



Pavilion Policy

- I.) Recognized University organizations and departments,
- A) may reserve table space in the USU Pavilion for the purpose of distributing informational materials pertaining to their group or soliciting memberships. The sale of items or materials will not be allowed.
 - B) Reservations must be made through the Reservation Center at least ten, (10) business days in advance of the event on a first come first serve basis.
 - C) A maximum of two tables and the necessary chairs will be provided by the USU for each organization. Exceptions will be made for events sponsored by University Departments, groups and/or organizations which will attract numerous informational vendors and be of interest to a large number of students. All equipment will be provided on an availability basis.
 - D) Free standing displays must be pre-approved prior to reservation date.
 - E) Audio visual equipment, display boards, etc. will be provided on an availability basis.
 - F) Amplified sound will not be permitted.
 - G) Groups are required to keep the area clean and in an orderly manner. No items may be attached to the building or windows. Cost for excessive cleanup or damage to the equipment or building will be charged to the organization.
 - H) Fees may apply based on reservation review and approval.
- II.) **COMMERCIAL VENDOR** may reserve space once per semester for a maximum of three days. The USU requires a \$100 initial fee per day. The \$100 per day fee must be paid at time of reservation. Refunds will be given, less a \$25 administrative fee, if cancellation is received no later than five business days prior to the sale. Late cancellations will result in forfeiture of the prepaid rental. Items must be deemed appropriate by the USU Reservation Ctr. and to the mission of the USU. Merchandise/services in direct competition with other operating units of the California State University, Fresno Auxiliary Corporations or the Pavilion vendors may be deemed inappropriate.
- A) Each location must be identified with the name of the vendor/enterprise but no signage or materials may be attached to the walls or windows. The area must be kept clean and in an orderly manner.
 - B) All vendors will be liable for any damage to the area or excessive clean-up.
 - C) All vendors are responsible for providing campus insurance requirements.