided;
 - ii. The University reserves the right to rescind space previously confirmed. Only in extreme instances or with the requesting party's consent, and after every effort has been made to accommodate the requesting party, will approval of any previously confirmed space be rescinded;

- iii. Approval of event is subject to review by University Police Department, Safety, Risk and Sustainability department, and applicable Cabinet Officer per University policy. Additional approvals may be added by the Facility Scheduler, as required;
 - 1. A pre-event meeting may be required. [Reference Chapter 1, Section 5: Pre-event Planning Groups.](#)
 - iv. All such organizations are required to adhere to CSUB's ADA accommodations for CSUB events and [Reference Chapter 3: Disability Services.](#)
 - v. All persons using University facilities must not create or use amplified sound in a manner that would interfere with or disrupt University sanctioned business and operations. A CSUB UPD staff member will be assigned by UPD to monitor sound to the following standards: from 7 am – 10 pm sound must be monitored to no higher than 79 decibels and from 10 pm – 7 am sound must be monitored to no higher than 74 decibels. If the sound level is disruptive to instructional programs, scheduled events, University business operations, and/or library or classroom study/research and a noise related complaint is received, a warning will be issued. No more than three minutes will be allowed to correct the volume to a level that conforms to this policy, as determined by UPD and/or designated Student Affairs representatives. If additional complaints are received or the volume is not corrected, a second warning will be issued. The sponsoring organization and/or individual will be granted an additional minute to correct the volume to a level that conforms to this policy, as determined by UPD and/or designated Student Affairs representatives. If the volume is exceeded for a third time, an additional warning will not be issued. The sponsoring organization and/or individual will be asked to shut off all amplified sound. Non-adherence to these guidelines may result in the activity being cancelled, notification to the appropriate governing entity, possible loss of future reservation privileges, and/or disciplinary action through the student judicial process.
- 2. Procedure for recognized student organizations and students Requesting Use of University Facilities
 - a. [Reference the California State University, Bakersfield Runner Source: Student Organization Handbook, linked here.](#)
 - 3. Procedure for co-sponsorship with a non-affiliated organization or third party for Requesting Use of University Facilities
 - a. Co-sponsored events and activities must be initiated, submitted, and coordinated by either an affiliated organization, auxiliary organization, or campus organizations **or** a recognized student organization, and such organization or individual shall be maintained as the primary event/activity contact in the event reservation system and will follow the applicable procedure for that organization or person;

- b. Co-sponsorship is appropriate when there is a clear connection with or contribution to the University;
 - c. It is intended that the educational mission of the co-sponsoring organization will be enhanced by the event/activity;
 - d. Organizations that co-sponsor events/activities are responsible for the event/activity and any related liabilities or costs associated with the event/activity;
 - i. Internal funds must cover a portion of event- or activity-related charges for the event/activity to be considered co-sponsored with the non-affiliated organization or third party. University account codes and authorized signer must be presented at the time of reservation;
 - ii. A Facilities Use Agreement is required for any remaining portion of CSUB event- or activity- related charges to be billed to the non-affiliated organization or third party; and
 - iii. Special event insurance is required for co-sponsored events. [*Reference Chapter 5: Insurance and Permits.*](#)
4. Procedure for non-affiliated organizations and all other third parties Requesting Use of University Facilities
- a. Request
 - i. All non-affiliated organizations and all other third parties are required to submit an [Event Request form on the CSUB website, linked here](#);
 - 1. Request forms must be received no less than four (4) weeks prior to the requested event date;
 - ii. The maximum amount of time that events may be scheduled in advance is twelve (12) months. All previously incurred event balances must be paid before a new event request is considered;
 - iii. The Office of Events reviews each request form and forwards to appropriate Facility Scheduler;
 - 1. Complex events with large demand for on-campus resources may be co-managed by Office of Events and Facility Schedulers;
 - b. Facility Use Agreement (FUA)
 - i. All non-affiliated organizations and all other third parties must sign and return a FUA outlining the estimated CSUB costs and requirements;
 - ii. Office of Events will produce the FUA and complete the final approval;
 - iii. The requested event is not held on calendar in event reservation system until a signed FUA is returned to CSUB in a form acceptable to CSUB;
 - iv. A deposit may be required based on whether the event/activity has the potential to disrupt or interfere with the business or operations of the University, imperil public safety, or obstruct or damage University facilities;
 - c. Pre-event Planning
 - i. [*Reference Chapter 1, Section 5: Pre-event Planning Groups*](#) for more information

- d. Role of CSUB departments for planning events for non-affiliated organizations and all other third parties
 - i. Office of Events
 1. Receive external event request and process based on needs and availability;
 2. Serve as initial liaison with CSUB service providers;
 3. Process a FUA between non-affiliated organizations and all other third parties and CSUB to CSUB's satisfaction;
 4. Provide final signature on FUA;
 5. Provide consultation regarding external vendors and service providers, as needed;
 6. Connect event host with facility scheduler to complete event approval;
 - ii. Facility Schedulers
 1. Process reservation for the designated facility in event reservation system;
 2. Schedule pre-event planning meeting, as needed;
 3. Serve as liaison between non-affiliated organizations and all other third parties and CSUB service providers;
 4. Communicate with non-affiliated organizations and all other third parties and ensure that the internal service providers are meeting the needs of the requestor to facilitate the event/activity;
 5. Ensure that the requestor's event needs are implemented as outlined in the FUA;
 6. Ensure event is confirmed with all approvals collected in the event reservation system, including uploaded permits, insurance and contracts;
 7. Research and resolve all related scheduling problems, conflicts, etc.;
 8. In case of event cancellation, notify all affected parties through event reservation system;
 9. Provide an on-site contact for the duration of the event:
 - a. On-site contact and CSUB UPD will arrive at least thirty (30) minutes prior to the event to coordinate specific needs with non-affiliated organization or third-party event organizer;
 - b. On-site contact will provide contact information to non-affiliated organization or third-party event organizer to be reached in a timely manner;
 - c. On-site contact must confirm closure of bars/taps at time reflected on ABC license;
 - d. On-site contact and UPD will confirm closure of event at pre-determined time before security is permitted to leave.

