

Facility Guidelines

- No food allowed within campus facilities without prior written consent.
- Classrooms may be in different buildings/locations on campus based on availability.
- Rooms may have either blackboard and/or whiteboard, group must supply their own writing instruments
- AV is not included in traditional classrooms, if you would like it included, it is an additional \$236 per classroom per day.
- Late Classroom requests (after 10 business days prior to arrival) may take at least 2 – 3 business days to process.
- Rooms may be adjacent to other groups/programs and excessive noise, running, yelling, etc. is not allowed.
- Groups may not utilize hallways or open spaces in academic or residential buildings without prior approval.
- Hover boards are not allowed or to be utilized on the SDSU Campus
- Meeting rooms/classrooms are on a reservation basis. If a group/program is found using additional spaces not reserved, they will be charged for the day. Groups must only use the lounges within the residential halls on the buildings/floors that they are assigned to. Meeting room charges will apply if additional lounges/floors are used without prior approval.
- Field space may be available to use during your stay, but is not guaranteed. A group may request to reserve a field during their stay if it is available during the dates and times requested. A group which has reserved a field has exclusive access to the premise provided they have proof of their reservation, i.e. a completed facility guarantee form. Please contact Conference Services for field availability.
- A \$50 fee will be assessed for groups changing or canceling their facility reservation less than 48 hours prior to the event as well as for programs with a rush order and adding facilities with less than 48 hours' notice prior to the event.
- Group leaders are responsible for communicating these guidelines to all participants in their program.