



Licensing Inquiry Information

The Richard and Karen Carpenter Performing Arts Center

California State University, Long Beach

6200 Atherton Street, Long Beach, California 90815-4500

General Info: 562.985.4274

Facility Rentals: contact patti.sanford@csulb.edu

Fax: 562.985.7023

Web: www.CarpenterArts.org



The Richard and Karen Carpenter Performing Arts Center

Thank you for your interest in leasing the Richard and Karen Carpenter Performing Arts Center at California State University Long Beach for your upcoming event. The staff at the Carpenter Center is dedicated to making every effort to ensure the success of each event held in our facility. The following information is meant to give you the information you need in making your choice of venues for your event.

The *Richard and Karen Carpenter Performing Arts Center* is a **1,051** seat facility. Easily accessible from south Los Angeles and north Orange counties, the Carpenter Center offers a visually stunning, technically superior multi-use performance space, beautifully landscaped terrace, spacious and well-equipped backstage area, ample parking. We are conveniently located near the junction of the 405 and 605 freeways.

The Carpenter Performing Arts Center (CPAC) acts as a presenter of fine arts and quality entertainment events, and is home to many CSULB College of the Arts presentations. Additionally, it is available for license. Our users have included community-based organizations, concert promoters, corporations, national touring companies, and the film and television industry.

The Carpenter Center's stage will easily accommodate large or small performing ensembles, film screenings, concerts, conferences and other special events.

To use the theatre for filming, please contact John Robinson at Long Beach Locations, john@lblocations.com, (562) 951-0306

FACILITY USE RESERVATION STEPS

1. To check on date availability, contact patti.sanford@csulb.edu. If an available date is found and agreed upon, the Center will tentatively hold the date(s) for two weeks.
2. Complete and return a Facility Use Application along with a non-refundable **Deposit** (money order or Cashier's check) of \$500/per date requested, payable to "CSULB" and send to:

Carpenter Performing Arts Center
6200 Atherton Street
Long Beach, CA 90815
Attn: Events Coordinator

3. Once the Application and Event Form is received, the CPAC Events Coordinator will review the information and make a decision whether the event may be booked. *Submittal of an Application/Event Info Form does not guarantee that the event will be booked.*

4. When approved, the Facility Use Agreement (a binding legal document required for each event) will be sent to the User for the User’s signature. Return signed agreement with the **Facility Use Fee** payment not more than ten (10) calendar days after its receipt, or no later than thirty (30) days prior to event, whichever comes first. All fees must be paid by the User specifically identified in the Facility Use Agreement. *If the Agreement and Facility Use Fee are not received within the required time period, the event may be cancelled.*
5. After the Facility Use Fee has been paid and agreement returned, a Production Meeting will be scheduled with the User and User’s company/production team to evaluate production needs and discuss all aspects of the event; lobby/front of house requirements, sound/lighting/ stage/equipment needs, production schedule, staffing, etc. The User may submit a Ticket Order Form to have tickets printed and/or placed on sale, and Website Information Form for the CPAC website calendar.
6. A Cost Estimate based on the information provided in the Production Meeting covering estimated labor, equipment use, expendables, standard and other costs (outlined in Attachment B in the Facility Use Agreement) will be submitted to the User. **Payment of all estimated charges must be received not more than ten (10) calendar days after the estimate receipt, or no later than thirty (30) days prior to event, whichever comes first.** *Failure to pay estimated charges by the due date may result in cancellation of User’s reservation.*
7. User must provide a Certificate of Insurance indicating Comprehensive General Liability and Worker’s Compensation Insurance with a combined single limit of not less than \$2,000,000.00, no later than 30 days before the event. Must also include a second page additional insured endorsement. All insurance requirements are outlined in the Facility Use Agreement.
8. Within two weeks after the event, a final accounting is prepared reflecting the **actual costs**. The User will be presented with documented facility expenses to include, but not be limited to: rental balance, ticketing expenses, labor expenses, equipment rental, taxes, parking and catering expenses. The User is responsible for settling all outstanding expenses within thirty (30) days.

FACILITY USE FEE

The Facility Use Fee is a base rate that pays for the use of the facility, along with basic lighting and sound equipment, including:

- 3 channel left, center, right sound system including sub-woofers
- Non-wireless microphones and stands
- 40 channel sound mixing console
- Playback (cassette, compact disc, or DAT, iPod)
- House lighting plot, including various color washes and specials.

