

# Welcome to CSU Summer Arts 2009!

The CSU Summer Arts Staff would like to welcome you to our month-long arts festival. We will work hard to make your time at CSU Summer Arts enjoyable and unforgettable! Please take a minute to review the information in this handbook, as it will serve as your guide to a wonderful and successful Summer Arts experience!

The main campus of the California State University in Fresno is located on a 327-acre parcel of land at the northeast edge of the city. Its 46 modern and traditional buildings house some of the best facilities in the state from engineering to music. In addition to two outstanding research facilities, the campus has two student unions, indoor and outdoor theatres for drama and music, and swimming facilities. While the campus is well known for its excellent professional programs in agriculture, engineering, education, and the health sciences, its reputation for academic excellence in the arts goes back to its very beginnings.

Many wonderful events have been planned throughout the CSU Summer Arts festival. There are more than twenty guest artist performances, exhibits, readings, and lectures that we are sure you will find rewarding. We hope you take the time to experience some of these. Inside, you will find all the necessary information to obtain your complimentary tickets to each of these events. In addition to the terrific guest artist public events, there are a number of social events planned for students, including dinner barbecues and receptions after some of the evening events. All students are invited to the dinner barbecues, which will be held on the first Sunday of each session. The post performance receptions will be held outside of the venues where the events take place.

As always, the main focus of our program is the learning experience that happens in each workshop. The students will be able to demonstrate some of what they have been working on in the Student Culminations at the close of each session. This is the most exciting time for all of us. Please try to attend all of them.

If you have any questions or need general assistance, please call our Summer Arts Main Office at 559-241-6090, or stop in. The office is located off Keats Avenue in the Education Building, Room 186.

We look forward to sharing a great month of intense study and artistry with you, and hope your experience at CSU Summer Arts will be very rewarding.

**See you at the culminations!**

*The CSU Summer Arts Staff*

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# General Information

## CSU Summer Arts Administration

Main Office: Education Building, Room 186

Office Hours: Monday - Friday, 8:00am - 6:00pm

Saturday - Sunday, 9:00am - 5:00pm

559-241-6090 Phone

559-241-6094 Fax

## CSUSA Staff

- Jim Spalding, Director
- Lisa Dennis, Campus Coordinator
  - David Silverly, Assistant Campus Coordinator
- Jackie Doumanian, Community Relations Specialist
- Yolanda Holmes, Business Manager
  - Nicole Madsen, Assistant Business Manager
- Kelley Lansing, Office Manager
  - Elizabeth Martin, Office Assistant
  - Kasey Jepsen, Office Assistant
- Shannon Pringle, Production Manager
  - Jennifer Sullivan, Production Manager Assistant
- Joanne Sharp, Assistant Director
  - Laura Schultz, Academic Assistant
- Ryan Brunkhorst, Computer Technician/AV Coordinator
- Rodney Butler, Housing Advisor
- Hannah Williams, Housing Advisor
- Sarah Basiletti, Transportation Assistant
- Izzy Einsidler, Technical Director
- Amber Evans, Music Department Liaison
- Kristin Starkweather, Box Office Manager
- Susannah Stoffels, House Manager
- Carol Hartman, Art Department Liaison

## Student Hosts

- Sarah Hiebert
- Loren Lima
- Steven Littles
- Leesha Melson
- Courtney Perry
- Isabel Pulido
- Jason Wada
- Priscilla Yamamoto

## Front of House

- Sarah Iverson
- Fermina Martinez
- Dominique Ovalle
- Adhanet Tesfai
- Lina Vasquez
- Angel Denise White

## Technical Crew

- Jessica Aceves
- Anthony Batiste
- David Berardi
- José Garza
- Kyle Keesler
- Briana Kersten
- Gillian Marquez
- Nathan Williams

# Telephone Directory

CSU Summer Arts Main Office .....	559-241-6090
Atrium Customer Service Desk (24 hrs) .....	559-278-2345
Summer Arts Ticket Box Office.....	559-278-5109
University Housing Office .....	559-278-2345
ITS (housing phone problems) .....	559-278-3923
<b>Emergency .....</b>	<b>911</b>
Public Safety Office .....	559-278-8400
Campus Escort .....	559-278-8400
Lost and Found.....	559-278-8400
University Health Center .....	559-278-2734
Poison Control Center .....	800-876-4766
St. Agnes Hospital .....	800-782-4637
Kaiser Permanente .....	559-448-4500
Kennel Bookstore .....	559-278-4062
Henry Madden Library .....	559-278-2174
University Student Union.....	559-278-2741

**Instructions to use campus telephones are as follows:**

On campus to on campus - dial "8" and the four-digit extension.

On campus to off campus - dial "7" and the full telephone number (including "1" and the area code, if necessary).

**Note:** Some campus phones are programmed to dial campus extensions only.

## **Emergencies**

In case of fire, an alarm will sound. You are required by law to exit your building quickly and safely. Immediately follow instructions given by emergency personnel, Summer Arts staff or University Courtyard staff. In case of an earthquake, stand under a doorway or crawl under a desk until it is safe to exit the building.

