

## **FACILITIES USE CHARGES**

### **Facility Use Charges**

Appropriate facility use charges shall be made for the use of campus facilities by state, non-state/auxiliary, and external organizations. These charges are designed to ensure that the campus consistently recovers their costs related to providing this use and related services pursuant to California State University (CSU) Executive Order No. 1000 (EO1000). 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 as deemed appropriate by CSU policy. Additional personnel charges required by campus policy or the event requestor will be billed in addition to these rates. CSU policy requires payment for such services or some other form of reciprocal compensation or benefit equal to or greater than the cost of said University services as documented and approved by the University Cabinet and/or pursuant to a Memorandum of Understanding (MOU). These Facility Use Charges procedures and rates will be effective from November 1, 2011 through June 30, 2013, at which time they will be reviewed, updated, and approved, if necessary, by the Vice President for Business & Finance (VPBF) and reviewed by the University Fiscal Administration Committee (FAC) or other individual or entity as designated by the President.

Authority to require payment for granting rights to access campus facilities is generally governed by Education Code 89700(a), which states that the trustees may require all persons to pay fees, rents, deposits, and charges for services, facilities or materials provided by the trustees to such persons. Rights to facilities for external users would typically be granted through a lease or a license agreement.

### **Scheduling of Campus Facilities**

Facilities shall be reserved by state and non-state funded entities through ASTRA (the current scheduling software program) for academic related activities only by departments with scheduling access or by requesting a reservation through Facilities Reservations. All non-state, auxiliary, and external facilities use and non-academic related activities by state entities, must be scheduled through Facilities Reservations. Departments or other programs are not authorized to rent or allow other use of state facilities.

Procedures and policies regarding priority of use, facility scheduling timelines, facility scheduling for energy conservation, security, or other purposes, and other procedures shall be prepared and updated by Space Allocation Committee (SAC) and approved by the University President or his designee on a regular basis.

## **Business Hours**

For the purpose of determining applicable billing rates, normal business hours have been defined as those during which the majority of the University programs are scheduled to occur and when utilities and personnel are available without special arrangements or extraordinary costs. Extended hours have been defined specific to certain programs, activities, and facilities to identify events occurring outside of normal business hours which will not be subject to non-normal business hour charges.

Additional costs apply when requests for use of facilities occur outside the normal business or extended hours. State, non-state funded, auxiliary, as well as external entities will be subject to charges to cover these costs.

**Normal business hours** vary depending upon the time of the year as designated below:

**Academic Year** – One week prior to the first day of classes through the last day of finals for each semester and to include commencement at the end of the Spring semester (excluding any official campus closures).

|                         |                    |
|-------------------------|--------------------|
| Monday through Thursday | 7:00 am – 10:00 pm |
| Friday                  | 7:00 am – 5:00 pm  |

**Winter Break** – End of finals for Fall semester up to the Monday the week before classes for Spring semester (excluding any official campus closures).

|                       |                   |
|-----------------------|-------------------|
| Monday through Friday | 7:00 am – 5:00 pm |
|-----------------------|-------------------|

**Summer Hours** – As designated by the annual Campus Calendar, typically beginning the Monday following Memorial Day until the Monday one week before the first week of classes for the Fall semester (excluding any official campus closures).

|                         |                   |
|-------------------------|-------------------|
| Monday through Thursday | 7:00 am – 5:30 pm |
|-------------------------|-------------------|

## **Extended Hours**

Extended Hours as designated below will be considered Normal Business Hours for facilities use charges for ONLY the departments/programs, related locations, and times as follows:

### **HFA & Athletics**

Extended hours of 5:00 pm - 10:00 pm Friday, 9:00 am -10:00 pm Saturday and 1:00 pm - 10:00 pm Sunday during the Academic Year and Winter Break as defined above for the following programs and locations:

1. HFA state sponsored programs: PAC 134, 135, 144 and Laxson Auditorium (Spring Musical and Hiestand Band Concert only)
2. Athletics: Acker Gym, Shurmer Gym, Stadiums, track and fields

### **State Academic-Related Departments/Programs**

Extended Hours of 5:00 pm - 8:30 pm Friday and 8:00 am - 5:00 pm Saturday during the Academic Year as described above for:

1. Courses offered for academic credit
2. Recruitment and other outreach programs
3. Student orientations

Reservations related to a state funded course offered for academic credit should indicate the specific academic course in the reservation. Events which require multiple classrooms/venues should be consolidated into as few buildings as possible to meet programmatic needs for efficient use of resources.

All Friday evening and Saturday reservations for state funded entities/purposes are subject to review by Facilities Reservation in conjunction with the VPBF or his/her designee for review of the activity and applicable charges. The Facilities Reservation estimation of charges is subject to change pending verification of the entity and purpose.