The Facility Use Fee allows the use of the Carpenter Center for up to **8 hours** on the **event date(s)**. If more than 8 hours is required on that date(s), the event will be billed at the hourly rate for all additional time.

FACILITY USE FEES			
ORGANIZATION/EVENT TYPE	FACILITY USE FEE	2 ND SHOW WITHIN THE SAME DAY	HOURLY RATE (AFTER 8 HOUR BASE)

Non-Profit Organizations (need 501 form)	\$1,200.00	\$600.00	\$150.00/hr (after 8 hour base)
Commercial Organizations	\$1,500.00	\$750.00	\$187.50/hr (after 8 hour base)

The Facility Use Fee *does not* include labor, additional equipment fees, ticketing fees or any other charges the event may incur. These additional fees are estimated after the Production Meeting is held.

LABOR RATES

During any use of the facility, the Carpenter Center shall be under the supervision of authorized Carpenter Center staff. The Carpenter Performing Arts Center employs professional, non-union, technical and front-of-house personnel. Due to liability issues, all staff will be provided by CPAC.

A four-hour minimum is required for all event labor. Charges accrue for all time used, including load in, load out, and entire time period facility is used.

POSITION	BASE RATE
Events Coordinator	\$42.50/hr.
Stage Supervisor	\$53.00/hr.
House Manager	\$31.00/hr.
Assistant House Manager/Lobby Attendant	\$24.00/hr.
Ushers	\$22.00/hr.
Lead Technical Worker (<i>includes master electricians, sound engineers, flyman,</i>)	\$49.00/hr.
Technical Worker (<i>includes deckhands, followspot operators, 2nd electricians & carpenters</i>)	\$43.00/hr.
Stage Door Attendant	\$24.00/hr.
Security: Armed or Unarmed (<i>authorized by CPAC ONLY</i>)	TBD

House Staff Requirements/Information:

- **Number of House Staff Required:** Any occupancy of the facility requires a House Manager, Assistant House Manager, Lobby Attendant and ten (10) ushers.
- **Call Times:** The House Manager, Assistant House Manager and Lobby Attendant are scheduled two (2) hours prior to the event start time, ushers are scheduled 1 ½ hours prior to the event time to prepare for the event. The minimum call is four (4) hours. The User is billed according to these scheduled times.
- **Supervision:** The House Manager oversees all front-of-house event operations. Front-of-house includes all areas “in front” of the stage—the auditorium, the lobby, and the terrace.

Production Crew Requirements/Information:

- **Number of Production Crew Required:** All use of the Stage requires a Stage Supervisor. The number of additional personnel required is determined by CPAC management based on the specific needs of each individual event.
- **Minimum Call:** All Technical Service personnel have a minimum 4 hour call. If more than a 2 hour break is given during a call, another 4 hour minimum begins. There is a 2 hour minimum call after any 1 hour break.
- **Overtime:** All Technical Service personnel are subject to overtime rates of 1.5 times the base rate for hours worked over 8 in one day, and double times the base rate for hours worked over 12 in one day.
- **Meal Breaks:** All production crew members receive a 1 hour meal break after 5 continuous hours of work. The User's employees shall observe all meal breaks at the same time as the Center's production crew members. During these breaks the stage, house and shop are locked down and work in these areas must stop. *These breaks must be calculated into the events full schedule; from load-in/set up, rehearsal(s), and performance to load-out and house restore.*
- **Call Time Changes:** The Center requires at least twenty-four hour notice to change call times. The Stage Supervisor will attempt to accommodate any changes with less than 24 hour notice, but the User is required to absorb any additional costs. If a call time is cancelled with less than twenty-four hour notice, the User will be charged a four hour minimum for each employee affected.
- **Stage Door Attendant:** A Stage Door Attendant is required during all times that the User requires access to the backstage area. The Stage Door Attendant's responsibilities include, but are not limited to, backstage security and maintaining and securing the dressing rooms and Green Room areas. User must submit a list of cast and crew, or provide ID badges, to identify those who are allowed backstage.

Holidays:

For holidays listed below, all labor is billed at 1.5 the base rate for the first 8 hours worked in one day, double the base rate for 8-12 hours, and triple the base rate for 12 hours plus.