10. Submit a Billing Request Form to Accounting for invoice within thirty (30) business days of event date.
- iii. University Police Department
1. UPD will assess security needs based on objectives and credible evidence of specific risks, and not on assessment of the viewpoints, opinions, or anticipated expression of event speakers, sponsors, participants, community, or performers. Permissible factors for consideration include but are not limited to:
 - a. event location;
 - b. estimated number of participants;
 - c. start and end time of event;
 - d. date and day of the week of the event;
 - e. proximity of the event to other activities or locations that may interfere, obstruct, or lessen the effectiveness of the security measures being implemented;
 - f. resources needed to secure the event; and
 - g. anticipated weather conditions.
 2. The goals of UPD's security recommendations will be to:
 - a. minimize risks to the health and safety of the event participants;
 - b. minimize risks to the campus and community;
 - c. maximize the ability of the event sponsors to successfully hold the event; and
 - d. protect the right to lawfully exercise free expression consistent with [University's Use of University Property, and Time, Place and Manner Regulations Policy](#).
 3. UPD should confirm parking arrangements and traffic management plan with the Facility Scheduler;
 4. UPD should suggest and schedule required security. The role of CSUB security is subject to, but not limited to:
 - a. maintain order within event facility and surrounding area;
 - b. check for possession of weapons, alcohol and/or drugs, unless managed by a private security company; and
 - c. monitor main entrances and exits and assist private security, if applicable, in identifying and removing unruly, prohibited or intoxicated guests.
 5. All persons using University facilities must not create or use amplified sound in a manner that would interfere with or disrupt University sanctioned business and operations. A CSUB UPD staff member will be assigned by UPD to monitor sound from 7-10 pm at 79 decibels and from 10 pm – 7 am at 74 decibels. If the sound level is disruptive to instructional programs, scheduled events, University business operations, and/or library or classroom

study/research and a noise related complaint is received, a warning will be issued. No more than three minutes will be allowed to correct the volume to a level that conforms to this policy, as determined by UPD and/or designated Student Affairs representatives. If additional complaints are received or the volume is not corrected, a second warning will be issued. The sponsoring organization and/or individual will be granted an additional minute to correct the volume to a level that conforms to this policy, as determined by UPD and/or designated Student Affairs representatives. If the volume is exceeded for a third time, an additional warning will not be issued. The sponsoring organization and/or individual will be asked to shut off all amplified sound. Non-adherence to these guidelines may result in the activity being cancelled, notification to the appropriate governing entity, possible loss of future reservation privileges, and/or disciplinary action through the student judicial process.

6. If during an event an imminent threat to safety or property arises, avoidance or minimization of which requires termination of the event, authority to terminate the event rests with the senior civilian administrator designated to oversee law enforcement operations. If no senior administrator is present or available, authority is delegated to the highest-ranking UPD officer at the event;
 7. In case of policy violation, safety or security issues, UPD may authorize the closure of the event in collaboration with Safety, Risk and Sustainability department and the Office of Events/Facility Scheduler on-site representative;
- iv. Safety, Risk and Sustainability (SRS)
1. Review Facility Use Agreements to identify risk;
 2. Attend pre-event planning meetings, as needed;
 3. Assess Risk and Safety and submit a State Fire Marshal permit request, or analogue, when necessary;
 4. Review insurance and permit verifications for correctness and accuracy;
 5. Collaborate with Office of Events and/or Facility Scheduler to mitigate risk;
 6. Facilitate the purchase of Special Event insurance, if necessary;
 - a. Insurance is to be paid for by the sponsoring organization, entity, or person. SRS determines appropriate insurance requirements for events.
 7. Review and approve final event information in event reservation system.
- v. Facilities Management

1. The Facilities Management office works with Facility Schedulers in coordinating all work requests for labor, maintenance and custodial services;
 2. Facilities Management provides necessary labor based on event details previously agreed upon at a pre-event planning meeting, outlined in the FUA.
 - e. External Billing
 - i. A billing request form must be processed to Accounting with final charges within thirty (30) business days of event. [*Reference Chapter 1, Section 12: Accounting.*](#)
5. Pre-event Planning Groups
 - a. A pre-event planning meeting is convened by an Office of Events staff member or Facility Scheduler and assists in coordinating and planning events and activities as needed. It is comprised of the event organizer(s) and may include a representative from each of the following areas:
 - i. Facility Scheduler;
 - ii. University Police Department;
 - iii. Facilities Management, Custodial, HVAC and Grounds;
 - iv. Safety, Risk, and Sustainability;
 - v. Information Technology Services Department;
 - vi. Other campus departments as requested by the Office of Events;
 - b. Pre-event planning meetings should take place at least three (3) weeks prior to event;
 - c. Additional pre-event planning meetings will be scheduled as needed, based on specific event details and the preference of the event organizer;
6. Catering Services
 - a. Internal Caterers
 - i. Preferred food vendors at CSUB include Aramark dining, Which Wich, Panda Express and Starbucks;
 - ii. Specific University facilities may require use of Aramark for catering.
 - b. External Caterers
 - i. It is the responsibility of the event organizer to ensure all University policies and procedures are adhered to by the external caterer. Approved external caterers may be used as described in this policy and are subject to the approval process through the Office of Events;
 - ii. External caterers are required to provide evidence of insurance in accordance to limits described in the insurance section of this document. These limits have been set in accordance with CSUB's Safety, Risk and Sustainability department insurance parameters. This must be updated and reviewed on an annual basis. [*Reference Chapter 5: Insurance and Permits.*](#)
 1. Additional certifications, licenses and permits, as well as copies of the most recent public health scores may be required.

- iii. External caterers are required to accept and abide by CSUB's Coca-Cola Sponsorship Agreement;
 - iv. External caterers providing services to University units are responsible for all staffing, equipment, small wares (e.g., serving utensils, thermoses, bowls, linens, etc.), proper food storage, preparation, holding, clean-up, and trash removal from the facility;
 - 1. Any external caterer is subject to a visit by the Kern County Health Department during their time at CSUB.
 - v. External caterers will not be authorized to use production facilities, kitchens, or pantries furnished by CSUB, including spaces within Runner Café, Which Wich, Starbucks Coffee in the Student Union, and Panda Express in the Student Union;
 - vi. External caterers may have *limited use* of the warming kitchen facilities, ice machines, etc. This is subject to approval by Aramark and coordinated through the event organizer;
 - vii. Approved external caterers are not permitted to use their campus catering status in any type of advertising for their business;
 - 1. Use of officially registered logos and trademarks of CSUB is strictly prohibited by external caterers unless approved by CSUB's Office of Public Affairs and Communications.
 - c. Self-catering and Pre-packaged Foods
 - i. Groups wishing to self-cater their events may do so with prior approval through the University's event reservation system and SRS. Self-catering is the use of pre-packaged food and beverage brought into an event by members of the sponsoring organization. Self-catering groups are responsible for clean-up. Failure to do so will result in an additional facilities charge.
 - d. Catering Insurance and Permits
 - i. Insurance covering the external caterer may be required. [Reference Chapter 5: Insurance and Permits.](#)
 - ii. Health and/or event permits may be required, based on catering details. [Reference Chapter 5: Insurance and Permits.](#)
7. Alcohol Use
- The possession, consumption or sale of alcoholic beverages on California State University Bakersfield property is prohibited unless approved by the President of the campus or his/her designee, the Chief of Police and designated Cabinet Officer(s).
- a. Individuals or groups wishing to serve alcoholic beverages at an event must submit an [Event Alcohol Use Application, linked here](#). The University reviews each request and reserves the right to deny alcohol use at CSUB. UPD reserves the right to remove any person or persons from the premises for violation of this policy and related procedures;
 - b. Request and Approval Process for affiliated organizations, campus organizations, University faculty and staff, and auxiliary organizations and their employees-

