General Information

Thank you for your interest in booking your conference with California State University, Long Beach. We provide comfortable and convenient accommodations, meeting spaces, and dining services from early June through early August. Please contact us for availability.

**Due to COVID-19, all information provided in this guide is tentative**

Residence Halls

CSU Long Beach Housing provides approximately 3,000 bed-spaces in our residence halls as well as dining services. All rooms are double occupancy and includes two beds, a micro-fridge, two dressers, two desks/chairs, and WiFi.

### RESIDENTIAL VILLAGES BEDSPACES

<table>
<thead>
<tr>
<th>Village</th>
<th>Spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARKSIDE*</td>
<td>1008</td>
</tr>
<tr>
<td>PARKSIDE NORTH*</td>
<td>472</td>
</tr>
<tr>
<td>HILLSIDE</td>
<td>1016</td>
</tr>
<tr>
<td>BEACHSIDE (off-campus)</td>
<td>572</td>
</tr>
</tbody>
</table>

Parkside Village Dining is under construction
Summer 2022

### RATES

#### STANDARD

- **Double**
  - $76.22 per person
- **Single**
  - $103.22 per person

*Standard Rooms do not have air conditioning except for Beachside Village.*

- **All rates include 3 meals per night (i.e. if the first meal is dinner, last meal is lunch) and rates are not prorated for missed meals.**

#### PREMIUM

- **Double**
  - $89.22 per person
- **Double Suite* **
  - $109.22 per person
- **Single**
  - $119.22 per person

*Premium Rooms are new/renovated rooms with air conditioning, new furniture, and adjacent study rooms.*

*Premium Buildings:*
- Parkside North
- Hillside Los Alamitos & Los Cerritos

*2 Dbl w/ shared living space & restroom Located in Parkside North only.*
For more information and for a video tour of our rooms and facilities, please visit our website 
www.csulb.edu/student-affairs/university-housing-
residential-life/university-housing/residential-
villages
**SERVICE CENTERS**

Each college has a central service center operated by student staff called Conference Assistants. Conference Assistants oversee check-in/out process, lost keys, lockouts, and other related services. Conference Assistants also enforce housing policies and conduct room condition reports before and after each stay.

**SERVICE CENTER INFORMATION**

<table>
<thead>
<tr>
<th>Service Center</th>
<th>Phone 1</th>
<th>Phone 2</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARKSIDE</td>
<td>562.985.4990</td>
<td>562.370.4739</td>
<td>1601 Earl Warren Dr, Long Beach, CA 90815</td>
</tr>
<tr>
<td>HILLSIDE</td>
<td>562.985.5161</td>
<td>562.370.0512</td>
<td>5851 Beach Dr, Long Beach, CA 90815</td>
</tr>
<tr>
<td>BEACHSIDE</td>
<td>562.985.3032</td>
<td>562.340.9300</td>
<td>4835 Pacific Coast Hwy, Long Beach, CA 90804</td>
</tr>
</tbody>
</table>

**after service center hours.** If assistance is needed, please call the duty phones.

<table>
<thead>
<tr>
<th>Service Center</th>
<th>Phone 1</th>
<th>Phone 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARKSIDE</td>
<td>562.370.4739</td>
<td>562.370.0512</td>
</tr>
<tr>
<td>HILLSIDE</td>
<td>562.340.9300</td>
<td>562.340.9307</td>
</tr>
<tr>
<td>BEACHSIDE</td>
<td>562.340.9308</td>
<td>562.340.9304</td>
</tr>
</tbody>
</table>

Dial 911 for Police, Fire or Medical Emergencies. Non-Emergency Line 562.985.4101.

**ROOMS & KEYS**

- **Earliest Check-In Time is 2:00 PM**
- **Latest Check-Out Time is 12:00 PM**
- We will assign building(s) and spaces based on group size, gender ratios, availability, and other variables. Your preferred buildings/room types are not guaranteed.
- Each guest will receive a key card upon check-in which must be returned at check-out.
- For the safety of our guests, building/room doors must be closed at all times.