For your safety, we strongly urge you not to walk alone at night, and to always be alert and aware of your surroundings. To prevent the possible loss of property, when not in your room keep your doors locked and windows closed. Neither CSU Summer Arts nor University Courtyard is responsible for resident property or vehicles that are lost, stolen or damaged.

**Emergency (from any phone on campus)..... 911**

Lost and Found on campus ..... 559-278-8400

## **Escort Service**

Fresno State has a police force patrolling the campus, with a 24-hour emergency line. Take advantage of the evening escort service that is available by calling the number listed below.

Police and Escort Services ..... 559-278-8400

## **First Aid and Student Health Services**

University Health Center ..... 559-278-2734

University Health and Psychological Services is located in the south central section of campus, directly across from the residence halls. The building is staffed and equipped to meet students' health care and counseling needs. Hours of operation are Monday-Friday 7:00am - 3:30pm. Due to limited availability of counselors during the summer, please contact the Health Center for an appointment. Full-time physicians in the specialties of Family Practice and Internal Medicine staff the Health Center. Only a limited consultant physician staff is available in the summer. Nurse practitioners with special training and licensure provide independent care in consultation with the staff physicians. Support and ancillary staffing include other members of the nursing profession, registered pharmacists, clinical laboratory and radiology (x-ray) technologist, and an experienced and knowledgeable office staff. A portion of your Summer Arts registration fee goes to Health Services and will provide access to this facility and its staff. The fee does not cover pharmacy expenses.

If an ambulance is needed, a Summer Arts Housing Advisor or University Housing Staff member should be contacted to call the Public Safety Office and request one. In an extreme emergency, you may wish to call the Public Safety Office directly, but be sure to notify a member of the staff as soon as possible.

Additional medical facilities are St. Agnes Hospital, a fully staffed private facility that is within two miles of the campus, and several other Fresno hospitals (Community, Valley Medical Center, and Children's Hospital of Central California), which are within a fifteen-minute drive. Kaiser Permanente's Medical Center is also within five miles of the campus.

## **Services for Students with Disabilities**

Services for Students with Disabilities (SSD) provides specialized assistance and resources that enable students with physical, perceptual and learning disabilities to achieve maximum independence while pursuing educational goals. For more information call SSD at 559-278-2811, TDD: 559-278-3084, or stop by the University Center Room 5.

If you have special classroom or performance needs, please let the CSU Summer Arts staff know in advance by calling the CSU Summer Arts Main Office at 559-241-6090.

## Harassment

Discrimination on the basis of sex is prohibited. Sexual harassment refers to the unwanted imposition of sexual attention usually in the context of a relationship of unequal power, rank or status, as well as the use of one's position of authority in the University to bestow benefits or impose deprivations on another. Harassment includes verbal, nonverbal, and/or physical conduct, which has the intent or effect of unreasonable interference with individuals' or groups' education or work performance. This may also include actions that create an intimidating, hostile or offensive working or learning environment. Both men and women can be the victims of sexual harassment.

CSU Summer Arts and University Courtyard do not tolerate violent or abusive behavior. Behavior in the form of harassment is also not tolerated. Any such behavior may be grounds for dismissal. Harassment is the unwanted imposition of attention, usually in the form of repeated or unwanted verbal or physically abusive behavior (i.e. sexual, racial, religious, etc.) and is strictly prohibited. Residents who are confronted with conflict situations are expected to deal with such conflict in a constructive, non-aggressive manner, which will lead to resolution of the differences. Violence in any form (physical or verbal) or the threat of violence is not an acceptable method of dealing with conflict and will not be tolerated. Those who choose to engage in such behavior are subject to disciplinary action or dismissal from the residence halls and CSU Summer Arts. For assistance in the residence halls, contact the Atrium Customer Service Desk at 559-278-2345 or a Residence Life Staff member. You may also contact Joanne Sharp, Assistant Director of Summer Arts, at 559-241-6090. In an emergency call the University Police at 559-278-8400, or use the call box or the blue emergency phones.

Complaints should be presented, orally or in writing, to your Course Coordinator. If that is not a possibility, then bring the complaint to the Director of CSU Summer Arts, Jim Spalding at 559-241-6090. The complainant should provide details concerning the time, place, and specific facts of the alleged harassing or discriminatory act. The Director of CSU Summer Arts and/or the Fresno State Director of Affirmative Action will discuss the nature of the complaint with the complainant and discuss all internal and external grievance options with the complainant. Complainants always have the option of seeking resolution through the courts, or through state or federal agencies.

