



CALIFORNIA STATE UNIVERSITY, CHICO

PROCEDURES FOR FACILITIES USE CHARGES

Facility Use Background

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).

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 funded entities through ASTRA (the current scheduling software program) for academic related activities only by department designees 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 requested through Facilities Reservations. All facility use requests must use the appropriate Facility Request form and include a detailed description of the event and its purpose as it relates to state university business. Additional services and equipment * (including, but not limited to: insurance, permits, safety, etc.) will be coordinated by Facilities Reservations, with the appropriate service center upon approval of the event. 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 the Space Administration Committee (SAC) and approved by the University President or designee on a regular basis.

*excluding custodial, grounds, and HVAC.

Facility Use Category Definitions

Appropriate facility use charges shall be made according to the Facilities Charges schedule (Appendix A) 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.

Specifically approved university users include:

- Division, college, and department meetings and events
- University recognized student organizations
- IRA funded student programs

Non-State & Auxiliary 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 or its auxiliary organization's accounting systems, and include school districts, professional organizations, community organizations, non-profit entities, etc.

University Hours

For the purpose of determining applicable billing rates, normal university 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 university hours which will not be subject to non-normal hour charges.

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

Normal university 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 Friday 7:00 am – 10:00 pm
Saturday 8:00 am – 5:00 pm
Sunday 12 pm – 10 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 University 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 Saturday and 12:00 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, Zingg Recital Hall, 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 8:00 am - 5:00 pm Friday and Saturday during Summer Hours as described above for state funded courses offered for academic credit.

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 reservations for state facilities are subject to review by Facilities Reservation in conjunction with the Campus Facility Use (CFU) Committee 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.

Facility Use Charges

1. **State Entities** (approved university users) hosting events that support the university mission, including co-curricular learning experiences for Chico State students will not incur a facility fee. Charges may occur for additional equipment, services, or labor as required by the facility or requested by the user on the FERF (Facility & Equipment Request Form). Labor during non-regular working hours may require overtime.

Fees charged for participation, registration, or entry to events hosted by approved university users should be deposited in the host division's state account unless an existing agreement or MOU for facility use is in place.

2. **Non-State & Auxiliary Funded Entities** are assessed a facility fee in addition to charges for additional equipment, services, or labor as required by the facility or requested by the user. Entities with a specific MOU or agreement to use state facilities will not incur additional facility fee charges during normal hours. (E.g., Research Foundation Grants & Contracts, Athletic Summer Camps, and Chico Performances)
3. **External Entities** are assessed a facility fee in addition to charges for additional equipment, services, or labor as required by the facility or requested by the user.

Billing rates as set forth on the Facilities Charges schedule attached as Appendix A, have been calculated for most frequently used facilities/rooms designated as Tier 1 (stand-alone HVAC) or Tier 1A (HVAC required for entire facility or zone). These rates are for single uses and based on 2 hour incremental usage and encompass utilities, custodial, grounds, 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 Personnel Billing Rate schedule. If a room is requested to be used which is not included in Appendix A, the room category and HVAC category should be determined and rates applicable to a similar facility charge.

Rates for 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 an authorized individual of the university and the other party.

Multi-Room Discounts

In an effort to reduce the campus' greenhouse gas emissions, a multi-room discount is available to users. The following discounts apply for multi-room use in the **same building on the same day**:

- Up to 5 Rooms = 60% discount on rooms 2-5
- Up to 10 Rooms = 70% discount on rooms 2-10
- 11+ Rooms = case-by-case analysis and pricing

Personnel Billing Rates

The Personnel Billing Rate schedule, attached as Appendix B, has been established based on average direct labor costs for personnel that perform a specific service (i.e. Plumber). 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 department administrative cost. The Non-State Funded Campus & Auxiliary Recharge Rate includes the average hourly direct labor costs, an administrative cost, and

cost of benefits. The External Use Recharge Rate includes average hourly direct labor costs, administrative cost, and benefits.

If services are provided at the request of a department or external agency during non-normal university 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 Risk Manager or his/her designee.

References:

Executive Memorandum 13-078

<http://www.csuchico.edu/prs/EMs/2013/13-078.shtml>

Executive Order 1000

<https://www.calstate.edu/eo/EO-1000.html>

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