- i. An event organizer must obtain approval to serve or sell alcohol at an event on campus. Sales or consumption of alcoholic beverages may include beer, wine or, if approved, distilled spirits;
- ii. Office of Events (OoE) will verify that the selected caterer maintains the proper training, licenses, permits and insurance, which give the authority to serve, supply and/or sell alcoholic beverages on campus. OoE will also verify that the selected caterer will adhere to all laws applicable to the sale and consumption of alcoholic beverages on campus. The event organizer will provide OoE with the assigned responsible host;
- iii. The event organizer must submit the Event Alcohol Use Application along with the appropriate Alcohol Beverage Control (ABC) Application, if applicable, no less than four (4) weeks prior to the event date. Required review and signatures in approval order:
 1. Responsible host signature;
 2. Cabinet Officer of hosting department or organization approval;
 3. Office of Events review;
 4. Designated Cabinet Officer overseeing event facility/location approval;
 5. University Police Chief approval;
 6. University President approval;
 - a. The University President reserves the right to deny any request previously approved by those listed above.
- iv. Upon final approval by the University President, the request and accompanying letters is returned to the responsible host and a scanned copy must be provided to the Facility Scheduler;
 1. Closed event: Facility Scheduler processes for alcohol approval with the Safety, Risk and Sustainability office;
 2. Open event: Alcohol Request Form with signatures, UPD letter of approval and President's letter of approval must accompany the necessary application and related documents with payment to Alcoholic Beverage Control;
 - a. A scanned copy of all documents and ABC license must be provided to the Facility Scheduler for approval with SRS office at least one week prior to event date;
 - b. Original copy of ABC license and CSUB request form must be on-site with responsible host.
- c. Request and Approval Process for non-affiliated organizations and all third-party individuals.
 - i. Non-affiliated organizations and all third-party individuals requesting alcohol use at an event must submit the completed Event Alcohol Use Application and ABC application to OoE after a Facility Use Agreement has been executed. OoE will review the request. and forward to the

- appropriate Cabinet Officer(s), the Chief of Police and the University President for approval;
- ii. Upon final approval by the University President, the request and accompanying letters is returned to the OoE or Facility Scheduler and a scanned copy of all documents will be saved. The original documents will be returned to the responsible host;
 - iii. An applicable ABC license must be processed by the responsible host and a copy provided to OoE or Facility Scheduler at least one week prior to event date;
 - 1. Original copy of ABC license and CSUB request form must be on-site with responsible host.
 - iv. If the request for alcohol use is approved, the non-affiliated organization or third-party is responsible for following all applicable state and federal laws regarding alcoholic beverage distribution.
- d. Required Resources
- i. CSUB requires that a UPD representative is present for any event at which alcohol is served;
 - ii. Additional security may be required to manage proper age identification at event entrance or at dispensing points;
 - iii. Special event insurance is required for all events with alcohol if a certificate of liability insurance showing proof of liquor liability is not provided.
- e. ABC License Requirements for a closed event
- i. A closed event at CSUB not requiring an ABC Special Daily License must meet all criteria:
 - 1. Service at a closed event can include beer, wine and/or distilled spirits;
 - 2. Invitations are required. A complete guest list must always be available during the event. The event is subject to an ABC inspection;
 - 3. No direct sales to sponsoring organization (i.e. sale of alcohol or tickets in exchange for alcohol);
 - 4. At closed events, only the event organizer can provide voluntary gratuity to the caterer authorized to provide bar service. Guests cannot provide gratuity in order to avoid the interpretation that money is being exchanged for product;
 - 5. Event venue must be a location where alcohol is not usually served/sold (i.e. facility that possesses a permanent ABC license);
 - 6. The event requestor and/or OoE can purchase or accept donations of beer, wine and/or distilled spirits directly from any local retailer of choice;
 - 7. A closed event cannot include fundraising or solicit for donations;

8. If a closed event includes the use of a caterer supplying the alcohol for the event, the caterer must possess an "ABC Catering Event Permit" and an "ABC On-Sale General License;"
 - a. Permit and license status will be verified by OoE.
 9. Closed events can include the use of hired or volunteer servers over the age of twenty-one (21).
- f. Responsibilities of Event Organizers
- i. Event organizer/responsible host is any person responsible for the conduct of the event and is committed to be present during the entire period in which alcohol is consumed. Events organized by affiliated or campus organizations, auxiliary organizations and University faculty or staff require a campus faculty or staff member that acts as the responsible host. Non-affiliated organizations or a third-party must provide a responsible host;
 - ii. Event organizer/responsible host must agree to the following, also initialed on the [CSUB Event Alcohol Use Application](#):
 1. Abide by University, state and federal regulations regarding alcohol use and distribution;
 2. Ensure that a caterer approved by CSUB handles any distribution of alcohol at an open event;
 3. Ensure that any sale of alcohol is handled by a CSUB approved caterer. The caterer must be licensed by ABC for alcohol sales and the event must hold the appropriate liquor liability coverage;
 4. Ensure that the sale or distribution of alcohol to individuals under 21 years of age will not be permitted and that appropriate authorities hold oversight for this requirement;
 5. Provide non-alcoholic beverages to event participants and volunteers;
 6. Provide food to all in attendance at the event serving alcohol;
 7. Accept responsibility for all damages incurred during the event and provide restitution for damages;
 8. Responsible host must abstain from alcohol consumption for the duration of the event serving alcohol.
- g. Regulation and Termination
- i. CSUB is committed to enforcing state and University regulations regarding the use of alcohol. The appropriate Vice President and University Police will monitor inappropriate behaviors that often arise from the misuse of alcohol. Any behaviors that interfere with the academic process or disrupt campus activities will be subject to disciplinary sanctions;
 - ii. Non-affiliated organizations or a third-party found to be in violation of University policies and/or campus regulations are subject to sanctions appropriate under local, state and federal law. In addition, violators may

be excluded from participation in campus events and/or further use of the campus;

- iii. CSUB reserves the right to terminate any event that does not adhere to the above list of requirements. Further, the University may terminate any event that becomes disruptive or potentially disruptive to the instructional and business functions of the institution. The decision to terminate an event will come from any of the following:
 1. On-site representative from OoE, with direction from the Director of Events;
 2. University Police Department Chief of Police or designated event personnel on duty at the event;
 3. Director of Safety, Risk and Sustainability or designee.

h. Liquor Liability

- i. All events or activities serving alcohol must show proof of liquor liability on a Certificate of Liability Insurance or a Special Event Policy. [Reference Chapter 5: Insurance and Permits.](#)

8. Cancellation

- a. A written cancellation of an activity or event should be communicated to the Office of Events or the Facility Scheduler at least ten (10) business days prior to the beginning of the activity or event;
- b. The activity/event organizer is financially responsible for any labor or direct costs incurred by the cancellation;
- c. If a deposit is required according to the FUA or University policy, the full deposit is refundable if event cancellation is outside of thirty (30) business days prior to activity/event date. Half of deposit is refundable if event cancellation is within ten to twenty-nine (10-29) business days prior to event date. Deposit is non-refundable if event cancellation is within ten (10) business days of event date.