# Class Changes and Grades

## How to Drop a Class

Complete the "Request to Add/Drop Class" form, available from the Academic Staff at the Summer Arts Main Office. **REFUNDS WILL NOT BE GIVEN FOR CLASSES DROPPED AFTER THE FIRST THREE DAYS OF CLASS (after the first Tuesday).**

## Grades

All classes are set up for students to receive letter grades. A student who elects to receive credit/no credit in lieu of a letter grade will need to fill out a "Credit/No Credit" form available from the Academic Staff at the Summer Arts Main Office within the first three days of class.

Summer Arts will issue **unofficial** report cards. Transcripts will be available from Fresno State for a \$4.00 fee. Transcripts request forms will be available at the end of each session. You may also order a transcript by phone after August 1<sup>st</sup>. Call 559-278-4743 for a recording with ordering instructions.

# Parking, Housing, and Meals

## **Parking**

Relaxed parking is available in lot "G," west of the residence halls. Parking in this lot may be limited, so please plan to arrive early.

Fresno State parking regulations are enforced during the summer between the hours of 7:30am and 6:00pm, Monday through Thursday, and between the hours of 7:30am and 2:00pm on Friday. A permit is not required on weekends.

All lots other than "G" require parking permits during enforcement hours. Parking permits can be purchased for \$3.00 per day at permit dispensers located throughout the campus or at the Office of Parking and Transportation. Permits allow parking on campus in green lots designated "student/visitor" parking.

**CSU Summer Arts is not liable for any parking citations incurred by participants.**

## **On-Campus General Housing Information**

During summer 2009, a variety of groups in addition to Summer Arts will be living at the University Courtyard. Students from across the United States and around the world will attend summer sessions. We hope you will have an opportunity to meet new people and make new friends during your stay.

## Safety and Security

Public Safety Assistants patrol the University Courtyard and the Fresno State campus. There is a 24-hour campus Public Safety Assistant available to escort students to their cars and to and from classrooms and residence halls. You may use the on-campus telephone located at the Atrium Customer Service Desk to call campus security (dial 8-8400) for an escort.

In an effort to prevent the loss or theft of property, keep doors and windows locked whenever your room is unoccupied. Neither the University Courtyard nor CSU Summer Arts is responsible for property that is lost, stolen or damaged.

**Saflok Keys** are electronically coded room keys that are provided to each participant living in the residence halls.

**Doors** to each hall are locked 24 hours daily. Your Saflok room key provides access into assigned halls, suite and room.

**Patrols** of the buildings, halls, grounds and parking areas are conducted during late evening and early morning hours by Public Safety Assistants who have been trained and are supervised by University Police.

## Residence Hall Suite Information

**Saflok Key** - A state of the art electronic security key system has been installed for rooms, exterior building access doors, and the Atrium Customer Service Facility. **Do not prop doors open.**

**To use your Saflok key:**

Insert and remove keycard with magnetic strip down.

Turn handle while green light is flashing.

*If you cannot open the door, please see the CSU Summer Arts Housing Advisor.*

Exterior door deadbolts may be set from the interior and may be opened by roommates or suitemates key cards or by your CSUSA Housing Advisor's master. (Reminder - do not set exterior deadbolt on cleaning days.)

Suite bathroom doors are push locks and the lock should be set only when the bathroom is occupied. Keys are not available.

**If you lock your key in your room,** the CSUSA Housing Advisor can give you access with proper identification. If you cannot locate the Advisor, go to the Atrium Customer Service Desk.

If you lose your key go immediately to the Atrium Customer Service Desk (open 24 hours) to prevent unauthorized access into your room. You will be asked for your name, room number, and to complete a Lost Key Request form. The staff members will verify your room assignment, and you will be given a new key card. You will be charged a \$25.00 key replacement fee.

**Air Conditioner/Heating Instructions** - Each bedroom has a thermostat on the wall that controls the air conditioner or heater. The air conditioning system is motion sensitive, and pre-programmed to 78 degrees. If your air conditioning goes off during the night, your motion will re-start the system. Some suites have an additional thermostat in the living room that can be adjusted. Please keep windows shut when the air conditioner is on. Please read and follow the operating instructions located adjacent to the thermostat.

**Linens** - All guests receive a lightweight blanket, two sheets, a mattress pad, a bath mat, a bath towel, a hand towel, and a washcloth. Pillows, pillowcases, and clothes hangers are not provided. The linens are placed on the desk in your room. The blanket is on the top shelf in the closet. Guests make their own beds. You may exchange your linens at the Atrium every Monday between 7:00pm - 8:00pm. If you do not return all linens at check out, you will be charged for any missing/lost linens as follows: mattress pad \$25.00, blanket \$17.35, sheet \$17.67, bath towel \$9.60, hand towel \$1.62, and wash cloth \$0.57.

**Beds** - Most beds are configured bunk-bed style over the desk unit. If you require a de-bunked bed, arrangements need to have been made two weeks prior to your arrival. If you are concerned you will fall off the loft-style bed, complete a facility service request and a safety rail will be provided between 8:00am - 3:00pm at no charge. (See damage section if bed rail is not returned.)