**Important Notes**

- Switching rooms is not permitted without prior approval from Housing staff.
- Replacement fee for a lost key card is **$25** regardless if found later.
- At the conclusion of your conference, each guest must check-out and return their key card individually to the Service Center. Failure to do so will result in an improper vacate fee of $15 plus $25 for a lost key (if applicable).
Dining Hall Services

- Room key cards are used for dining hall access.
- All you can eat with 1-entry (no in and out privileges).
  Sack lunches for your entire group may be arranged in advanced. Details will be finalized during pre-call.
- Backpacks, purses, or bags are NOT permitted in dining hall at any time.

Commuter Meal Card & Guests

- A commuter meal card is a pre-loaded dining access card that can allow commuters/guests in the dining hall. You will only be charged for the amount of meals used and will be applied on the final statement of charges.
- Guests can also get dining access with credit/debit card payment (no cash) for a higher rate without the use of a commuter meal card.

<table>
<thead>
<tr>
<th>HOURS</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>PARKSIDE</td>
<td>CLOSED</td>
<td>CLOSED</td>
<td>CLOSED</td>
</tr>
<tr>
<td>HILLSIDE</td>
<td>7:00am - 8:30am</td>
<td>11:30am - 1:30pm</td>
<td>5:30pm - 7:30pm</td>
</tr>
<tr>
<td>BEACHSIDE</td>
<td>7:00am - 8:30am</td>
<td>11:30am - 1:30pm</td>
<td>5:30pm - 7:30pm</td>
</tr>
</tbody>
</table>
PARKING

- Parking is enforced 24 hrs a day, 7 days a week including holidays.
- Requests for physical permits must be made 10 days in advance of arrival.
- Unused physical permits cannot be refunded.
- Conference Services is not responsible for citations or lost/stolen permits.

Parking Permit Rates (Purchased through Conference Services)

<table>
<thead>
<tr>
<th>Permit Type</th>
<th>Rate per day</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit 1-Day</td>
<td>$12</td>
<td>Overnight allowed in designated lots: R1, R2, R3, G2, G9</td>
</tr>
<tr>
<td>Monthly Permit</td>
<td>$45</td>
<td>Includes overnight, by calendar month only (not 30 days)</td>
</tr>
<tr>
<td>Processing Fee</td>
<td>$30</td>
<td>Flat rate fee for processing</td>
</tr>
</tbody>
</table>

CLASSROOMS & MEETING SPACES

All spaces must be requested in advance and are provided based on availability. Coordination and inquiries must be made through Conference Services two weeks prior to arrival.

ACADEMIC CLASSROOMS

<table>
<thead>
<tr>
<th>Rates per hour</th>
<th>Classrooms</th>
<th>$20</th>
<th>Under 50 people</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecture Halls</td>
<td>$30</td>
<td></td>
<td>Over 50 people</td>
</tr>
</tbody>
</table>

RESIDENCE HALL SPACES

<table>
<thead>
<tr>
<th>Rates per 8-hr Rental</th>
<th>Los Alamitos Lawn</th>
<th>$300</th>
</tr>
</thead>
<tbody>
<tr>
<td>Los Cerritos Classroom</td>
<td>$300</td>
<td></td>
</tr>
<tr>
<td>Parkside North MPR</td>
<td>$400</td>
<td></td>
</tr>
</tbody>
</table>

Tables and/or chairs incur additional costs

THE POINTE CONFERENCE CENTER

Please contact Conference Services to check availability.

<table>
<thead>
<tr>
<th>Rooms</th>
<th>Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summit</td>
<td>60 Lecture / 40 Banquet</td>
</tr>
<tr>
<td>Pacific Sunset</td>
<td>300 Lecture / 192 Banquet</td>
</tr>
</tbody>
</table>

For more info/rates on The Pointe, please visit our website

More options can be found through the ASI Campus Events Office
https://www.asicsulb.org/corporate/discover/campus-events-office
Conference Services agreements are issued based on the assumption that all program participants, regardless of age, will abide by University & Housing guidelines and are expected to display appropriate behavior at all times.

The University reserves the right to terminate housing for participants and/or conference groups should they violate housing/campus policies. Refunds will not be provided for early departures as a result.

**Alcohol, Smoking, Drugs**

- The possession or consumption of alcoholic beverages or controlled substances is prohibited anywhere in or around residence halls.
- The University is a smoke free, tobacco free campus. All forms of tobacco use, including e-cigarettes and smokeless tobacco, are prohibited on University grounds.