- New Year's Day
- Martin Luther King, Jr. Holiday
- Cesar Chavez Holiday
- Memorial Day
- 4th of July (on State observed)
- Labor Day
- Thanksgiving Day and the Friday after Thanksgiving
- Christmas Day through December 31
- Veterans Day

ADDITIONAL EQUIPMENT AND CHARGES

The Carpenter Center provides chairs, lobby display areas, music stands with lights, non-wireless microphones and a conductor's podium to Users at no cost. Additional equipment is available for an extra charge. The User may rent all other necessary equipment that is not mentioned here through outside vendors.

EQUIPMENT			
Description	Notes	Day Rate	Week Rate
24" Cocktail tables	Not allowed for use outdoors	\$5.00	\$15.00
36" Cocktail tables	Not allowed for use outdoors	\$5.00	\$15.00
6' round tables	10 available	\$5.00	\$15.00
Cabaret set-up Maximum seating 250	Per performance. Only for use on stage in Fire Marshall approved set-up. Includes table, chairs, table lamps, bars, and audio/lighting control	\$3400.00	N/A
Dance Floor		\$100.00	\$300.00
Film Projection System		\$250.00	\$750.00
Film Screen		\$100.00	\$300.00
Fog Machines		\$75.00	\$225.00
Followspot		\$100.00	\$300.00
Lectern w/mic		\$65.00	\$195.00
Microphones - handheld wireless		\$40.00	\$120.00
Microphones – lavalier		\$60.00	\$180.00
Monitor Console		\$200.00	\$600.00
Monitors		\$50.00	\$150.00
Orchestra Shell		\$250.00	\$750.00
Piano - 9' Steinway D Concert Grand *		\$200.00	\$600.00
* Piano Tuning	Required for each use.	\$200.00	N/A
Platforms – 4'x8' w/stair units	Includes skirting.	\$10.00	\$30.00
TV/VCR on rolling rack		\$75.00	\$225.00
US and California Flags		\$10.00	\$30.00
Marquee	Rental price for a two week period	\$500.00	N/A
Description	NON-COMPLIANCE PENALTIES		
Event commencement	Failure to begin show within 15 minutes of scheduled time.	\$200.00	N/A
Excess Cleaning/Power washing	As determined by CPAC following event.	TBD	N/A
Food/Beverage Violation		\$100.00 Per room/per day	N/A
Smoking Violation		\$100.00 Per room/per day	N/A

Description	MANDATORY FEES		
Auditorium Cleaning	Per performance.	\$80.00	
Capital Supplemental Fee	Per each day facility use and dark dates	\$200.00	
Expendables	Per day charge for various technical supplies: tape, gels, glow, etc.	\$75.00	
Merchandise Fee	Location and appearance of merchandising must be approved by management.	20% of all merchandise sales	
Reception/Dinner Fee	Lobby, Terrace or Backstage from setup to end of cleanup	\$250.00/\$1,000	
Special Events Permit Application	To secure State Fire Marshal approval for table setup, open flame, egress/ingress, special effects, etc.	\$50.00	
State Fire Marshal Site Visit Fee	For open flame, egress/ingress, special effects, etc.	4 hr min/ \$260.00/hr	

Standard Charges are charged to the User as described above. They are listed in the Total Cost Estimate (Attachment B) which is submitted to the User following the Production Meeting.

INSURANCE COVERAGE

With signed Facility Use Agreement, the User must provide, in full force and effect during User’s use of the Carpenter Performing Arts Center, insurance indicating Comprehensive General Liability and Workers Compensation Insurance with a combined single limit of not less than \$2,000,000.00 (two million dollars). A certificate of insurance must be submitted to the CPAC Events Coordinator no less than two weeks prior to the load-in date. Insurance must state that the “State of California, the Trustees of the California State University, the University, California State University Long Beach Foundation, the employees, officers, and agents of each of them” are **included as additional insured**. *Failure to produce the proof of insurance will result in cancellation of the event and forfeiture of any monies already paid.*

Commercial General Liability (incl. bodily injury and property damage)	\$1,000,000 per occurrence
General Aggregate	\$2,000,000
Workers’ Compensation*	As required under California State Law
Employer Liability	\$1,000,000
Business Automobile Liability – For owned, scheduled, non-owned, or hired automobiles	\$1,000,000 combined single limit
Abuse & Molestation*	\$1,000,000 per occurrence

*This requirement will apply on a case by case basis as determined by the scope of this Agreement by Risk Management.