**Cooking** - A small unit that has a compact microwave, freezer and refrigerator has been provided for your use in the suite living room. Due to potential fire hazards, you MAY NOT bring any type of heating appliance or hot plate into your room.

**Cleaning** - Rooms are cleaned prior to arrival. Bathrooms are cleaned twice weekly. Additional maid service is not provided or available. Maintenance is available weekdays during business hours, Monday - Friday, 8:00am - 3:30pm. Emergency service approved by the University Courtyard Staff is available after hours and on weekends.

## Facility Information

**Atrium Customer Service Desk** - Open 24 hours. Examples of services include key assistance, recreation equipment check out, campus telephone use, linen exchange, public telephone use, and facility service requests.

**ATM and Change Machine** - Located in the Atrium.

**Housekeeping** - Housekeeping will clean vanity top (if cleared of belongings), toilets, shower, bathroom floors, and refill toilet paper and soap dispensers as needed. Suite occupants are responsible for keeping bedrooms, hallway and living room clean. Vacuum cleaners are available for check out at the Atrium Customer Service Desk.

**Fitness Center** - Located in the Atrium.

**Ice Machine** - Located in the Atrium. Be sure to close the door after obtaining ice.

**Information Channel** - University Courtyard provides current information on channel 14. You are encouraged to read the information daily by turning a lobby television to channel 14 anytime movies are not being shown.

**Laundry Facilities** - Large capacity washers and dryers are available for use by residents. To use the laundry facilities, you'll need to purchase a Webcard. A Card costs \$5.00 and is automatically credited to the card for use. Additional money may be placed on your Webcard via credit card (Webcard deposit machine is located in the Atrium). Suite residents need their Saflok key for access into the laundry rooms. Detergent and bleach are not provided.

### **Linen Exchange Process:**

You may exchange your linens at the Atrium every Monday between 7:00pm - 8:00pm.

- Bring the linens you wish to exchange to the Atrium Conference Room.
- Sheets and towels may be exchanged once per week (NOTE: Swim towels are not provided.)
- Blankets, bath mats, and mattress pads should not be exchanged.

At check-out, leave all linen, including the blanket, mattress pad, and bath mat in your room.

**Maintenance Request** - If there are items in your room, suite or building that need to be repaired, please complete a Facilities Service Request form available at the Atrium Customer Service Desk. Service personnel will enter your room during normal business hours (Monday-Friday 8:00am - 3:30pm) to repair the item(s) listed on the form. After hours service is not available. Please do not set the deadbolt when you have requested service.

If you have an emergency service request, complete the Facilities Service Request form and notify the Atrium Customer Service Desk that you have an emergency. They will review the request and determine if emergency service can be provided.

**Movie Viewing** - University Courtyard shows movies on channel 14. A movie schedule is displayed in the Atrium lobby. You may view the movies on the television located in the Atrium lobby.

**Swimming Pool** - The outdoor pool is open daily from 12:00pm to dusk, except when closed for group reservations. When the pool is open for general use, your Saflok key will provide access to the pool area.

**Television** - You may watch television in the lobby of the Atrium. Televisions are equipped with basic cable. Although televisions are not provided, basic cable is supplied to each bedroom.

**Vacuum Cleaners** - You may check out a vacuum cleaner from the Atrium Customer Service Desk between 7:30am - 10:30pm. You will be asked to leave your meal card or Saflok key (if you do not have a meal card) and your name and ID number. The card will be returned when you return the vacuum cleaner. Be sure to empty the bag after use.

**Vending Machines** - Located in the Atrium vending machines supply drinks and snacks. Operation and service request instructions are on the machines.

## Check In and Check Out Information

All participants are required to check in to housing between 2:00pm - 4:00pm on the first Sunday (June 28 & July 12) of the session. Check out will be on the last Saturday (July 11 & July 25) of your session. All participants must check out before 10:00am. If you are participating in both sessions, you do not need to check out until July 25<sup>th</sup>.

### Check In Information

Upon check in you will be asked to complete a Check In/Check Out Inventory Form. This is the University Courtyard's record of the condition of your room and suite at the time you took occupancy. For your protection, thoroughly inspect your suite, bathroom and bedroom for previous wear or damage.

- Sign in two places on the top sheet of the Check In/Check Out Inventory Form. Complete your name, hall and room assignment (unless label is affixed to form).
- Take the inventory form with you to your room. **NOTE:** If you decide not to do this, you are responsible for damages found after your departure.
- Carefully review the inventory form copy against your room, suite and furniture condition. Record any damages or missing items.
- Return the completed form to your check-in table within one hour of check in (if check in tables are closed, take it to the Atrium Customer Service Desk). If there are any discrepancies, discuss discrepancies with your CSU Summer Arts Housing Advisor (or the Atrium Desk Summer Conference Assistant).

If damages occur during your stay, you will be charged for repairs or replacements. (See "Replacement Costs" on page 17 for partial price list.)