9. Rates, Fees, and Charges

- a. Space rental fees are determined by the Facility Scheduler at the start of each fiscal year and approved by the respective Vice President;
 - i. No rental fee can be waived. If any portion of the rental charge is to be paid by a different University department or organization that is different from the person or entity requesting and responsible for the activity/event, then a [Facility Rental Fee Support Request Form, linked here](#) must be fully executed at least one (1) week prior to event date.
- b. Parking fees are assessed to all persons parking on University property by UPD-Parking Services according to the University's established amounts and parking regulations.
- c. Event charges are determined by the service providers necessary to facilitate each event and are the responsibility of the event organizer. These charges include but are not limited to custodial services and supplies, equipment rentals, parking, security, technical services, and other types of assistance as needed for the event;

- i. Custodial services are requested by the event requestor and may be further determined by the Facilities Management staff and/or OoE and Facility Scheduler;
 - ii. Event rentals and equipment can be requested from Facilities Management or an external, approved vendor;
 - iii. Information Technology Services includes audio, visual, media and guest access services. Technical staff is required in specific locations, to be determined by the department;
 - iv. Departments providing support outside of the above outlined areas may assess a representative fee for their organizational input.
 - d. Event organizers are responsible for the cost of any damage resulting from the event;
 - e. Prior unpaid event charges must be paid in full before any subsequent request for use of facilities by the same group will be approved.
10. Misuse of Facilities and Grounds
 - a. All University facilities shall be used in accordance with applicable laws, the Policy, this procedure, and shall not be used for the purpose of organizing or carrying out unlawful activities. Misuse of University facilities by anyone or the unauthorized use of facilities is grounds for disciplinary action by CSUB and every person who violates or attempts to violate this prohibition on the misuse of University buildings and grounds is guilty of a misdemeanor and punishable as such (California Education Code 89031);
 - b. Misuse of facilities and grounds may be cause for potential termination of the event, as determined by OoE, University Police Department and/or Safety, Risk and Sustainability.
11. University-sponsored, Off-campus Events
 - a. University-sponsored, off-campus events are an extension of the University's programs, and therefore are subject to all applicable University policies and procedures as well as all applicable federal and state law;
 - b. The following prescribed courses of action apply to circumstances specific to University-sponsored, off-campus events. They are set forth here for the protection of all participants, as well as for the University itself, and to assure the integrity of University programs:
 - i. The off-campus event must be entered into the CSUB event reservation system including the date, time(s), off-campus location, description, and event details; and
 - ii. The appropriate Dean, Chair, or Vice President must approve the off-campus event within the event reservation system in advance of the start date.
 - c. Safety, Risk and Sustainability (SRS) will review the event and determine if Special Event Insurance is required. The event requestor will be notified of costs associated with additional event requirements. SRS will provide final off-campus event approval;

- d. UPD will review the event and determine if UPD security or private security is required.
- e. If the University is providing transportation by a University vehicle, then the drivers must be University employees who have met the requirements to drive on state business;
- f. If the University is not providing transportation, the off-campus event participants must convene at the site;
- g. A contract with the off-campus venue may be required and, if required, must be recorded in the University's event reservation system and processed per CSUB Procurement requirements;
 - i. Event payment can be made through a purchase order or credit card payment when allowed by University policy.

12. Accounting

- a. Billing for campus organizations, recognized student organizations, auxiliary organizations and University faculty and staff-
 - i. Facility fees and service provider fees should be collected in the event reservation system for each event or series of events;
 - ii. Facility Schedulers will confirm the event and ensure all account information is included prior to the event request date;
 - 1. Chart fields are required to be collected in the event request, including business unit, fund number, department number and account number. Project code, program code and class code are optional;
 - 2. Authorized approval is required and collected through the event request.
 - iii. Billing is transferred from the event reservation system onto a billing report by the OoE and is processed with Accounting bimonthly.
 - 1. No billing request forms will be accepted for campus events;
 - a. Additional journal entries or transfers can be completed if necessary.
 - 2. Events taking place in a fiscal year must be billed during that corresponding fiscal year.
- b. Billing for non-affiliated organizations and third-party organizations and individuals-
 - i. Organizations, persons, and entities may be required to provide a deposit as stated in the FUA;
 - ii. Events are billed through a billing request form completed by the Facility Scheduler with all final CSUB charges related to the event, outlined in the FUA estimate, as applicable;
 - iii. Invoice balances are due within thirty (30) days of receipt, unless otherwise stated in the FUA.

CHAPTER 2: Event Reservation System: 25Live

CSUB incorporates 25Live, an event reservation system within CollegeNET, a web-based, on-demand technology. 25Live is used for academic and event scheduling. 25Live approves facility rental, University resources and event approvals. [Login to 25Live here.](#)

1. Facility Schedulers

- a. A default Facility Scheduler is assigned for each CSUB facility that is available for use or rental. The Facility Scheduler is required to do the following:
 - i. Manage requests in a timely manner;
 1. Requests should be answered within a forty-eight (48)-hour time period.
 - ii. Ensure all information is accurate and correct before moving forward with the reservation;
 - iii. Add all University resources, based on facility and event details and required approvals;
 1. Proper approvals are based on parameters of the event or activity. Events are subject to any or all of the following approvals:
 - a. Cabinet member approval, based on facility requested;
 - b. Campus Programming approval;
 - c. Grants, Research and Sponsored Programs approval;
 - d. Office of Events approval – Facility Use Agreement;
 - e. Student Event approval;
 - f. Student Recreation Center – Sport Club Administrator approval;
 - g. Safety, Risk, Sustainability approvals;
 - h. Student Union approval;
 - i. University Police Department approvals.
 - iv. Facilitate authorization for internal billing through a 25Live task;
 - v. Follow-up with University resource providers as needed;
 - vi. Upload all documents to event as necessary;
 - vii. Confirm completion of all resource assignments, approvals and tasks before final event confirmation;
 - viii. Update all event charges and ensure accuracy with University resource providers;
 1. Process internal or external billing. [Reference Chapter 1, Section 12: Accounting.](#)
- b. A Facility Scheduler has the right to deny a request or suggest an alternative facility. Reservations are made on a first-come, first-served basis.

