



SACRAMENTO  
STATE

*Business Matters @ Sac State*

**TOPIC:** Changes to Request Events at the Union & The WELL  
**Effective: Immediately**

DATE: June 5, 2024

TO: Campus Business Partners, Deans, Associate Deans, Department Chairs, Directors, and Managers

FROM: Sebastian Head, Director, Procurement & Contract Services Department

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The Procurement & Contract Services Department wishes to provide the following updates to the process for requesting meeting space in the University Union or The WELL.

As of the issuance date of this memorandum, University Departments seeking to utilize space for events in the University Union or The WELL, exclusively involving on-campus participants and directly billed to the department, will have the authority to execute their reservation contracts independently, *without requiring* submission to the Procurement & Contract Services Department for review. As part of this process, a secondary signature from the Department's budget officer is required to ensure budgetary allocation for the proposed event. This autonomy is applicable to events comprised solely of on-campus participants, including attendees, speakers, and vendors, and excludes involvement of external personnel including lecturers, caterers, vendors, or any other contracted event participants.

For events involving external community members, vendors, speakers, or other non-student or non-staff participants, the contract must contain language addressing liability and, in such cases, submission of the contract to the Procurement & Contract Services Department for review and signature is required.

Please note that events are not authorized, and reservations will not be confirmed until a contract is fully executed.

**Contact Information:**

If you have any questions or concerns about this notice, please contact Procurement & Contract Services, [aba-fins-procurement@csus.edu](mailto:aba-fins-procurement@csus.edu), ext. 87322.