



California State University, Chico

Chico, California 95929

---

**M E M O R A N D U M**

---

October 27, 2011

To: Lori Hoffman  
Vice President, Business & Finance

From: Jan Burnham 

Subject: Cost Allocation Plan &  
Facilities Charges

Please find enclosed the Facilities Charges procedures document and attached Appendices - Cost Allocation Plan Program listing, Facilities Charges schedule, and Hourly Billing Rates. Other alternative billing rates may be determined per special agreement or MOU as negotiated and approved by the VPBF and the other party. Specific MOU's have been prepared between State and University Housing & Food Services and State and Regional & Continuing Education. Others are in progress for summer camps, Chico Performances, etc.

These procedures and rate schedules are designed to ensure that the campus consistently recovers their costs pursuant to EO 1000 related to the use of campus facilities by state, non-state/auxiliary, and external organizations. Depending on the entity and the time of usage, these charges may include a facility rental or license fee, utility charges, and personnel support charges.

Please indicate your approval of the attached Facilities Charges Procedures, Cost Allocation Plan Program listing, and Facilities Charges schedule. The Hourly Billing Rates (Appendix C) were approved by FAC In September 2011.

These procedures and charge rates will be effective November 1, 2011.

  
\_\_\_\_\_  
Lori Hoffman  
Vice President, Business & Finance

10/27/11  
\_\_\_\_\_  
Date

Cc: Paul Zingg, President  
Sandra Flake, Provost  
Drew Calandrella, VPSA  
Richard Ellison, VPUA  
Stacie Corona, AVPBF  
Dave Foreman, AVPBF  
Jeni Kitchell, Mgr Internal Audits  
Facilities Reservations Office  
Facilities Operations Group