

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

All requests for the Albert E. Warrens Reception Center, located at 341 Mansion Avenue, must be submitted a minimum of **15 days** in advance. The following special use process is in place to help ensure that it maintains its beauty.

- Complete and submit the **Albert E. Warrens Reception Center Request Form*** in Astra.
- Submit the 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.

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 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. For required media equipment availability, (microphone, speakers, projector, etc.) contact Technology Lending at <https://library.csuchico.edu/tech-lending>.
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 fill out a separate caterer form if not using AS Catering.
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. Please review the [Campus Alcohol Event Policy](#) for further restrictions.
20. There are recycling bins by the back door that can be used for recyclables, or services can be requested with AS Green for event certification.
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 Event User Check-Off List* sent from Facilities Reservations upon confirmation of event.

Please contact Facilities Reservations & Event Services (FRES) via email fres@csuchico.edu or at x6118 with any questions.

** 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