2. Functional Administrator

- a. 25Live user who has a senior data management role setting up, managing and configuring the 25Live user environment;

- i. Functional Administrator works closely with the System Administrator and each Facility Scheduler;
 - ii. Any change requested by a Facility Scheduler or 25Live user must initiate through the Functional Administrator. Additional approvals may apply, if necessary;
 - iii. 25Live users can report any issue with the system to the Functional Administrator.
3. System Administrator
 - a. 25Live user with access to all system functionality, including the ability to create and activate or deactivate users, assign security access to user groups, modify system defaults and override permissions for database objects when necessary;
 - i. The System Administrator holds direct contact with CollegeNET support and filters all requests or issues from the Functional Administrator to the support network.
4. Requestors
 - a. Requestors/default users are all CSUB faculty, staff, auxiliary employees and students. These users do not have additional security outside of requesting and viewing a reservation(s);
 - i. 25Live is only accessible to those with a CSUB net ID and password, and all faculty, staff and students must login to the system to create this account.
 - b. Event states are managed in a four-tier system: draft, tentative, confirmed and sealed;
 - c. Requestors should have all required information before starting a reservation request in the draft state;
 - iv. All required fields in reservation request must be completed accurately at the time of the draft request. Required fields in the reservation request include but are not limited to:
 1. Event name;
 2. Event type;
 3. Sponsoring organization;
 4. Expected head count;
 5. Event description;
 6. Event date(s) and times;
 7. Requested location;
 8. Activity list;
 9. Expected resources needed.
 - v. Additional questions will be required based on the event type, including but not limited to:
 1. Contact information for on-site contact;
 2. Expected attendance of students, faculty, staff and off-campus guests;
 3. Event logistics including food, alcohol and vendors.

- vi. Payment information is required on all non-academic course reservation requests before the event request is approved and moved to the tentative state. This includes chart fields and Authorized Signer's approval;
 - 1. Business unit, fund number, department number and account number are required. Additional chart fields including program number, project number and class code are optional;
 - 2. If the sponsoring organization, entity, or person is requesting support for event related fees, a [Facility Rental Fee Support Request Form, linked here](#) must be processed, including amount supported, description of fees, chart fields and authorized signer for fee support;
 - a. Requestor must provide form to the Office of Events at least one week prior to event date for review and processing;
 - b. Any unpaid fees must be paid for by the sponsoring organization, entity, or person.
 - d. Event request will be moved to the tentative state if all information is received, the facility is available at the requested date and time, and the described use is appropriate for the requested facility without disrupting or interfering with the business or operations of the University, imperiling public safety, or obstructing or damaging University facilities. The reservation is placed on the calendar for the requested facility. Any additional changes can be made directly through the Facility Scheduler. The requestor does not have access to make changes without the Facility Scheduler;
 - e. The Requestor is required to complete any needed work orders with Facilities Management and submit to the Facility Scheduler for notation in the reservation;
 - f. If additional permits are required, the Requestor is responsible for providing these to the Facility Scheduler before confirming the event;
 - g. Before a request is confirmed, all resources must be assigned, and approvals completed. The Facility Scheduler is responsible for working with the Requestor in managing this approval process;
 - h. The Requestor is responsible for all event-related fees, unless previously determined through a Facility Rental Fee Support Request Form, authorized by an appropriate Authorized Signer and Office of Events.
5. Academic Scheduling
- a. All academic scheduling is organized through the Office of Academic Operations within PeopleSoft;
 - b. The use of academic classrooms can only be requested after the academic schedule is made available in 25Live.

CHAPTER 3: Disability Services

CSUB is committed to providing an inclusive environment, which is responsive to the needs of all students, faculty, staff, managers/administrators and the public when they are using University services and facilities. To ensure this inclusion, appropriate accommodations, as required by law, are provided to individuals who have verified disabilities and who require these accommodations in order to enjoy access to University programs, services, or activities for which the individuals are otherwise qualified.

1. Planning and Advertising
 - a. Event organizer must plan for the costs associated with providing reasonable accommodation as part of the event budget;
 - c. The Services for Students with Disabilities office (SSD) can be used as a resource in planning and to receive information on how best to secure the necessary accommodations. The sponsoring organization, entity, or person is responsible for coordinating appropriate accommodations as requested;
 - d. The Services for Students with Disabilities office will serve in a consultative capacity to assist in determining reasonable accommodation.
2. Funding
 - a. University departments, employees and external organizations are responsible for the implementation of the law pertaining to accommodations, services, and access to programs and events for students and others with disabilities consistent with their roles of fulfilling the University's educational mission. Except for specialized assistive services and aids provided by SSD, accommodations required to provide access to programs and events are the responsibility of the department or organization offering the program;
3. Requests
 - a. It is the responsibility of the event attendee with a disability to notify the campus sponsor in a timely manner of the need for a reasonable accommodation, which is at least seven (7) working days prior the scheduled event. It is important to understand that some accommodations, such as the reproduction of material into alternate format or scheduling qualified sign language interpreters, may require more advance notification than seven (7) working days. However, every effort will be made to provide reasonable accommodations in a timely manner;
 - b. All requests for accommodations can be directed to the CSUB Office of Events staff, who will consult with the Services for Students with Disabilities office. Any dissatisfaction with accommodations should be directed to the Office of Events. Consult and review regarding reasonable accommodations for events and activities will take place with the Director of Services for Students with Disabilities and the Chief Diversity Officer for Equity, Inclusion and Compliance.
4. Enforcement
 - a. CSUB is committed to providing reasonable accommodations in compliance with the Americans with Disabilities Act and other applicable laws. Concerns regarding accommodations for faculty and staff in furtherance of performing their

job functions should be referred to Human Resources. Concerns regarding accommodations for students should be referred to the Services for Students with Disabilities office.

CHAPTER 4: Fundraising

All fundraising activity at CSU Bakersfield is supervised, coordinated and directed by University Advancement under the direction of the Vice President for University Advancement. The following procedures establish written guidelines and protocols to be followed by University faculty and staff performing duties relating to University-sponsored fundraising events. These procedures are to be followed when there is a University-sponsored fundraising event organized by a CSUB department or organization.

1. Fundraising Event Approval Form
 - a. Fundraising events with expected gross receipts greater than \$5,000 (five thousand) or those with plans for an auction or raffle of any size must be approved in writing by the delegated authority when the fundraising event utilizes the University name, logo, or trademarks and represents that the University will benefit from the proceeds. Raffles shall be conducted in accordance with all applicable laws, including registration and reporting requirements as applicable. Prior to the event's announcement, the delegated authority shall review the fundraising event's budget, drafts of solicitation materials, and action plan to comply with all applicable federal, state, and local regulations. A [Fundraising Event Approval Form, linked here](#) is required by CSUB. The form must be routed and approved by each area outlined by the CSUB Office of Events, Cabinet member overseeing the hosting organization, CSUB Foundation, and the University Controller;
 - b. All marketing, solicitation, and/or registration materials must be submitted with the form;
 - c. Purchasing/Procurement will be contacted for any and all venue contracts;
 - d. Appropriate insurance must be in place prior to the event as determined by the Office of Safety, Risk and Sustainability.
2. The following areas work directly with University Advancement to receive approval and coordinate fundraising activities. Final approval for all fundraising events shall be granted by the Vice President for University Advancement (VPUA), under the direction of the University President;
 - a. Office of the Provost – Under the direction of the Provost, this office recommends for approval any fundraising priorities involving academic courses or programs in conjunction with the appropriate Dean, department chair or administrator;
 - b. Vice President of Student Affairs (VPSA) - The VPSA recommends for approval any fundraising activity for student groups, organizations and programs sponsored by any student run auxiliary, club or association. The office of the VPSA advises and coordinates with the VPUA on proposed activities;
 - c. Director of Athletics - Under the direction of the Athletics Director and VPUA, this office recommends for approval any fundraising activities intended to support the campus' intercollegiate athletics programs.
3. Accounting and Recording Donations