Charges for the use of facilities by state academic-related departments/programs for non-academic purposes during Extended Hours or hours outside the hours defined above will be charged pursuant to Facilities Charges rates for Non-Normal Business Hours.

### **University Recognized Student Organizations**

University Recognized Student Organizations may use state facilities without charge during the Academic Year as described above for Normal business hours and for meetings during Extended Hours of Sundays 1:00 pm to 10:00 pm for the following facilities ONLY:

1. Langdon 1<sup>st</sup> floor & 3<sup>rd</sup> floors
2. O'Connell
3. Selvester's 100 & 104
4. BMU (please contact the AS for availability)

Charges for the use of any other state facilities or for events other than meetings by these organizations during Extended Hours or any meetings/events outside the hours designated will be charged pursuant to Facilities Charges rates for non-state/auxiliary entities.

## Facility Use Category Definitions

Appropriate facility use charges shall be made according to the Chargeback matrices (Cost Allocation Plan Program, Hourly Billing Rates, Facilities Charges) depending on the appropriate Facility Use Category determined for the activity or event.

**State Entities** include CSU, Chico, other CSU, and/or Chancellor's Office program, unit, department, or college organization funded by the CSU Operating Fund.

**Non-State Funded Entities** consist of non-state funded self-supporting entities. Examples include Student Health Center, University Housing, University Parking, and Regional & Continuing Education. **Auxiliaries** are defined as self-supporting entities and include Associated Students, Research Foundation, University Foundation and their various programs. **External users** include those entities which do not account for their transactions through the University's accounting systems, and include school districts, professional organizations, community organizations, non-profit entities, etc.

Many of the departments who frequently use facilities have been identified along with the appropriate category on the Cost Allocation Plan Program Listing, attached as Appendix A. In the event an organization who is not readily identifiable under one of the categories requests a facility reservation the organization's name, purpose, and other identifying information will be forwarded by Facilities Reservation to the Vice President for Business & Finance or his/her designee for determination of appropriate category. The Facilities Reservation confirmation will not be finalized and/or rates will be quoted at the external user rate pending determination of the appropriate category. Additional entities and their category designation will be added as necessary with the Committee on Facilities Utilization (CFU) review and approval.

## Facility Use Charges

Billing rates as set forth on the Facilities Charges schedule attached as Appendix B, have been calculated for most frequently used facilities/rooms designated as Tier 1 (stand-alone HVAC) or Tier 1A. These rates are for single uses and based on 2 hour incremental usage and encompass utilities, custodial, equipment operator, start-up costs as applicable, and a facilities rental charge for external agencies. No additional consumable fees will be charged. However, additional personnel charges required by campus policy or the event requestor will be billed in addition to these rates per the Hourly Billing Rate schedule. If a room is requested to be used which is not included in Appendix B, the room category and HVAC category should be determined and rates applicable to a similar facility charges.

Rates use of multiple rooms/facilities on a specific day or other ongoing uses will be based on the underlying rates used for single use and will take into consideration incremental costs for facilities, custodial services, utilities, etc. Other alternative billing rates may be determined per special agreement or MOU as negotiated and approved by the VPBF and the other party.

## **Personnel Billing Rates**

Personnel billing rates as included on the Hourly Billing Rates chart, attached as Appendix C, have been established based on average direct labor costs for all personnel that perform a specific service (i.e. Plumber) for use by the campus for recharge activities and/or charges to external agencies related to facilities reservation usage. Three different rates have been established for:

1. State Funded Campus Department Recharge
2. Non-State Funded Campus & Auxiliary Recharge Rate
3. External Use Recharge Rate.

The State Funded Campus Department Recharge includes the average hourly direct labor costs and a 19% department administrative cost. The Non-State Funded Campus & Auxiliary Recharge Rate includes the average hourly direct labor costs, a 19% administrative cost, and cost of benefits, currently calculated at 37%. The External Use Recharge Rate includes average hourly direct labor costs, a 38% administrative cost and benefits currently calculated at 37%.

If services are provided at request of department or external agency during non-normal business hours, overtime at 1.5 times the Direct Labor Rate may be charged. There may be additional charges based on current collective bargaining agreement for callbacks. If applicable, these charges will be disclosed prior to finalizing any reservation. Overtime charges can be billed only if overtime costs are incurred. Administrative and benefits costs will be calculated on the direct labor rate, not the hourly overtime charge.

## **Insurance Requirements**

All requestors shall comply with the applicable University insurance requirements, including additional insured endorsements when applicable, (as determined by the University's Risk Manager) prior to the actual use of any University facility. Use of University facilities by non-University groups or organizations requires the approval of the Director of Risk Management or his/her designee.

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