Charges are assigned as follows:

- Roommates for shared bedroom areas.
- Suitemates for shared living, bathroom and hall areas.
- All floor occupants for floor common areas or all hall common areas (i.e., laundry rooms, halls, study rooms, balconies).
- Damages beyond normal wear and tear not written on the inventory form and that occur during your occupancy, will be repaired and maintenance costs (labor and materials) will be billed to you.

**Furniture - You may not rearrange the furniture in your room.** This would cause excessive wear and tear on the furniture. Do not place your mattress on the desk, as it will not support your weight. If you have a disability that requires the furniture be moved, see the CSU Summer Arts Housing Advisor.

**Room Changes -** There is a \$50.00 charge to change rooms. Room changes are allowed depending on availability.

**Guests -** Overnight guests of Summer Conference participants are not allowed at University Courtyard. A \$50.00 per night fee will be applied to your group's final invoice for all unregistered persons staying overnight at University Courtyard. University Courtyard holds the right to conduct random room checks.

**Damage Charges -** A partial list of charges assessed, if there are damaged or missing room items, appears on the page 17.

## Check Out Information

All guests are required to check out no later than 10:00am on the last Saturday of each session. Participants enrolled for two sessions will only be required to check out at the end of the program. Late check out is not available, and if check out is not completed by 10:00am, a \$50.00 fee will be assessed.

- Pick up your check in inventory form at the check out location specified by your CSU Summer Arts Housing Advisor.
- Return to your room to update any damages.
- Close and secure windows.
- Remove trash from bedroom, bathroom and suite areas.
- Remove items from Microfridge and wipe clean.
- Remove personal belongings.
- LEAVE linens in your room (sheets, towels, blanket, mattress pad, and bath mat).
- Turn off light and close door.
- Tables will be located near lawn area between Sequoia and Burch for checkout. Turn in meal card and Saflok key to Summer Arts staff. Sign the inventory and checkout form. You will be charged for any missing items.
- If you do not have your Saflok key at check-out you will be charged \$25.00.
- If you do not have your meal card at check-out you will be charged \$10.00.
- If you do not complete the check out by 10:00am you will be charged a \$50.00 fee.

**NOTE:** The CSU Summer Arts Housing Advisor and a University Courtyard Summer Conference Staff person will review the condition of your room after you check out. Damages will be billed to you.

## Mail and Messages

You may have mail sent to the CSU Summer Arts Main Office on campus (see address on bottom of map, on page 28) and it will be delivered to your class. Please make sure your name, Summer Arts, and course title are included on the address. In case of an emergency, you may have phone calls routed to the CSU Summer Arts Main Office and the message will be delivered to you. All messages received at the Atrium housing stall will be posted on the board in the lobby of the Atrium.

## Telephones

A guest phone for campus-only phone calls is located at the Atrium Customer Service Desk.

## Replacement Costs (Missing or damaged items)

Furniture	Cost	Rooms or Fixtures	Cost
Bed	\$625	Bathroom Fixtures	Cost +10%
Bed Pins (4)	\$10 ea	Blinds (Vertical)	\$75-250
Bed Rail	\$100	Carpet Damage/Replacement	\$150-1000
Blinds	\$50 - \$75		
Book Carrel (w/ task light, bulletin board)	\$200	Closet Doors	\$300
Bookcase	\$250	Contact Paper Damage	\$100-500
Chair (Living Room)	\$450	Doors (suite/bedroom)	\$450
Chair Cover (desk)	\$50	Garbage Removal Charge (excess)	\$100
Chair-2 Position (desk)	\$175		
Chest of Drawers	\$250	Holes in walls (each less than 1/8" hole)	\$20-150
Coffee Table	\$250	Light Fixture Cover	\$35
Damaged Furniture	\$50 - \$600	Light Fixture Cover (broken)	\$100
Desktop	\$150	Mirror (broken)	Cost +10%
File Cabinet (2-drawer)	\$200	Paint Room (per room)	\$250
Love Seat	\$675		
Love Seat Clean	\$50	Smoke Detector (broken or damaged)	\$100
Love Seat Cover	\$200		
Mattress Pad	\$25	Window Replacement	\$300+
Mattress	\$250	Window Screen	\$75-200
Microfridge	\$600	A/C Lockbox	\$25
Wastebasket	\$25	Wastebasket	\$25
Windows	\$180 - \$350		
Reassemble Furniture	\$40		
Wardrobe	\$1500		
Saflok Lock	\$300		

**Note:** Damage or replacement items not listed will be assessed at the appropriate dollar amount. These charges are based upon labor and materials costs for 2007-2008 and are subject to increase.

If University Courtyard has to clean up a biohazard (i.e. vomit, urine, etc.):

Cleaner PH7 Ultra 179 BET	\$14.75/gallon
Disinfectant Deo PH7 DETS6	\$8.50/gallon
Deodorizer	\$7.00/gallon
Odor Digester Chemical	\$6.50/quart

## Guidelines and Policies

As a Summer Arts participant housed by the University Courtyard you must adhere to all policies and regulations. The Summer Arts program enforces these policies. Please be advised that failure to comply with policies and regulations may result in dismissal from the program without refund.