Campus Policies and Events Involving Minors:

USER must adhere to all rules and regulations of the UNIVERSITY in regard to use of Facility. http://www.csulb.edu/divisions/students/studentdean/campus_regulations. For all events involving minors, USER certifies: 1) that is has developed policies governing the appropriate conduct of adults towards minors, 2) that it will maintain an appropriate chaperone to minor ratio, and 3) where appropriate, utilize screening of employees or volunteers of USER that will oversee minors. UNIVERSITY retains the right to terminate USER’s license to use its facilities if it observes conduct towards a minor that is inappropriate or presents a

risk of harm to the minor. USER understands that UNIVERSITY employees are mandatory reporters under Penal Code §11166. http://daf.csulb.edu/admin_guidelines/guidelines/youth_activities_programs.html

TICKETING

After the Facility Use Fee has been paid and the agreement has been returned, the User may submit a Ticket Order Form to have tickets printed and/or placed on sale.

The *Carpenter Center Ticket Office* (CCTO) is the central ticketing center for all arts events on the campus of California State University, Long Beach (CSULB). The CCTO’s main ticket office is located on the Atherton Street side of the building, and can be reached by calling (562) 985-7000. Hours of operation for telephone and walk-up sales are Monday through Friday 9:00am to 5:00pm.

- Tickets are required for all licensed events held at the Carpenter Center. The User ***must use the CCTO to print their tickets.*** Only Carpenter Center tickets will be accepted for admission to the event.
- The Carpenter Center Ticket Office will print general admission or reserved seating tickets for each event, with the pricing and print information specified by the User.
- User may choose to have tickets sold by the Carpenter Center Ticket Office, or to take full consignment or partial consignment of the printed tickets to sell them themselves. If User chooses to have the CCTO sell any number of their tickets (partial consignment included), the tickets will be placed on sale through the Carpenter Center website as well as at the Ticket Office during their normal business hours.
- **Each patron attending, regardless of age, requires a ticket, including babes-in-arms and young children sitting on their parent’s lap.** It is the responsibility of the User to ensure that all guests, participants, performers, etc. who will be sitting in the house during the event are included in the overall ticket count. These people must have their own ticket.
- If User chooses to take all tickets on consignment, a User representative must be available at the lobby entrance to handle sales, ticketing questions or problems one (1) hour prior to the event, through the end of the event.
- If User chooses to have tickets sold by the Carpenter Center Ticket Office, a day-of-show ticket seller will be provided in the Will-Call Ticket Window at the entrance to the theatre. The Will-Call Ticket Window opens one (1) hour prior to each event.

TICKETING FEES		
DESCRIPTION	FEES	NOTES
Ticket Setup	\$50.00	Flat Fee charged for each performance
PRINTING FEES		
Full consignment of printed tickets	\$250.00	Per show for all printed tickets
Tickets sold by Carpenter Center Ticket Office or partial consignment	\$2.50 per ticket	Per ticket issued to the User or sold to a patron by the Carpenter Center Ticket Office. Tickets sold on-line through the Carpenter Center website do not incur this fee.
ADDITIONAL FEES		
Scaled seating	\$50.00	Per price section & performance

CANCELLING THE EVENT

If the event is cancelled by the User, the request must be made *in writing* and forwarded to the CPAC Events Coordinator. The *deposit is forfeited*, and the User is charged the appropriate cancellation fee listed below:

- If cancelled 90 days or more prior to the event date, *all* monies paid (except the deposit) are *refunded* to the User.
- If 89 – 30 days, *50%* of the *Facility Use Fee ONLY is charged* to the User (no labor costs are charged).
- If 29 – 7 days, *100%* of the *Facility Use Fee ONLY is charged* to the User (no labor costs are charged).
- If 6 – 1 days, *100%* of the *Facility Use Fee plus labor costs* (a minimum of 4 hours per employee already scheduled for the event) is *charged* to the User.

TECHNICAL SPACES AND INFORMATION

All productions must be totally self-contained. The existing lighting house hang and a set of masking borders and legs have “home” positions that, in most cases, can be moved to the production’s specifications. Before load-out can be considered complete, the lighting must be refocused and masking must be restored to their home positions. This work is part of the Facility Use hours & the User is financially responsible for this time.

Stage:

- Proscenium: 70’ wide x 27’ high. There is 55’ of stage depth and a fully adjustable orchestra pit that allows for 16’ of thrust stage into the house.
- Stage Floor: A fully sprung pine tongue-in-groove flooring from the plaster line to the back wall. The entire floor is covered with black masonite.
- Orchestra Pit: Operated by screw jack, the pit raises and lowers to stage height or floor level and various levels in between. It measures 11’ – 11” wide x 54’ – 6 long.

