

(*All forms available on the Facilities Reservations website – <http://www.csuchico.edu/fres>)

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.

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- Complete and submit the **Warrens Center Request Form***, layout diagram, CAF and any additional forms as needed, to Facilities Reservations via email. Hard Copies and CAF should be sent to Facilities Reservations – zip 225 once reservation has been confirmed.
 - Use fees vary depending on the area used, day of the week and funding source. Please see rate table below.
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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. Campus users only, not available for outside rental.
2. Space is to be used for receptions, parties, specialty board meetings, and social gatherings only.
3. No more than one event per day will be scheduled.
4. The interior/permanent furniture (tables, chairs, sofas, etc.) is not to be moved, no exceptions.
5. Interior House Capacity
 - a. 50 guests party/ reception
 - b. 12 seated dinner in dining room
 - c. 12 or less for specialty board meetings held in dining area
6. Exterior House/Garden Capacity
 - a. 150 party/ reception
 - b. 100 for seated dinner
7. Accessible entrance to the house is through the east gate. Please indicate on the **Warrens Center Request Form*** if additional entrances will be needed.
8. All gates must be unlocked during outdoor events.
9. There is no outside lighting, ONLY walkway lighting. Events must be planned accordingly.
10. Windows are sealed shut. Please do not try to open them.
11. The basement is not accessible.
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. AEWC has no media equipment. Any required media equipment (microphone, speakers, projector, etc.) must be requested through [Tech Lending](#) online or in person.
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. Only approved caterers and bar service providers are allowed to provide food or bar service.
 - a. Must list caterer and/or bar service provider on the AEWC Request Form
18. No food preparation in kitchen (cooking), only to be used as a preparation and service area for caterers.
19. Alcohol service at on-campus events or off-campus university sanctioned events is approved through the University Public Engagement (UPE) office and through Risk Management. The Campus Alcohol Event Policy is listed on the Facilities Reservations website – http://www.csuchico.edu/fres/hospitality_food/index.shtml.
20. 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***.
21. The department representative is responsible for ensuring all people have left and all gates are locked with the event is over.
22. The requesting department is responsible for payment of damages to the facility or the grounds.
23. Users must leave the Warrens Center in clean condition, ready for the next use and complete the
 - a. **Event User Check-off List*** included in the Warrens Center Request Form.

** Standard facility fee only, does not include Special Services (Campus Tent, Bar Service, Media Technology, etc.)

DAILY RATE	STATE	AUXILIARY
12 or LESS ATTENDEES	\$ 75.00	\$ 125.00
13 to 50 ATTENDEES	\$ 250.00	\$ 475.00
OVER 50 ATTENDEES	\$ 500.00	\$ 800.00

- Auxiliary rates apply to University and Research Foundation, & Associated Students activities and events

- Rates apply to Academic Year (*One week prior to start of Fall Semester through Commencement*)

- Rates effective April 1, 2019



Albert E. Warren's Reception Center Request Form

(AEWC)

*****Please Note: FMS requires 10 working days advance notice for use of AEWC.*****

Is this an **ORIGINAL** Request or an **UPDATE** ?

Today's Date:

PART I – FACILITY REQUEST - Submit completed form(s) & CAF to Facilities Reservations & Event Services (FRES) via email at fres@csuchico.edu.

Hard copies of paperwork and CAF must be mailed to Facilities Reservations & Event Services at Campus Zip – 225

Please review the [Albert E. Warrens Center Info Guidelines](#) (w/rate table) for use of the facility prior to submitting this request (listed on the Facilities Reservations website – <http://www.csuchico.edu/fres>).

Event Name:

House Use and/or **Garden Use (requires setup diagram)**

Event Day(s)/Date(s):

Event Time:

to:

Time Facility Needed:

to:

Brief description of event and envisioned result (Meeting, Lecture/Conference, Lunch/Dinner/Reception, etc):

Will any outside vendors (caterer)/groups participate? No Yes – Name:

Public invited? Yes No **Admission Fee?** Yes No **Fundraiser?** Yes No **Expected Attendance:**

Requestor: (please complete info)

Requestor:

Dept/Group:

Ext:

Zip:

On-Site Responsible Party (present at event):

Cell Phone:

PART II – EQUIPMENT/SERVICES REQUEST (Please submit attachment of desired set-up.)