- a. All gifts of cash, checks, securities or documentation of gifts in kind should be delivered to the CSUB Foundation;
 - b. Departments or booster clubs may not deposit donations in the form of cash or checks directly into a campus account. The CSUB Foundation is the recognized entity to ensure proper reporting, tax receipting and acknowledgement of all donations.
4. Cash Handling
 - a. All cash handling should be done in accordance with the [Campus-wide Cash Handling Policy, linked here.](#)
5. Sponsorships and Advertising Trade outs
 - a. Sponsorship agreements are to be prepared by the CSUB Foundation;
 - b. Sponsorship agreements must be signed by the Executive Director of the CSUB Foundation and the sponsor.
6. Reconciliation
 - a. The fundraising event lead is responsible for maintaining records that can be used to reconcile revenues, cash receipts, expenditures and cash disbursements;
 - b. The fundraising event lead should submit a final actual versus budget report of event revenues and expenses, including a complete reconciliation of all revenues and expenses, to the Vice President for University Advancement within thirty (30) days of the event. Financial Services can review this reconciliation to determine if the appropriate accounts have been used and all money received and recorded has been accounted for appropriately. CSUB Foundation events will be reconciled under VPUA.

CHAPTER 5: Insurance and Permits

1. The Office of Safety, Risk and Sustainability (SRS)
 - a. SRS has the responsibility to identify and evaluate risk, select and implement the best risk management techniques, and monitor the results. SRS recommends the insurance coverage required based on the nature of each event. Under the terms and conditions of an agreement, service contract, or lease of space, the following provisions of this procedure are normally required.
2. CSUB's event reservation system must be used to schedule all events and activities that are held at CSUB. The information provided in the reservation system is used to ensure security, and risks can be assessed, and appropriate safeguards be administered prior to an event taking place. The University Police Department evaluates safety and security; SRS evaluates events to ensure minimal risk of physical harm to participants, compliance with regulations, and for a variety of potential liabilities to the University;
 - a. Risk management techniques may be requested by SRS as a method of reducing the risk of injury or damage so that events and activities, which support the University's mission, can be held with minimum risk to the participants and the University. Techniques may include, but are not limited to, minor modifications to an event, utilization of waivers, and procurement of insurance and permits;
 - b. All event requests may be reviewed and require approval by the Office of Safety, Risk and Sustainability. Events including external guests, food, alcohol and/or vendors require SRS approval. In the event that SRS recommends an event should not occur, the sponsoring Cabinet Member may override and approve the event. The Cabinet Member will be responsible and accountable to the University President for all outcomes of the event;
 - i. External service providers and external vendors may be required to provide proof of Liability Insurance to the event host that shows the external host as the Certificate Holder and lists CSUB as additional insured. Insurance requirements will be commensurate with the activities associated with risk of damage to person or property. When a risk evaluation reflects minimum risk to the University, an event may be given a waiver of these requirements.
3. Alcohol License - The possession, consumption or sale of alcoholic beverages on California State University Bakersfield property is prohibited unless approved by the President of the campus or his/her designee, the Chief of Police and designated Cabinet Officer(s).
 - a. Alcohol license to serve any form of alcohol must be processed through CSUB and the Alcoholic Beverage Control (ABC) office. [Reference Chapter 1.7: Alcohol Use](#) for procedures.
 - b. Reference the [California Department of Alcoholic Beverage Control website](#) for more information.
4. Fire Marshal

- a. The State Fire Marshal or designee may require approval for most events through a Special Event Permit, which must be submitted at least fourteen (14) days prior to the event. The office of SRS will process any permits to the Fire Marshal using information provided in the event reservation system.
5. Catering - The following procedure contains additional requirements regarding the use of caterers on University property, including the activities and events (see Chapter 1, Par. 6: Catering Services).
 - a. In order to provide food service and/or catering to any location at the CSUB campus, or at an off-campus event sponsored by the University, caterers must meet the minimum requirements listed below and provide the following:
 - i. CSUB requires a certificate of insurance from all Contractors/Vendors. An underwriter's endorsement is also required with additional insured verbiage and the A.M. Best's rating on Public Liability and Vehicle Liability Insurance. The insurer will not cancel insured's coverage without thirty (30) days prior written notice to CSUB;
 - ii. An amendatory endorsement to the General Liability Policy. The endorsement to the policy of insurance will include additional insured verbiage as follows: "The State of California, The California State University Bakersfield The California State University Bakersfield Foundation, The Student Union Inc., and each of their trustees, employees, officers, agents, related entities and duly authorized volunteers individually and collectively are named additional insured.";
 - iii. The insurance must be placed with a current A.M. Best's rating of no less than A: VII and be listed on the endorsement. Ratings of less than A: VII must be agreed to in writing by CSUB's Office of Safety, Risk and Sustainability (designated organization with oversight for food services);
 - iv. Agree to and provide a signed Waiver Indemnifying and Holding CSUB Harmless in a Form Accessible to CSUB;
 - v. Provide evidence of licensure, health and safety certifications and other additional requirements:
 1. Evidence of licensure to operate a catering business in the County of Kern;
 2. Evidence of a seller's permit;
 3. Evidence of a health permit.
 - vi. If alcohol is provided by the external caterer, the caterer shall procure and maintain no less than \$1,000,000 of Liquor Liability coverage, per occurrence.
 - b. Health Department permits
 - i. A variety of permits may be required for a University event or activity where food is provided to guests. CSUB is committed to adhering to all [Kern County Health Department requirements.](#);