Sound Console: Midas Pro 2 (56 input/27 output) sound console, located at the center rear of the house.

Lighting Console: ETC Ion control system, located in the lighting booth - rear house-right. CPAC is a dimmer per circuit theatre equipped with ETC Sensor + dimmers. The dimmers have a load capacity of 2.4 kw.

Dressing Rooms: CPAC has 7 dressing rooms on 3 floors: 2 star dressing rooms on the 1st floor located close to the stage, 3 cast rooms on the 2nd floor and 2 cast rooms on the 3rd floor, all easily accessible by stairs or elevator. Each room is equipped with separate showers and restrooms. Room assignments are at User’s discretion. All dressing rooms are equipped with an audio monitor system.

Green Room: A lounge on the 1st floor located close to the stage with a microwave, refrigerator, and sink with hot and cold water, filtered water dispenser with hot and cold water, and a restroom. Also equipped with an audio monitor system.

Loading Dock: The loading dock is available for loading and unloading of event vehicles ONLY. The dock height is 3’ – 6” and allows a single 48’ trailer/truck with direct access to the stage. Entrance to the dock is on Atherton Street.

Performers’ Entrance: All performers and User’s personnel must use the Performers’ Entrance to enter and exit the facility at all times. It is located at the rear of the facility on the west side at the end of the curved pink wall.

RECEPTIONS

Receptions: Receptions in conjunction with an event are allowed in public areas of the theatre and, under special considerations, backstage. There is a reception fee levied by CPAC, plus all necessary labor (including prep fees, Event Manager and Front-of-House staff labor, and clean-up fees). Fire Marshal permits will be required and may also engender a fee. Receptions must be discussed at the Production Meeting; all reception information must be submitted at least thirty (30) days before the event for approval. Receptions without necessary permits and approvals will not be allowed to happen.

Events on the CPAC Terrace are subject to noise ordinances and must have Campus Police approval.

Caterers: Following is a link to list of campus approved caterers available for use at CPAC
<https://www.csulb.edu/49er-shops-at-the-beach/catering>.

All alcoholic beverages must be served by approved caterers or CPAC staff. Corkage fees may apply.

VENDORS/EXHIBITORS/SPONSORS

Vendors are third-party agents selling products/merchandise at an event. Exhibitors are third-party agents distributing/displaying information at an event. Sponsors are third-party agents that have contributed funds to support an event, expecting recognition at the event.

Vendors and exhibitors must be approved by CPAC and complete a CSULB Vendor/Exhibitor Form. No food or beverage may be sold or distributed. All sales will be subject to the CPAC 20% commission fee.

No alcohol or tobacco products may be promoted by Vendors/Exhibitors or Sponsors.

GENERAL POLICIES

Event Start Time: As the client, you determine when your show or event will commence. Once that has been determined, and tickets have been ordered, the date and time may not be altered. It is a requirement of the Carpenter Center that **your show or event begins within 15 minutes of the scheduled time**, failure to do so will result in a \$200 penalty to the client.

Storage of User's Property: Storage is not available. All items loaded in must be removed at load-out. Any items remaining after load-out will be removed at the expense of the User. In addition, deliveries will not be accepted prior to the scheduled load-in times specified in the contract.

Security: CPAC is not responsible for the loss or damage to any property brought into the facility or left in vehicles. It is the User's responsibility to secure all property belonging to or rented by the User. Security staff may be required at the expense of User when deemed necessary by CPAC management.

Flammable Material: No flammable material such as bunting, tissue paper, crepe paper, cardboard, etc. will be permitted to be used for decorations. All materials used for decorative purposes must be treated with flame proofing and approved by the Fire Department. Any pyrotechnics or fire usage (including candles and incense) included in any stage presentation, performance, or activity of any kind must be approved at least thirty (30) days in advance, in writing, by the Fire Marshal and CPAC management.

Special Effects: The use of special effects including (but not limited to) bubbles, streamers, lasers, snow, confetti, glitter, balloon drops, and/or strobe lights must be approved in advance by CPAC. Additional fees may apply.

Safety: The safety of any scenic elements (special lighting fixtures, stairs or ramps, scenery rigged to fly, etc.) is determined solely by CPAC management. Location of the fire curtain path must be considered in any stage plot. This curtain may not be blocked so as to impede its proper operation.

