

BELL MEMORIAL UNION ROOM RESERVATION POLICY

I. NAME

This document shall be called the Bell Memorial Union Room Reservation Policy.

II. PURPOSE

This policy is, and will be in effect in order to set guidelines for room reservations in the Bell Memorial Union (BMU).

III. DATE OF EFFECTIVENESS

This policy shall be effective upon approval of the Associated Students Facilities Committee (ASFC) and reported to the Board of Directors (BOD).

IV. AMENDMENTS

This policy may be amended by a 2/3 majority vote of the ASFC and reported to the BOD.

V. GUIDELINES

A. ROOM RENTAL FEES

1. Recognized student organizations and Associated Students (AS) Groups will not be charged a fee for room rental during normal building hours. A fee will be charged for any use before or after normal building hours to cover maintenance, utility, and staffing costs.
2. All other users of the BMU will be charged a room rental fee for use during normal building hours. An additional fee will be charged for any use before or after normal building hours to cover maintenance, utility, and staffing costs.
3. There will be a no show fee charged to all groups that do not use a room and fail to cancel their room reservation after two no-shows.
4. All users of the BMU, except student organizations and AS Groups, will be charged for audio-visual equipment and technical services.
5. There are no special fees for co-sponsorships. If any two user groups are presenting an event together, the charges for the event will be based on the higher fee.

B. RESERVATIONS

1. Room reservations are made on a first come first served basis.
2. Associated Student groups, recognized student organizations, and CSUC departments may reserve the auditorium one (1) year in advance. Off-campus groups may reserve the auditorium eight (8) months in advance. AS Event Services may, at their discretion, make reservations more than one year in advance if the event requires more complex planning.
3. Student organizations must be registered on Wildcat Sync through the Student Life and Leadership Office prior to making any reservations. Only persons on the roster are permitted to make reservations.
4. At the discretion of the AS Executive Director or designee, groups may be required to provide security for their event. Security will be coordinated through the University Police Department. Organizations are responsible for any cost to provide security.
5. A cleaning deposit may be required for dances and all major events.
6. The cost to repair any damage, i.e., broken equipment, fixtures, etc., will be billed to the sponsoring organization.
7. Reservations may not be sold, subleased or transferred to other persons or groups.
8. Meeting rooms will not house University classes.
9. Reservations made by organizations not affiliated with the University must provide required insurance certificates and endorsements.

10. AS Event Services and CSU, Chico must approve the service of alcohol at any event in the BMU.
11. Any group with an unpaid bill may be required to make full payment prior to making any additional reservations.

Approved BMUC:	3-6-95
Approved BOD:	3-24-95
Clean-up Changes:	Summer 1999
Revisions Approved BMUC:	1/16/01
Reported to Board:	2/9/01
Revisions Approved BMUC:	5/1/02
Reported to BOD:	5/6/02
Revisions Approved BMUC:	1/25/12
Reported to BOD:	1/27/12
Revisions Approved BMUC:	9/26/12
Reported to BOD:	10/8/12
Revisions Approved BMUC	4/3/18
Reported to BOD:	4/11/18
Summer 2022 Cleanup	
Revisions Approved ASFC:	11/20/25
Reported to BOD:	12/3/25