- **Alcohol** - The consumption or possession of alcoholic beverages by individuals under 21 years of age is not permitted in University Courtyard. If you are over 21, you may consume alcoholic beverages in your room only. Alcohol must be transported in a sealed, non-transparent container. Commercial-sized alcoholic beverages (kegs, party balls and coolers) are not permitted. **You may not consume alcohol in ANY public location.**
- **Balconies** - No running, horseplay, climbing, bikes, University Courtyard furniture or BBQs permitted on balconies.
- **Burning of candles, incense or oil lamps** - Not allowed.
- **Courtesy hours** - The quiet hours are from 11:00pm - 7:00am daily. Your noise may not disturb another guest during your stay.
- **Door prop** - Not allowed. Keep exterior doors closed.
- **Drugs (illegal), Gambling/Lotteries or Fighting** - Not allowed.
- **Electrical, utility and cable access panels** - All residents must refrain from accessing, opening and tampering with any and all electrical/utility/cable access panel(s) and/or the contents thereof located within the residence halls or resident units.
- **Firearms and/or explosives (including fireworks)** - Not allowed.
- **Furniture** - Furniture in lounges, lobbies and other public areas are not to be removed or damaged by residents. University Courtyard furniture is not allowed outdoors.
- **Harassment** - Not allowed. Harassment is the unwanted imposition of attention usually in the form of unwanted verbal or physical abusive behavior (i.e., sexual, racial, religious, etc.) and is strictly prohibited.
- **Guests** - Overnight guests of Summer Conference participants are not allowed at University Courtyard. A \$50.00 per night fee will be applied to your group's final invoice for all unregistered persons staying overnight at University Courtyard. University Courtyard holds the right to conduct random room checks.
- **Harassment** - Not allowed. Harassment is the unwanted imposition of attention usually in the form of unwanted verbal or physical abusive behavior (i.e., sexual, racial, religious, etc.) and is strictly prohibited.
- **Lost Meal Cards** - Go to the University Dining Hall (open Monday - Friday 7:30am - 3:00pm) to get a new meal card. You will be charged a \$10.00 card replacement fee.
- **Lost Room Key** - Go to the Atrium Customer Service Desk (open 24 hours) to prevent unauthorized access into your room. You will be asked for your name, room number, and to complete a Lost Key Request form. The staff members will verify your room assignment, and you will be given a new key card. You will be charged a \$25.00 key replacement fee.
- **Noise** - Quiet hours are from 11:00pm - 7:00am daily.
- **Pets** - Not allowed.
- **Screens** - Do not remove screens from windows.
- **Skateboarding or rollerblading** - Not allowed.
- **Smoking** - It is against the law (Executive Order #599) to smoke in any California State University building. This includes any of the University Courtyard facilities. University policy permits smoking only in designated outdoor areas. For example, you may not smoke in residence suites, bedrooms, balconies, community-style rooms, bathrooms, fitness center, lobby, recreation center, offices or residence dining facility.
- **Swimming Pools** - Swimmers must follow the direction of the lifeguard. No glass containers are allowed within the swimming pool area. No running, jumping or diving. Water fights are not allowed. Show Saflok key or meal card for entrance.

## Meals

You may be provided with a meal card to eat in the Residence Dining Hall on campus. Meals are all-you-can-eat buffet-style. You may serve yourself at the Residence Dining Hall's main serving areas. Seating for Summer Arts participants is in the East Wing of the Residence Dining Hall, Monday-Thursday, and in the Main Dining Hall, Friday-Sunday.

In an effort to accommodate participants with special dietary needs, University Food Services does provide general vegetarian options. There are also several health food stores throughout Fresno, including the following:

**Whole Foods Market**  
650 West Shaw Avenue  
(Shaw and Palm)  
(559) 241-0300

**Kristina's Natural Ranch Market**  
761 East Barstow Avenue  
(Barstow and First Street)  
(559) 224-2222

**Trader Joe's**  
5376 North Blackstone Avenue  
(Barstow and Blackstone Avenues)  
(559) 222-4348

### Meal Costs and Times

A meal card is included with the cost of housing. CSU Summer Arts participants will receive a photo ID card at registration and will need to show it when entering the dining facility. Students without a meal card may purchase meals at the following costs:

	Students	Guests	
Breakfast	\$4.53	\$6.13	7:00am - 8:00am
Lunch	\$6.48	\$8.11	12:30pm - 1:30pm
Dinner	\$8.28	\$9.89	5:30pm - 6:30pm

### Lost Meal Cards

There is a \$10 lost meal card replacement fee. Meal cards can be replaced Monday-Friday 7:00am - 3:30pm.