- ii. Facility Schedulers will determine, with the help of SRS, what health permit and insurance are needed based on the catering for the event or activity. The permits may include but are not limited to the following:
 - 1. Health permit;
 - 2. Temporary Food Facility permit;
 - 3. Community Event permit;
 - 4. Sellers permit.
- 6. All events requested by non-affiliated organizations or any other third parties must provide a form of insurance at least one week prior to the event date. In addition to the event coverage, all vendors must show insurance coverage, listing the hosting organization as the certificate holder, with CSUB as additional insured. The event host may decide to list and cover all vendors under their own policy on either a certificate of liability insurance policy or a special event insurance policy;
 - a. Certificate of Liability Insurance
 - i. The California State University requires that all service contractors/outside organizations provide current evidence of General Liability insurance coverage while performing any work or using facilities at the University in the amount of \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate and Automobile Liability coverage in the amount of \$1,000,000. Evidence of Worker's Compensation is also required;
 - ii. A Certificate of Liability Insurance along with an Additional Insured endorsement document should include the following description of operations: **The State of California, State of California; Trustees of the California State University; California State University Bakersfield; CSUB Foundation, Student Union Inc. and each of their officers, officials, employees, authorized representatives, agents and volunteers, the "University" as additional insureds, but only insofar as the operations are under the contract concerned;**
 - 1. Events requested by non-affiliated organizations or any other third parties must include additional language: **The insurance is primary and non-contributory over any existing insurance and limited to liability arising out of the operations of the names insured and where required by written contract;**
 - 2. Indemnity/Hold Harmless Provision - Under the terms and conditions of an agreement, service contract, or lease of space, an outside organization, contractor, consultant or vendor is required to sign a Waiver Indemnifying and Holding CSUB Harmless in a Form Accessible to CSUB.
 - b. Special Event Insurance
 - i. Any event or activity requested by affiliated organizations, auxiliary organizations, campus organizations, including faculty and staff, or recognized student organizations not considered normal CSUB business or operations requires a special event policy, if the organization, person, or

- entity does not hold coverage on a certificate of liability insurance or the internal organization's event or activity exceeds the limits of the University's blanket policy (for example, alcohol and/or food is served, and external guests are attending).
- ii. Any event hosted by a non-affiliated organization or third party that cannot provide a correct certificate of liability insurance must purchase a special event policy that covers all areas of the event, subject to include vendors;
 - iii. A special event policy can be purchased through the office of Safety, Risk and Sustainability and must be processed at least one (1) week in advance of the event date;
 - iv. The facility scheduler must obtain a copy of the special event policy and provide in the event reservation for insurance approval. The original copy must stay on-site with the event organizer/host.
- c. Off-campus Events
- i. Events taking place off-campus that are not considered University business and/or advertised or sponsored as a CSUB event are not considered to be off-campus events subject to University's Use of University Property, and Time, Place and Manner Regulations Policy and implementing procedures.
 - ii. Events taking place off-campus that are considered University business and/or advertised or sponsored as a CSUB event may be subject to purchasing a special event insurance policy as determined by University's SRS. [*Reference Chapter 1, Section 11 – University-Sponsored, Off-campus Events.*](#)
- d. Contracts between an off-campus facility and CSUB may require insurance coverage and must be reviewed by University's office of Safety, Risk and Sustainability as well as Procurement.

Chapter 6: Posting Materials, Chalking and Distribution of Materials

CSUB has established the following procedure governing on-campus posting of materials, chalking, and distribution of materials. Please note that this procedure is subject to change at any time. All such changes will be posted and disseminated according to standard University practice.

If you have any questions regarding this procedure, please contact your appropriate administrator. For students and recognized student organizations, please contact the director of the Student Union & Organizational Governance. For faculty, faculty campus organizations, and faculty affiliated organizations, please contact the associate dean of Graduate and Undergraduate Studies. For staff, staff campus organizations, staff affiliated organizations, and auxiliary organizations, please contact the director of Facilities Operations. For non-affiliated organizations, commercial solicitors/vendors, and all other third parties, please contact the

director of Public Affairs and Communications. For activities at California State University, Bakersfield – Antelope Valley, please contact the Administrative Support Assistant in the Administrative Offices. Violations of these provisions may result in disciplinary action, including loss of posting privileges. Unapproved flyers and other signage will be removed.

Display or Distribution of Published Materials

1. The display or distribution of books, newspapers, magazines, pamphlets, or similar published materials, and the conducting of commercial solicitations and transactions, are permitted on campus subject to the time, place, and manner regulations established below, provided that such published materials: (1) do not violate state or federal laws, and (2) do not consist of term papers, theses, or other written materials submitted for academic credit that the displayer knows will be used to engage in academic dishonesty, including, but not limited to, plagiarism and cheating, or otherwise violate the Student Code of Conduct. The published materials displayed shall not be in violation of the provisions of Chapter 7.5, Title 9, Part 1 (commencing with Section 311) of the Penal Code (relating to the sale and distribution of obscene matter), or of Chapter 6, Title 3 (commencing with Section 66400) of the Education Code (relating to the preparation, sale and distribution of term papers, theses and other materials to be submitted for academic credit).¹ Selling or displaying for sale of published materials in violation of these requirements is prohibited.

Time: Distribution of material shall occur 7:00 AM-10:00 PM daily.

Place: (1) News publications other than leaflets, pamphlets, and/or flyers, but including news books, magazines, newspapers, journals, and periodicals, distributed on University property and made available for members of the University community must be placed in news racks provided by the publishing company or entity; (2) news racks at building locations shall be grouped in clusters; the precise placement of the racks shall be determined by the Vice President for Administration and Finance or designee.

Manner: Display or distribution of published materials must be conducted in a manner that (1) shall not unreasonably interfere with or obstruct the free flow of pedestrian or vehicular traffic, (2) shall not unduly interfere with campus pedestrian and vehicular circulation, (3) shall be carried out without amplification equipment, (4) shall be carried out without prolonged or repeated contact with persons who have declined the solicitation, (5) shall not violate state or federal laws, and (6) shall not occur during commencement time periods. Persons using areas generally available to students and the public are allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Individuals or groups distributing materials in these areas, other than material discarded or dropped in or around appropriate receptacles, shall make a reasonable effort to retrieve and remove such materials, prior to their departure from the area(s) that day.

Chalking, Posting and Signage

In general, the University does not encourage chalking as a method of communication, due to the negative environmental and resource impacts associated with it. Removal wastes water and runs the risk of introducing pollutants into the natural storm water removal network of campus streams. For these reasons, the University encourages members of the campus community to use other, more environmentally friendly modes of expression.

Requests to communicate via chalking will be considered only from recognized student organizations, affiliated organization, auxiliary organizations, and campus organizations. Facilities Management and Development maintains administrative responsibility for all posting and chalking on campus.

1. Chalking

Time of Chalking: 7:00 AM-10:00 PM daily.

Place:

1. Chalking is permitted in the following areas: Runner Café Quad, Business Development Center Quad, “Classroom Building” Quad, and Humanities Office Building Quad, sidewalk under the bridge between Science II and III, sidewalks on the Red Brick Road by Dorothy Donahoe Hall and Education building, and Icardo Center Walkway in front of the Icardo Center.
2. Chalking is prohibited in all other locations, including but not limited to: stairs, structures, buildings, walls, fences, gates, steps, windows, posts, lawn areas, railings, trees, signs, traffic control signs, vehicular roadways, bike lanes, utility poles, construction fences, vehicles, in planted garden areas or flowerbeds, newspaper racks, campus directories, within ponds or fountains, or on trash or recycle bins.