Food and Drink: Food or drink (except water) is not allowed inside the dressing rooms, on the stage, or inside the auditorium. Food and drink are allowed inside the ***Green Room or outside the building ONLY***. Non-compliance will result in a \$100.00 charge per day, per room where evidence of food or drink is found.

Animals: No live animals are to be brought into the facility without the express prior authorization of CPAC.

Lobby: The lobby is closed until the House Manager is on duty. Caterers, decorators or other representatives needing to set up in the lobby may incur additional labor and facility fees.

Smoking: The entire Cal State Long Beach campus, which includes the Carpenter Center, is smoke and tobacco free. To learn more about the efforts to make the campus a healthier place, please visit <http://www.csulb.edu/livewell/breathe>.

Signs, Banners, Displays: Signs, banners, or displays are not permitted to be nailed, screwed, tacked, or taped to any walls, doors, surfaces, or windows within the facility. Placement of these items must be approved by CPAC. Corkboards are provided inside and outside the dressing rooms and stage for User's use.

The positioning or placement of any displays, tables, and/or equipment shall not block or interfere with wheelchair access or any other ADA requirements, fire exits, and all other safety laws. Placement of these items must be approved by CPAC.

Sale of Merchandise: User may choose to sell merchandise (t-shirts, posters, CD's, etc.) at their event, using its own personnel and cash box. At end of event, CPAC will collect a 20% commission of net receipts. CPAC house staff will confirm beginning and ending inventory of all items. The location of merchandise must be approved by CPAC. At its sole discretion, CPAC reserves the right to prohibit sales of any item. *CPAC reserves the right to sell its own merchandise at any event.*

Outside Vendors: Sales by vendors other than USER are not allowed on the Carpenter Center premises.

Concession Services: For all events, CPAC will provide concessions, including alcohol, for purchase to patrons at no cost to User.

Alcoholic Beverages: All alcohol is served by CPAC or authorized Campus caterers and must be consumed within the facility or a designated enclosed area. The consumption of alcohol is limited to those persons 21 years of age and older (CA B&P Code 25658). Non-compliance will result in the removal of the violator(s) from the facility and possible prosecution.

Theatre Etiquette: All performers and client representatives shall adhere to standard Theatre etiquette. Loud, unruly behavior and/or obscenities will not be tolerated. Any person engaged in such behavior will be ejected from the facility.

Non-Discrimination: CPAC will not discriminate or permit the discrimination against any person because of race, color, ethnicity, religion, creed, age, gender, sexual orientation, marital status, national origin, ancestry, physical or mental disability.

CPAC Policies: User is responsible for informing and ensuring compliance by all its performers, employees, guests and volunteers of CPAC policies.

MARKETING

CPAC's Marketing Director must review all marketing materials PRIOR TO RELEASE. We do not market or advertise third party events.

LOBBY DISPLAYS

Approved flyers, brochures and posters for the User's event may be displayed in the theatre lobby starting four (4) weeks before the event. A sample must be submitted for review to the CPAC Marketing Director before display. User's display of organizational or promotional materials in the lobby is at CPAC's discretion and is expected to be of professional quality.

PARKING

Paid parking is required at all times when parking on the CSULB campus and is monitored 24/7. All visitors and guests driving onto campus must purchase a daily parking permit from the pay stations in the parking lots. These paperless permits may be purchased from the pay stations located in two locations in Lot 12. Daily permits are \$8 and pay stations take exact change, credit and debit cards -- but does not give change. Be prepared to enter your license plate number at the kiosk.

Patron Parking: For guests attending a performance or an event at the Carpenter Center, CSULB Parking attendants will collect \$8.00 per vehicle in Lot 12 at 1 ½ hours prior to the event start time.

Bus Loading/Unloading: Buses may load/unload at the red curb prior to the entrance of Lot 12 on **Atherton Street** on the north side of the Carpenter Center by posted bus load/unload sign. Buses may not enter Lot 12. On campus school days bus drivers will have to find off-campus parking. On weekends, buses may park in Lot 11A or Lot 14 with a valid permit.

ADDITIONAL INFORMATION

The following additional information is available upon request.

- Technical specifications
- Ticketing policies
- School performance policies

If you have any questions regarding the enclosed information, or would like to schedule an appointment to see our facilities, please contact Patti Sanford, CPAC Events Coordinator at patti.sanford@csulb.edu.