### Barbecues

All students are invited to the dinner barbecues, which will be held on the first Sunday of each session. A vegetarian option will be available. You do not have the option to eat in the Residence Dining Hall at barbecue times.

### Other Dining Options

Your meal card is not accepted at the following locations:

Student Union		
Panda Express	Monday - Friday	10:00am - 3:00pm
Subway	Monday - Friday	10:00am - 3:00pm

# Policies and Procedures for Facilities

No food, drinks, or smoking in any facility at any time. It is against the law to smoke in any state building, including California State University and University Courtyard buildings. University and University courtyard policy permits smoking in designated outdoor areas and is NOT allowed on balconies.

Facilities are to be supervised at all times and must be locked after use. Safety and security of all facilities and materials within are a priority issue.

All facilities must be left in the same condition as they were found. Any lost items found after the session will be kept for a short time. Please contact the Summer Arts Main Office at 559-241-6090 for lost and found inquiries.

## Art Department

University policy requires documentation (Safety Policy Form) for hazardous activity within a class. These forms are available upon request at the Safety Office. It is also mandatory that safety instructions be presented to students on specific hazardous materials particular to your class. Contact Carol Hartman, Art Department Liaison, at 559-278-2121, with questions.

1. Solvent-based products (paints, brushes, rags and any waste) need to be disposed of daily in five-gallon fireproof cans.
2. Maintain room cross-ventilation by opening back and front doors and windows.
3. The following materials should not be used: chalk pastels and powdered pigments (create airborne carcinogens), copal medium, ketone products, acetone products, varnishes, and alkyd products (vapors are health hazards).
4. Fixative sprays should not be used in the room or allowed to dry in the room. Sanding of gesso, wood, or paint should not be done in the room.

## Dance Department

Each dance studio has specific shoe approval. Please see dance center rules and regulations and strictly follow these rules:

1. No rosin, talc, or any other foreign substances are permitted in these studios.
2. It is mandatory that the studios be locked up after use.
3. No hard-soled, heeled, or street shoes permitted in the studios (even those with marley floors). **Bare feet only.**
4. No clothing with sharp decals or grommets permitted.

## Music Department

It is mandatory that the facilities are locked up and lights out after use. No unconventional use of pianos (fingers only on keys). If items are moved from rooms, they need to be replaced. Nothing can be removed from the building without prior notification. Contact Amber Evans, Music Department Liaison, at 559-241-6090, with questions.

## Music Practice Rooms

Practice Room Hours: 8:00am – 12:00am (Midnight)

Practice Rooms are available for use by the participants in Summer Arts music courses.

**PLEASE NOTE:** No unconventional use of pianos. (Fingers only on keys)

## **Theatre Department**

Course Coordinators, guest artists, and students with questions regarding the use of the Scene Shop, John Wright Theatre, or Dennis and Cheryl Woods Theatre, need to contact Izzy Einsidler at 559-278-2444. The rules and regulations for use of the Theatre Arts Department venues are:

1. Use of all lighting, sound, and theatre-specific equipment is limited to approved Theatre Arts employees only. All use of said equipment must be approved by Izzy Einsidler, Technical Director.
2. When a dance floor is present in the venue, only soft-soled dance shoes or shoeless feet are permitted on the floor.
3. Stage draperies are not to be moved unless approved by the Technical Director.
4. Fire laws prohibit the use of open flame in any of the venues.
5. Any physical alteration of the venues must have the prior approval of the Technical Director. Alterations must be removed and the venue restored to its previous state, or better, when the event has concluded.
6. In the unlikely event that a guest artist or other non-Theatre Arts employee is using venue equipment, that person will be responsible for using the equipment as it is intended to be used. (All safety features and precautions in place, etc.)
7. Recognized theatrical safety precautions are to be followed and practiced any time a venue is in use.

## **Event Venues**

Please contact Shannon Pringle, Production Manager, at 559-241-6090 for each venue's specific rules and regulations.

# Campus Resources and Amenities

## Henry Madden Library

559-278-2174, Reference Desk

### Summer Schedule

Monday -Thursday .....7:45am - 8:00pm  
Friday .....7:45am - 5:00pm  
Saturday .....Closed  
Sunday .....1:00pm - 5:00pm

## Kennel Bookstore

559-278-4062

Monday - Friday .....7:00am - 3:30pm  
Saturday - Sunday .....Closed

**Located downstairs in the University Student Union:**

## Postal Express

559-278-7240

Monday - Friday .....10:00am - 5:00pm  
Saturday - Sunday .....Closed

## Golden 1 Credit Union

559-278-7237 or 800-448-8181

Monday - Friday .....9:00am - 4:30pm  
Saturday - Sunday .....Closed

## Recreation Center\*

559-278-2015

Video games, billiard tables, vending machines, snack bar, and bowling alley.

Monday - Thursday .....10:00am - 10:00pm  
Friday - Saturday .....10:00am - 12:00am  
Sunday .....12:00pm - 10:00pm

## Save Mart Center- Student Recreation Center

559-348-3800

Workout equipment, indoor track, racquetball courts, and exercise classes.

