

# Room Request Form

Fresno Pacific University – Regional Campuses

Campus/Location:	Contact Person:
Event:	E-mail:
Organization:	Work Phone:
Date(s) Requested:	Alternate Phone:
Time Requested:	Number of Attendees
(Please see 'Hours of Operation' below: 8:30am-4:00pm)	(maximum 30):

Please read through the following guidelines and feel free to call for additional information. Your request will be processed, and a confirmation will be e-mailed back to the contact email above.

**ROOM RATES:** Half-day Rate (up to 4 hours): \$200

Full-day Rate (up to 8 hours): \$400

#### **REQUIREMENT: Certificate of Liability Insurance**

The University requires that we have on file, no later than 10 days prior to your event, a certificate of insurance in the minimum amount of \$1,000,000 bodily injury and property damage.

## Hours of Operation

- Soom availability is from 8:30 am 4:00 pm, Monday through Friday.
- ♥ We request that your event end at 4:00 pm, so the room can be prepared for the evening classes.
- ♦ Office hours are 8:00 am 5:00 pm, Monday through Friday.

#### Set-up & Clean-up

- by The rooms are equipped with standard whiteboards, tables, chairs, garbage can, and sink.
- Please do not pin or tape any items to the blinds and walls in the rooms.
- The rooms are set-up according to the evening class. If your event requires any moving of the furniture, we request that you arrange the furniture into its original set-up.
- Before you leave the room, please make sure that no materials or food items are left behind. Our facility is not equipped to store any materials overnight.

#### Use of equipment

Equipment is available upon request. Please contact us prior to your event to reserve its use.

#### **Food Services & Catering**

- If bringing in food, please provide all your own supplies. Please clean up all items and leave room in its original set-up.
- You are welcome to have catering services come to our facility, just let us know ahead of time so that we will be expecting them. At the end of your event, please make sure that the catering service does clean up all areas used.

#### Copies, Faxing, Printing, etc

Scopies and printing with a limit of 10 sheets. After 10, it will be 10 cents a copy

Signature:	Date:	
Print Name:		

## Special Request: \_\_\_\_\_

Completed by Campus Office:	Room #:
Approval:	Fee: \$
Office Notes:	Date:

# FACILITY USAGE POLICY

## Approved by President's Cabinet 2019-05-07

Fresno Pacific is committed to engaging cultures and serving cities by providing opportunities for external groups/organizations to rent or use facilities at each of our campuses. Sponsored by the Pacific District Conference of Mennonite Brethren Church, FPU is committed to the tenants and teachings of the church including the reconciling power of God's Spirit, obedience to Jesus as Lord, and the call to address the peace and justice concerns of the world. Whereas Fresno Pacific University enthusiastically embraces the theological tradition of its sponsoring church, it seeks to do so with charity and humility. The university reserves the right to rent or allow the use of its facilities to those individuals or organizations which are generally not incompatible with the teachings of the church on matters of life and faith.

Fresno Pacific University's facilities were provided through God's benevolence and by the sacrificial generosity of donors who have given of their resources to promote the mission of the university. Although the facilities are generally used for university classes, meetings, and gatherings/events, we make our facilities available to approved external groups as a witness to our faith, in a spirit of Christian charity.

Facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that openly conflict with, or are deemed inconsistent with the university's faith tradition, moral teachings, core values or the Confession of Faith of the U.S. Conference of Mennonite Brethren Churches. Partisan or non-partisan political groups, groups operating solely for commercial gain (who are not contracted with the university) or persons/organizations whose activities may conflict with the mission, core values or confession of faith held by Fresno Pacific University are not permitted to use facilities at any of the university's campuses. The president, or the president's official designee is the final decision-maker concerning use of university facilities. This policy applies to all university facilities on the main campus and all regional campuses.

# Supplemental Information (the why behind the policy):

The university may not in good conscience materially cooperate in activities or beliefs that are contrary to our faith. It is important that the university present a consistent message to the community, and that university employees conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ.

Allowing facilities to be used by groups or persons who advocate beliefs or engage in practices contrary to the university's confession of faith could have a significant negative impact on the message the university strives to promote. Inconsistency with Fresno Pacific's facility usage could also cause confusion to the university's internal or broader external community, as one may reasonably perceive that by allowing use of our facilities, the university endorses the beliefs or practices of the persons or groups using its facilities. Therefore, persons or groups who hold, advance, or advocate beliefs or practices that contradict the university's confession of faith or core values may not be permitted to use any university facility, unless such groups are invited guests of the university as part of a university- sponsored event. In all cases the use of university facilities shall not be inconsistent with the university's faith tradition, practice and core values.