



# Student Association, Incorporated

California University of Pennsylvania

## SAI FARM POLICIES AND PROCEDURES FOR USE OF FACILITIES

1. Information on the following can be found on site at the Farmhouse in the Guest Information Packet located in the lounge area:
  - Important local contact information
  - Internet access Wi-Fi Password
  - Technology instructions (SAFLOK, TV's, Computers, Thermostat Control)
  - Maps (Aerial, Running and Walking Course, Disc Golf Course)
  - POST EVENT CLOSURE POLICIES AND PROCEDURES
  
2. **SAFLOK KEY CARD**
  - The SAFLOK Key Cards **MUST** be picked up from the SAI Business Office no later than 48 hours prior to event.
  - University Police **MUST** be contacted prior to entering facility to ensure alarm system is deactivated.
  - It is the responsibility of the group to return all SAFLOK Key Cards to SAI Business Office within 48 hours of completion of their use of the facilities.
  - The SAI Business offices located in the 3<sup>rd</sup> floor of the Natali Student Center on main campus of California University of Pennsylvania. Business hours are M-F 8am to 4pm.
  
3. **PARKING**
  - Coordination of transportation to facilities is the responsibility of the group. Use of available SAI parking lots is permitted up to the maximum occupancy level. Arrangements for parking of additional vehicles must be coordinated through Parking Department at 724/938-4677.
  
4. **LOSS, DAMAGE and/or DISORDER**
  - Groups will be held financially responsible for any loss, damage to facilities and equipment incurred during their occupancy.
  - Loss, damage and/or vandalism should be reported to the University Police Office at 724/938-4299.
  
5. **EMERGENCIES**
  - In the event of an emergency, contact University Police IMMEDIATELY at 724/938-4299.
  - There are two PANIC BUTTONS Located in the facility. One in the banquet hall near the light switches and a second near the light switch in the lounge area. In an emergency these can be pushed and the University Police will respond.
  
6. **POST EVENT CLOSURE**
  - All facilities of the SAI Farm are to be left in the same or better condition as they were prior to use.
  - Groups are responsible for picking up and disposing of all trash through their visit and at the conclusion. All excess trash is to be bagged and left in the trash receptacles located near the garage.

- At the conclusion of events, all groups are responsible for contacting and waiting for University Police to arrive and secure the facility.
  - University Police may be reached at 724/938-4299.
7. Accesses to facilities are only permitted during period of reservation. Additional needs for set up or clean up must be factored into reservation request.
  8. The facility may only be used when the requested reservation has been confirmed in advance.
  9. Cancellations or changes should be submitted as soon as possible, no less than 24 hours in advance.
  10. All facilities are designated “**SMOKE-FREE**” and must be strictly observed. Candles or other forms of open flame are not permitted.
  11. Possession or use of alcoholic beverages is not permitted without prior authorization from SAI. All requests for alcohol must be made in writing to SAI for consideration in advance. Possession of drugs or firearms is not permitted.
  12. The Student Association, Inc and California University of Pennsylvania reserve the right to assign (and if necessary, reassign) facilities to ensure the maximum and most appropriate utilization of facilities. Every reasonable effort will be made to honor all requests.
  13. Individuals may not schedule SAI facilities for private use for profit. All individuals must be ready to present identification when requested to do so by SAI or University Officials or be subject to removal from premise and face potential arrest for trespassing.

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Signature

Date

By signing, I understand and agree to the terms and conditions in above policies and procedures of the SAI Farm. UPDATED 12.9.2011