Monday - Thursday .....6:00am - 11:00pm  
Saturday .....9:00am - 9:00pm  
Sunday .....12:00pm - 11:00pm

\*Closed on Saturday, July 4

All hours are subject to change due to summer availability.

**Copy Services on Campus**

A coin-operated copy machine is located in the corridor of the Atrium, and at the Print and Copy Center located on the lower level of the Kennel Bookstore. Copy machines are also available in the Henry Madden Library.

**Fitness Center**

Located in the Atrium. Stair-steppers, exercise bikes, a treadmill and Polaris weight equipment are available 24 hours a day for participants 16 years of age or older. Your Saflok key provides access.

**Swimming Pool**

Located between Graves and Homan Halls. The outdoor swimming pool is open daily from 12:00pm to dusk and staffed by a lifeguard. The pool can be reserved for the exclusive use of your guests for a maximum of two hours, once per week (see Preliminary Request form). Your Saflok key provides access.

**Tennis Courts**

There are surfaced tennis courts available. No reservations are necessary and there is no charge. The courts are located on Cedar Avenue near Scott Avenue.

**Other Facilities**

There are outdoor basketball, baseball, volleyball and racquetball courts. All outdoor facilities are located at or near the North and South gyms.

**ATM Machines**

There are ATM machines located on campus in the lower level of the University Student Union near the Golden 1 Credit Union.

# Event Tickets

## How Many Tickets Do I Get Free?

CSU Summer Arts participants (students, guest artists, guest faculty, course coordinators, and staff) are entitled to one free ticket per event. Events include performances, exhibits, lectures, and readings. Free tickets can be picked up from the Event Venue Box Office one hour prior to the event start time with a valid Summer Arts ID. If participants wish to pick up tickets in advance of one hour prior to the event, participants must pay the general admission price for the ticket. This ticket price is not refunded.

Course coordinators may arrange for a block of tickets to be reserved in advance for their classes for guest artist performances related to their specific workshops or for other events for which the entire class is required to attend. See the Box Office Manager for details. Any tickets desired in addition to the free participant ticket or general admission priced ticket may be purchased at the student rate.

## How Do I Get My Free Tickets?

CSU Summer Arts participants will need to present their Summer Arts ID at the event venue **no earlier** than one hour prior to the event in order to receive their tickets at no charge.

Tickets may be obtained at the CSU Summer Arts Box Office located in the Speech Arts Building or at the venue where the event is taking place. The telephone number is 559-278-5109. The Box Office hours are 12:00pm to 6:00pm, Monday through Friday, and 1:00pm to 5:00pm, Saturday and Sunday. The Box Office will be closed on Saturday, July 4<sup>th</sup>. Tickets may be obtained at the Box Office during the designated hours, or one hour prior to the event at the event location.

Course Coordinators may arrange to have a block of tickets for their class and guest artists reserved in advance by completing the ticket request form and submitting it to the Box Office Manager. In the request for a block of tickets, please indicate the event, the number of tickets required, and the name of each person associated with the class who is to receive a ticket. Reserved tickets may be held at the Box Office Will Call or delivered to the Course Coordinator on the day of the performance. In the event of a sold-out performance, seating for CSU Summer Arts participants is not guaranteed unless tickets have been obtained and participants are seated at least 20 minutes prior to the start of the performance. Empty seats may be released. Seats may not be saved for late patrons.

Student Culminations and selected events are free of charge and do not require a ticket for admission. General Admission seating is not reserved and is on a first-come, first-served basis. Please refer to the CSU Summer Arts Events Calendar for more information.

## Miscellaneous Ticket Information

CSU Summer Arts reserves the right to delay the availability of tickets or to limit the number of complimentary tickets distributed in order to ensure that members of the performing guest artists' class have the first opportunity to obtain tickets.

## **Performance Etiquette**

Performances begin at the time indicated in the Events Calendar. Late-arriving patrons will be seated at the discretion of the House Manager in consideration of guest artist requests, patron safety, and at an appropriate break during the performance. Late-arriving patrons are not guaranteed a seat in the case of a sold-out performance.

Please turn off or silence all cell phones, pagers, and watch alarms. Photography, whether with or without flash, is prohibited during the performance out of concern for safety and concentration of guest artists. Video and /or audio recording of the events is prohibited. Neither food nor drink is permitted in any of the performance venues.

## **Summer Arts Merchandise**

Stop by the Box Office or the merchandise table at many public events to pick up this season's Summer Arts gear. Choose from t-shirts, tank tops, water bottles, and hats.

## **Guest Artist Merchandise**

Some Guest Artists bring books, compact discs, DVDs, and other materials to sell. Oftentimes, these items can be purchased at prices that are lower than those in retail stores. Guest Artist merchandise is available only at the event at which specific Guest Artists perform, so get it while you can!