Manner:

The form of chalk must be washable with water. Spray chalk is NOT allowed. Requests to chalk must conform to the following procedures:

1. A request to chalk, including date(s), location, the name of the responsible individual(s) or organization(s) and a commitment to clean and remove the chalking (following university guidelines) must be submitted via 25Live.
2. Those who chalk, like those who post temporary signage, shall identify the organization(s), group(s) or individual(s) responsible for the chalking on the chalk-marked sign. Message content will not be considered in reviews of requests to chalk.
3. Chalking must not unreasonably interfere with pedestrian traffic. A five-day maximum duration must be observed. Removal must be scheduled to avoid disruption of campus activities.
4. Should the responsible individual/organization chalk without permission or fail to adhere to the written removal plan, cleanup may be performed by

the University without prior notification and charges will be forwarded to the organization(s), group(s) or individual(s) responsible.

2. Posting and Signage

Time of Making the Posting: 7:00 AM-10:00 PM daily.

Place:

1. Material MAY be posted on the following designated surfaces only: See attached map - <https://www.csub.edu/campusprogramming/FAQs/>
 - i) Administration East- two (2) Wooden boards on west wall
 - ii) Wooden board between Administration West and University Advancement
 - iii) Dorothy Donahue Hall (DDH) bulletin boards that are not assigned to a recognized student organization (the recognized student organization may post on its assigned own boards)
 - iv) Science III-Outdoor bulletin board
 - v) Student Union- two (2) bulletin boards near restroom and the front desk
 - vi) Housing - posting area in Community Building
 - vii) Departmental Bulletin Boards/Mailrooms
 - 1.Humanities Office Building, inside next to elevator
 - 2.Music Building – Bulletin board next to main lobby
2. Posters and signs must not exceed 11” x 17” and only one poster or sign per group or individual may be placed on any one general use public bulletin board. Material may not overlap other posters and signs. Only thumbtacks or staples may be used to post items on bulletin boards. If another method is used that results in damage to a bulletin board surface, the posting party will be subject to liability for any resulting expenses. Blue painters’ tape is the only approved means of posting on non-bulletin board surfaces.
3. Posters, banners, and signage may not be placed on trees, utility poles, traffic control signs, trashcans, fences, in planted garden areas or flowerbeds, non-general/non-public use bulletin boards, restrooms, doors of any type, inside or outside the Runner Café (except the wooden board outside the café), stucco walls, painted surfaces, building, employee-related bulletin boards or newspaper racks, or on any art displays. Posters, banners, and signage may not obstruct the entrances or exits of buildings or the line of vision to vehicular or pedestrian traffic. Posting of signage on vehicles without the owner’s permission is not permitted. No posting is permitted on campus directories, within ponds or fountains, trash or recycle bins. Signs of any nature on any classroom chalkboard, bulletin board, dry-erase board, or any other surface are prohibited and violate this Policy. Banners, which are signs/posters that exceed 11” x 17” but do not exceed 3’ x 6’, will require University’s approval of a building permit request, submitted no less than two weeks in advance of posting, to Facilities Management for review for

interference with University operations or safety, and consistent with facilities maintenance standards. Violations will result in the removal and disposal of the signs without notification.

4. Staked temporary signs shall not exceed 8.5" X 11" and must be placed on surveying stakes or equivalent, not to exceed 36" in height. Staked temporary signs are to be placed only in shrub areas, campus lawns, or adjacent to pedestrian paths, subject to compliance with this policy and review by University Facilities Management for interference with University operations or safety, and consistent with facilities maintenance standards. Only one staked temporary sign per group or individual may be placed. Violations will result in the removal and disposal of the signs without notification.
5. Sandwich/A-Framed temporary signage boards shall not exceed 4' x 4' and are to be placed only in shrub areas, campus lawns, or adjacent to pedestrian paths, subject to compliance with this policy and review by University Facilities Management for interference with University operations or safety, and consistent with facilities maintenance standards. Only one sandwich/A-framed temporary signage board per group or individual may be placed. Violations will result in the removal and disposal of the signs without notification.

Manner:

Signage (signs, sandwich boards, staked signs, posters, and flyers) may be posted on campus, subject to the following additional guidelines and limitations.

1. Temporary signage shall clearly identify the date of posting. To aid the University in maintaining an uncluttered and attractive campus, the organization or persons responsible for the posting of the signage shall identify themselves and provide contact information.
2. The organization or person responsible for placing signage shall be responsible for its removal no more than two weeks after its posting. In order to ensure maintenance of an uncluttered, attractive and safe campus, the University otherwise reserves the right to remove signage (non-commercial and commercial) if it is not in compliance with University policy. Signage may also be removed when damaged, displaced or weathered so that it is no longer legible. Organizations or persons who fail to remove signage in a timely manner may be held responsible for the cost of its removal.
3. Staked temporary signs may not be posted for longer than two weeks. Both stakes and signs must clearly identify the name of the organization responsible for the posting. Violations will result in the removal and disposal of the signs without notification.
4. All Sandwich/A-Framed boards must be registered through 25Live. No sandwich boards may be displayed longer than two weeks. Sandwich boards must be maintained in good working condition by sponsoring group.

5. Individuals or organizations not affiliated with the University must secure permission to post signage on other than campus public bulletin boards, through 25Live.
6. Placement of signage is subject to review by Facilities Management for interference with or disruption of University operations, and safety regarding size, format and placement.

Distribution of Handbills, Circulars and Flyers (Printed Materials)

Distribution of non-commercial handbills, circulars or flyers not otherwise prohibited by law, and which do not contain false or misleading advertising, is permitted subject to the following time, place, and manner regulations.

Time of Distribution: 7:00 AM-10:00 PM daily.

Place: Distribution is allowed in any area generally available to students and the community, subject to the following exceptions: (1) Distribution inside University buildings is prohibited, (2) Distribution in campus parking lots of any written or printed materials from any motor vehicle parked on the campus by any person or group is prohibited; (3) Distribution at an outdoor space that has been properly reserved and has identified event boundaries is prohibited; and (4) Distribution during class is prohibited.

Manner: Distribution of handbills, circulars and flyers must be conducted in a manner that (1) shall not unreasonably interfere with classes or any other operations of the University, (2) shall not unreasonably interfere with or obstruct the free flow of pedestrian or vehicular traffic, (3) shall not unduly interfere with campus pedestrian and vehicular circulation, (4) shall be carried out without amplification equipment, and (5) shall be carried out without prolonged or repeated contact with persons who have declined the solicitation.

- Distribution of handbills, circulars and flyers on vehicles is prohibited.
- Individuals or groups distributing materials, other than material discarded or dropped in appropriate receptacles, shall make a reasonable effort to retrieve and remove such materials, prior to their departure from the areas that day.
- Where facilities or equipment are required, use of campus scheduling procedures is required.

Distribution using electronic communication when using computers and networks on the CSUB campus must be in compliance with the University's ["Acceptable Computer and Network Use Policy."](#)