Additional forms may be required. ****Forms available at the Facilities Reservations website: <http://www.csuchico.edu/fres>**

HOUSE USE (Capacity 50 max/12 max for sit-down dinner)

Tall Cocktail Tables (4 max – kept in the House)

Bar Cart (Located in Sunroom – kept in the House)

6' Folding Tables (4 max – kept in the House)

Podium – Large Small

Note: There is a dining room table with 12 chairs in the center that can be used. The dining table cannot be moved from its position in the center of the room.

GARDEN USE (Capacity 150 – 100 for Sit-down Event)

60" Round Tables (15 - available)

Tall Cocktail Tables (10 - available)

6' Folding Tables (10 - available)

Folding Chairs (not to exceed 100)

Podium – Large Small

Bar Cart (indicate exterior placement on diagram)

HOUSE & GARDEN USE

Garbage Cans w/Lids & Liners (6 available)

HOUSE

GARDEN

1 Metal Trashcan – for BBQ coal disposal only

GROUNDS

Sprinklers Off

Lawns Mowed/Weeding

Walkways Swept/Hosed Off

Exterior Clean-up & Garbage Removal

Barbecue (Hose & Fire Extinguisher in garage)

HVAC (Heating & Cooling) SERVICES Date(s):

Time(s):

RECYCLING SERVICE (Free service provided by AS Recycling)

ELECTRICAL SERVICES

Pre-event meeting with FMS REQUIRED for all requests requiring any electrical assistance. Call 898-6222 to set up a meeting.

Enter name/phone of person that has knowledge of electrical needs. Name:

Phone:

MISC/SPECIAL SERVICES available at extra cost ****Forms available at the Facilities Reservations website: <http://www.csuchico.edu/fres>**

Food - Prep/Cook for BBQ Area (Complete- [Application for Food Serving Permit](#) **)

20'X40" Campus Tent (Must Complete & Submit required - [Campus Tent Request Form](#)**) \$425 w/sides or \$325 w/o sides

****does not includes required special event permit fee through State Fire Marshall****

Media (microphone, speakers, projector, etc.) ([Technology Lending](#) is available at the checkout counter on the first floor of Meriam Library. To checkout equipment you must be a CSU Chico student, faculty, or staff, with a valid Wildcat card.

Bar Service (Complete & submit required [Alcohol Use Request Form](#) to UPE once your event has been approved)

