The Albert E. Warrens Reception Center, 341 Mansion Avenue, is a unique and beautiful facility. The following special use process is in place to help ensure that it maintains its beauty.

- The initial date request must be made through the President’s Office – x5201.
- Once confirmation is received from the President’s Office, complete the Warrens Center Request Form.
- Submit the request form, layout diagram, CAF and any additional forms as needed, to Facilities Reservations (Zip 720).
- Use fees vary depending on the area used, day of the week and funding source. Please see rate table below.

The facility is available for event use by campus departments only (excluding private parties, weddings, receptions, exhibits in the house or garden and Fundraising events where tickets are sold to the public). A representative from the requesting department must be in attendance for the entire time the facility is open - until Facilities Management Services (FMS) or University Police are there to lock the facility - and be responsible for the following guidelines.

1) No more than one event per day will be scheduled.
2) The house has capacity for 49 people indoors and up to 200 in the garden (100 for a sit-down event).
3) Accessible entrance to the house is through the east gate. Please indicate on the Warrens Center Request Form if additional entrances will be needed.
4) A lift in the Center provides accessibility between the first and second floors. The key and instructions for use will be provided by the Facilities Management and Services (FMS) Staff who unlocks the facility for you. Please indicate on the Warrens Center Request Form if this service is needed. FMS Staff will turn off the alarm.
5) All gates must be unlocked during outdoor events.
6) As there is no upstairs lighting, activities should be on the first floor only.
7) There is no outside lighting, so events must be planned accordingly.
8) Windows are sealed shut. Please do not try to open them.
9) The basement is not accessible.
10) None of the permanent furniture (lamps, tables, chairs) are to be moved.
11) The dining room table cannot be moved from the center of the room because of the low hanging chandelier, and the protection holders for the legs must stay in place or the floor will be damaged.
12) There are four (4) Asian carpets. One is a runner for the stairs. If there is any spillage on these rugs the cleaning will be charged to the department.
13) Media equipment (microphone, speakers, projector, etc.) must be requested via the AV Technology/Theatre Use Planning Form.
14) No amplified music will be allowed.
15) No pets allowed. Service dogs only.
16) There are no overnight guest facilities at the Center.
17) Please list caterer (from pre-approved list) on Warrens Center Request Form.
18) Use of alcohol must be in accordance with the Campus Event Alcohol Policy and approved by the Vice President of Student Affairs. The Campus Alcohol Event Policy is listed on the Facilities Reservations website – http://www.csuchico.edu/fres.
19) There are recycling bins by the back door that can be used for recyclables, or services can be requested with AS Recycling on the Warrens Center Request Form.
20) The department representative is responsible for ensuring all people have left and all gates are locked with the event is over.
21) The requesting department is responsible for payment of damages to the facility or the grounds.
22) Users must leave the Warrens Center in clean condition, ready for the next use and complete the Event User Check-off List included in the Warrens Center Request Form.
23) Please contact the President’s Office (x5201) or Facilities Reservations (x6118) with any questions.
Albert E. Warrens Reception Center
Rate Tables

*These rate tables are for the Academic Calendar Year (one week prior to start of Fall Semester through Commencement)

**New rates effective July 1st, 2013.

**DAILY RATE for use of the Garden and/or more than ten people using the House.

<table>
<thead>
<tr>
<th></th>
<th>STATE – General Fund</th>
<th></th>
<th>AUXILIARY – Foundation, AS, etc.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY-THURSDAY</td>
<td>$ 425.00</td>
<td></td>
<td>MONDAY-THURSDAY</td>
<td>$ 535.00</td>
</tr>
<tr>
<td>FRIDAY – Completion</td>
<td>$ 495.00</td>
<td></td>
<td>FRIDAY – Completion of Event</td>
<td>$ 565.00</td>
</tr>
<tr>
<td>SATURDAY</td>
<td>$ 545.00</td>
<td></td>
<td>SATURDAY (or any day followed by a closure day)</td>
<td>$ 585.00</td>
</tr>
<tr>
<td>SUNDAY</td>
<td>$ 505.00</td>
<td></td>
<td>SUNDAY</td>
<td>$ 565.00</td>
</tr>
</tbody>
</table>

**DAILY RATE for 10 people or fewer using only the existing Dining Room set-up as is and appropriate support facilities (i.e. Kitchen, Restrooms – No table or chair set-up).

<table>
<thead>
<tr>
<th></th>
<th>STATE – General Fund</th>
<th></th>
<th>AUXILIARY – Foundation, AS, etc.</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MONDAY-THURSDAY</td>
<td>$ 275.00</td>
<td></td>
<td>MONDAY-THURSDAY</td>
<td>$ 315.00</td>
</tr>
<tr>
<td>FRIDAY – Completion</td>
<td>$ 305.00</td>
<td></td>
<td>FRIDAY – Completion of Event</td>
<td>$ 325.00</td>
</tr>
<tr>
<td>SATURDAY</td>
<td>$ 315.00</td>
<td></td>
<td>SATURDAY (or any day followed by a closure day)</td>
<td>$ 325.00</td>
</tr>
<tr>
<td>SUNDAY</td>
<td>$ 315.00</td>
<td></td>
<td>SUNDAY</td>
<td>$ 325.00</td>
</tr>
</tbody>
</table>