**Insurance**

- A Certificate of Insurance (COI) with an underwriter's additional insured endorsement, is required for review and approval from the University's Risk Management Department.
- Any hired 3rd party vendors/contractors/caterers will require prior approval from Conference Services and will need to submit a COI with endorsement for approval.
- For groups involving minors (under 18 years of age)
  - Will require $1,000,000 per occurrence of Abuse & Molestation in COI
  - Policies for appropriate conduct must be in place
  - Appropriate chaperone to minor ratio must be maintained
  - Screening of employees/volunteers must be utilized as necessary
- Insurance may be purchased through the University's Risk Department if necessary.

*Insurance requirements with an example of COI and endorsement are attached at the end of this guide*
Residential & Dining Halls

- Amplified sound systems may not be used except by prior approval and arrangement.
- Furnishings should not be moved from their original locations. This includes furniture, trash bins, mattresses, tables, etc.
- Nothing should be fastened, pinned, or hung to interior or exterior walls.
- Residence halls and commons spaces are to be left in good condition. Any damages will be charged to the group in the final statement of charges.
- Excessive trash will result in additional fees.
- It is illegal to tamper with fire alarms and will result in fees if tampered with.
- Candles, fireworks, explosives, pyrotechnics, and all weapons are not permitted.
- Groups are responsible for supervising their participants, including the dining hall.
- Backpacks, purses, bags, etc. are not permitted in dining halls.
- Plates, silverware, cups, etc. must be returned to "Dish Return".
- Meals cannot be taken to-go and must be consumed in dining hall.
Numbers & Attrition

Estimated, Guaranteed, and Actual numbers will determine how charges are calculated at the completion of the Program.

- **Estimated** numbers are confirmed at the execution of signed agreement
- **Guaranteed** numbers to be confirmed in writing 30 days prior to program start date
- **Actual** numbers are counted and finalized at the end of the conference stay

* Your program will be charged on either the guaranteed or actual number, whichever is higher
* Estimated numbers will be used if guaranteed numbers are not provided

90% Attrition for attendance is required to avoid additional fees. If there is an attendance reduction of more than 10%, a fee of $20 per person, per night will be incurred (see example 4). This fee is excluded for groups under 50.

<table>
<thead>
<tr>
<th>SAMPLE STATEMENT OF CHARGES CALCULATIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Estimated attendance</strong></td>
</tr>
<tr>
<td>100</td>
</tr>
<tr>
<td><strong>Guaranteed number</strong></td>
</tr>
<tr>
<td><strong>Actual number</strong></td>
</tr>
<tr>
<td><strong>Amount Billed</strong></td>
</tr>
</tbody>
</table>

Additional Charges

Possible additional charges and estimates are not limited to what is shown below. Charges may vary on severity and discretion of Conference Services.

- **Lost Room Key** $25.00
- **Lost Master Key (varies)** $3k - 15k
- **Improper Vacate** $15.00
- **Custodial Clean-Up Fee** $25.00 min
  Excessive trash, removal/misplacement of furniture, mattresses, micro-fridge, etc.
- **Window Screen/Tag Removal** $50.00
- **General Damages** $50.00 min
  Carpet, paint, wall, door, window, micro-fridge, restroom, furniture, mattress, etc.
- **Fire Equipment Tampering** $250.00 min
  Smoke detector, alarms, extinguishers, etc.
- **Smoking Clean-Up Damage** $250.00 min

Any damages found in rooms, residence halls, and/or public spaces during and/or after the group vacates will incur fees reflected in the final statement.
COVID-19 POLICIES

The following COVID policies are foundational based on CDC guidelines and University Policy. This is not finalized as it is subject to change based on CDC guidelines and University Policy.

VACCINATIONS

- All group participants, leaders, and visitors are required to be immunized against SARS-CoV-2, the virus that causes COVID-19.
- As part of the University’s immunization policy, all participants are required to receive a booster shot prior to arrival, if eligible.
- Those who are ineligible for booster are those who fall within 5 months after the second dose in a two-shot series, (Pfizer-BioNTech or Moderna vaccines), or two months after the J&J/Janssen vaccine.
- All participants arriving on campus that are fully vaccinated, must show a negative PCR taken at least 72 hours prior to arrival.

CHECK-INS

- During your group’s check-in process, Group leaders will check and attest in writing that all participants are in compliance with the University Vaccination requirements.
- IF participants have proof of vaccination but do not have proof of negative PCR test within 72 hours:
  - Participants will need to take a rapid test on-site provided by their Group Leader
- IF a participant is not fully vaccinated or does not have proof of vaccination:
  - Group Leader will provide and administer a rapid for EACH DAY every morning prior to any activity including breakfast in their assigned service Center during their stay, including the day of check-in. Group leader will attest each day that those taking a rapid are still negative.

ISOLATION/QUARANTINE

- Isolation – For those who have positive COVID test results.
  - Participants who test positive for COVID will immediately be isolated and asked to leave campus or be placed in isolation rooms until the conclusion of their camp/conference. If they need to board an airplane and are unable too, due to the positive covid result, they will be charged the daily rate each day past the conclusion of their conference/camp.
  - In the event we run out of isolation spaces, participants will self-quarantine in their assigned room, even if there is another guest in that room.
- Dining Services for those in Isolation/Quarantine
  - Group Leader will be responsible for arranging meal pick-ups and deliveries for those who are in isolation/quarantine. This can be done by collecting the room keys from those who are in isolation/quarantine and using the room keys to swipe in for the additional meals.
INQUIRY

Please use the link below to submit a request through our portal: https://csulb.starrezhousing.com/StarRezPortalXConference/

*Link to submit is not currently live and will be ready in 2023

The request will ask for the following information:

- General information (contact, conference info, dates)
- Dining accommodations
- Estimated numbers (staff and participants)
- Meeting spaces / classrooms
- Parking / Insurance / etc

Once completed, please await for confirmation. Should your inquiry be approved, the timeline below serves as a reference guide

3 - 6 MONTHS IN ADVANCE

After a formal inquiry has been submitted, a contract will be sent via email utilizing DocuSign.

- **Submit signed contract agreement**
  - Due within 14 days of receipt
- **Submit Deposit**
  - Due 14 days after submitted contract
  - The deposit is $20 per person, per night
- **Submit Insurance Certificate and Endorsement**

1 MONTH IN ADVANCE

- **Guaranteed Numbers Due** - See page 10 for more details
- **Full Contracted Balance Due**
- Finalize Classroom and Meeting Spaces requests (if applicable).

A Rooming List (blank roster) will be sent around this time
PLANNING TIMELINE

2 WEEKS IN ADVANCE

- Finalize Parking Permit requests
- Submit final Rooming List - room assignments, check-in/out dates, and any early arrivals or late departures

A Conference Assistant member will reach out to confirm details (check-in/out times, dining numbers, boxed lunches, etc) and to schedule a pre/post-inspection of rooms prior to check-in if desired.

CHECK-IN

- Arrive and check-in at service center
  - Each participant is required to check-in and initial for their own room key.
- Pick-Up conference items (master keys, commuter meal cards, permits)

CHECK-OUT

- Guests to clear fridge, remove trash and dispose in outside garbage
- Double check belongings, return furniture to original location/position
- **Check-out at Service Center**
  - Each participant is required to check-out and return their key.
    Failure to do so will result in Improper Check-Out / Lost Key Fees.
- Return conference items (master keys, commuter meal cards).
- Conduct post-inspection of rooms with Conference Assistants (if desired)

POST CONFERENCE

A Final Statement of Charges will be sent a week after your check-out date. Any adjustments, fees, and additional charges (lost keys, commuter meals, etc.) will be reflected in the Final Statement of Charges.

- **Final Payment Due**

Questions? Contact us at 562.985.1601 / SummerConferences@csulb.edu
INSURANCE EXHIBIT

CSULB INSURANCE REQUIREMENTS

The limits of coverage set forth in this requirement are minimum amounts, and in any situation where an unusually high risk of liability is present, the campus may require the Lessee, Supplier, Vendor or Contractor to carry insurance with a higher limit. This requirement is in accordance with the CSU General Provisions for Service Acquisitions, Revised 10/15/14, Section 18, Insurance.

1. The Insurer must have a current AM Best rating of not less than A:VII.

2. General and Business Automobile Liability. Other Party shall furnish to the University prior to the event, a separate underwriter's endorsement with a certificate of insurance stating that there is liability insurance presently in effect for the lessee with a combined single limit of not less than $1,000,000 per occurrence, and $2,000,000 aggregate; and that Business Automobile Liability insurance (where applicable) is in effect with a minimum coverage of $1,000,000 (commercial vehicles only) per occurrence. The certificate holder shall be:

Trustees of the CSU
California State University, Long Beach
1250 Bellflower Blvd., BH-346
Long Beach, CA 90840-0123

3. Employer Liability: $1,000,000.
4. Workers' Compensation: As required under California law.
5. Abuse & Molestation (where applicable): $1,000,000 per occurrence for activities targeted at youth (under age 18).

The separate underwriter's endorsement for each certificate shall identify the University as an Additional Insured by stating the following:

a) The Insurer will not cancel the Insured's coverage without thirty (30) days prior notice to the University;

b) The State of California, the Trustees of the California State University, the California State University, Long Beach, and the officers, employees, volunteers and agents of each of them, are included as additional insureds, except for Professional Liability and Workers' Compensation insurance;

c) The State, the Trustees, the University, and the Foundation and the officers, employees, volunteers and agents of each of them will not be responsible for any premiums or assessments on the policy.

Rev Feb 2019
### Certificate of Liability Insurance

**Producer**
- Name of Producer
- Street Address
- City, State, Zip Code

**Contact Information**
- Name: [Redacted]
- Phone: [Redacted]
- Fax: [Redacted]

**Insured**
- Name of Insured
- Street Address
- City, State, Zip Code

**Coverages**

<table>
<thead>
<tr>
<th>Insured</th>
<th>Type of Insurance</th>
<th>Addendum Insured</th>
<th>Policy Number</th>
<th>Policy Eff (MM/DD/YYYY)</th>
<th>Policy Exp (MM/DD/YYYY)</th>
<th>Limits</th>
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<tbody>
<tr>
<td>A</td>
<td>Commercial General Liability</td>
<td>CLAIMS-MADE</td>
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<td>GEN' AL AGGREGATE LIMIT APPLIES PER:</td>
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<td>OTHER</td>
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<td>B</td>
<td>Automobile Liability</td>
<td>ANY AUTO</td>
<td>BA04724-01</td>
<td>07/01/2020</td>
<td>07/01/2021</td>
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<td>Scheduled Autos</td>
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<td>Non-Owned Autos</td>
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<td>UMRELLA LIABILITY</td>
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<td>EXCESS LIABILITY</td>
<td>DED RETENTION $</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Workers Compensation and Employers' Liability</td>
<td></td>
<td>WC04724-01</td>
<td>07/01/2020</td>
<td>07/01/2021</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>ANY PROPRIETOR/OWNER/EXECUTIVE OFFICER/MEMBER EXCLUDED</td>
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<td></td>
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<td>(Mandatory in NH)</td>
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<td></td>
<td></td>
<td>Y/N</td>
<td>N/A</td>
<td></td>
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</tr>
</tbody>
</table>

**Description of Operations / Locations / Vehicles**

The State of California, the Trustees of the California State University, the California State University, Long Beach, its officers, employees, volunteers, and agents of each of them are included as Additional Insureds, except for Professional Liability and Workers' Compensation Insurance.

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**Certificate Holder**

The Trustees of the California State University
California State University, Long Beach
1250 Bellflower Blvd, BL 346, MS0123
Long Beach, CA 90840-0123

**Cancellation**

Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

**Authorized Representative**

Authorized Representative Signature

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The ACORD name and logo are registered marks of ACORD
THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization:

The State of, the Trustees of the California State the California State University, and the officers, employees, volunteers and agents of each of them are included as additional insureds.

California State University, Long Beach

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.
DESIGNATED INSURED

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM
GARAGE COVERAGE FORM
MOTOR CARRIER COVERAGE FORM
TRUCKERS COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" under the Who Is An Insured Provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form. This endorsement changes the policy effective on the inception date of the policy unless another date is indicated below.

<table>
<thead>
<tr>
<th>Endorsement Effective:</th>
<th>Countersigned By:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Authorized Representative)</td>
</tr>
</tbody>
</table>

Name of Person(s) or Organization(s): The State of California, the Trustees of the California State University, the California State University, Long Beach, and the officers, employees, volunteers and agents of each of them are included as additional insureds.

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to the endorsement.)

Each person or organization shown in the Schedule is an "insured" for Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured Provision contained in Section II of the Coverage Form.

CA 20 48 02 99

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