OTHER

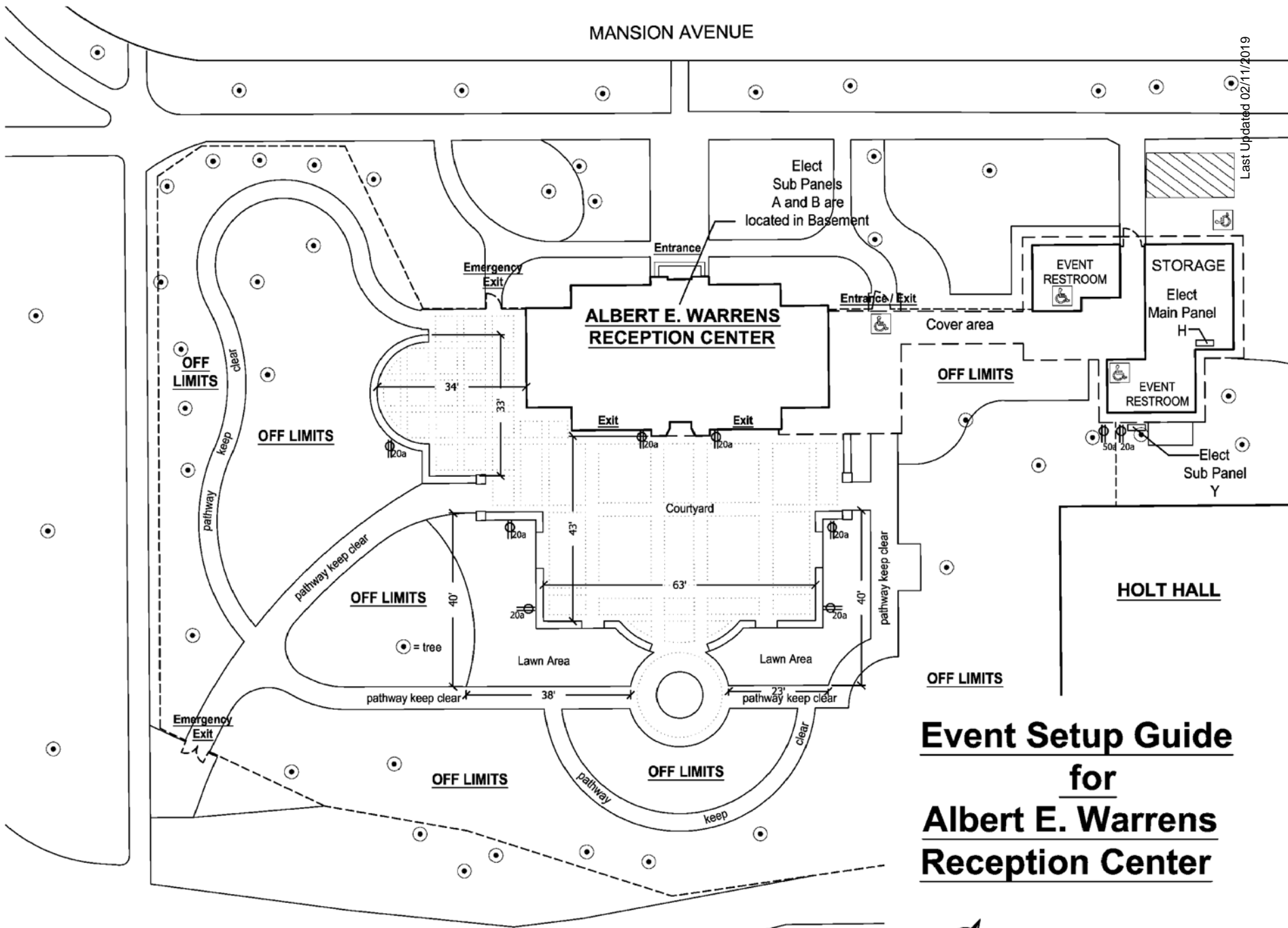
*****OFFICE USE ONLY*****

Approval from Facilities Reservations & Event Services (FRES) – Date:

CAF - State Auxiliary CAF #

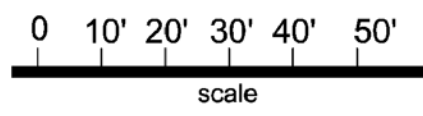
Distribution: Event Calendar FMS AO

Last Updated 02/11/2019



Event Setup Guide for Albert E. Warrens Reception Center

****Please mark where you would like the desired equipment set-up ***
and
Submit with AEWC Request Form.**



ALBERT E. WARRENS RECEPTION CENTER

Event User/Coordinator/Sponsor - CHECK OFF LIST

*The event coordinator will be responsible for completing this form making sure the facility is vacant, and locking up the facility when the event is complete.

Name:

Event:

Date:

Please Use the Following Checklist After Using the Kitchen

Kitchen Equipment

Did you -

- | | | |
|----------------------------------|-----|----|
| 1) <u>Use the oven or stove?</u> | Yes | No |
| Are they turned off and clean? | Yes | |
| 2) <u>Use the refrigerator?</u> | Yes | No |
| Is it empty and wiped clean? | Yes | |
| 3) <u>Use the microwave?</u> | Yes | No |
| Is it clean? | Yes | |
| 4) <u>Use the dishwasher?</u> | Yes | No |
| Is it off and clean? | Yes | |

General Kitchen Clean up

Have you -

- | | |
|--|-----|
| 1) Cleaned off counters and tabletops? | Yes |
| 2) Cleaned the sink? | Yes |
| 3) Swept kitchen floor? | Yes |
| 4) Cleaned the cabinet doors? | Yes |

*Cleaning materials are under the kitchen sink, terry towels are in the cabinet above the sink, and brooms are in the closet by the double glass back doors.

Facility Lock up. Have you

- | | |
|--|-----|
| 1) Turned off all lights? | Yes |
| 2) Locked all doors upstairs and down? | Yes |
| 3) Locked up garage? | Yes |
| 4) Locked all gates? | Yes |
| 5) Remember that the white gates must be locked from both sides? | |

Final Step

*****Please sign and leave completed form on the clipboard on the kitchen counter.*****

Signature:

Date: