CO-HOSTED EVENTS

CSUB prides itself on its reputation of fostering mutually beneficial relationships within the community. Sometimes, these relationships lead to events being co-hosted by an internal CSUB entity, like an affinity group or department, and an external community group.
Use the information below to determine if your co-hosted event qualifies as internal or external and what that means for you as the host.

INTERNAL EVENTS

- Must be paid for, in full, with internal chartfields. The charges may be split between multiple accounts, but they all must be internal.
- Internal events receive discounted rates on venue rental and some services. In consideration of this benefit, many of the planning responsibilities will fall to the internal host.

CSUB HOST RESPONSIBILITIES

- The internal host acts as the hub of communication between campus service providers and the external group, attending pre-event meetings.
- The host is responsible for entering the event and all details into 25Live. They, with the help of their location Scheduler, should keep the reservation up-to-date for the duration of their planning period.
- Arrange for all internal campus services, utilizing 25Live or the work order system as necessary.
- Work with Safety, Risk & Sustainability department to make sure you have the correct insurance and permits needed per policy.
- Be the expert on this event and answer questions from campus constituents as they arise.

EXTERNAL EVENTS

- If your co-hosting community group is paying CSUB directly for any services or rentals, your event is considered external and must go through the venue rental process. The external client is required to enter into a Facility Use Agreement (FUA).
- No discounted pricing will be offered.

CSUB HOST RESPONSIBILITIES

- Direct the external community group to fill out the event request form on the CSUB Office of Events website.
- If the host organization is a CSUB sponsor or supporter, notify University Advancement of the event and your involvement.
- Act as the on-site contact, attending any pre-event meetings with internal service providers and the external community contact.
- The external client is responsible for working directly with the location Scheduler on all event arrangements. The internal host may assist with this process, but all decisions affecting the final invoice must be approved by the signer of the FUA.