

SUMMER 2024

CONFERENCE GUIDE



GENERAL INFORMATION

RESIDENTIAL 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.

	BEDSPACES
PARKSIDE NORTH	430
HILLSIDE	496
BEACHSIDE	556

* For Hillside Village, Los Alamitos, Los Cerritos and International House will be the only halls available for this summer.

RATES

* The rate is per room, not per person

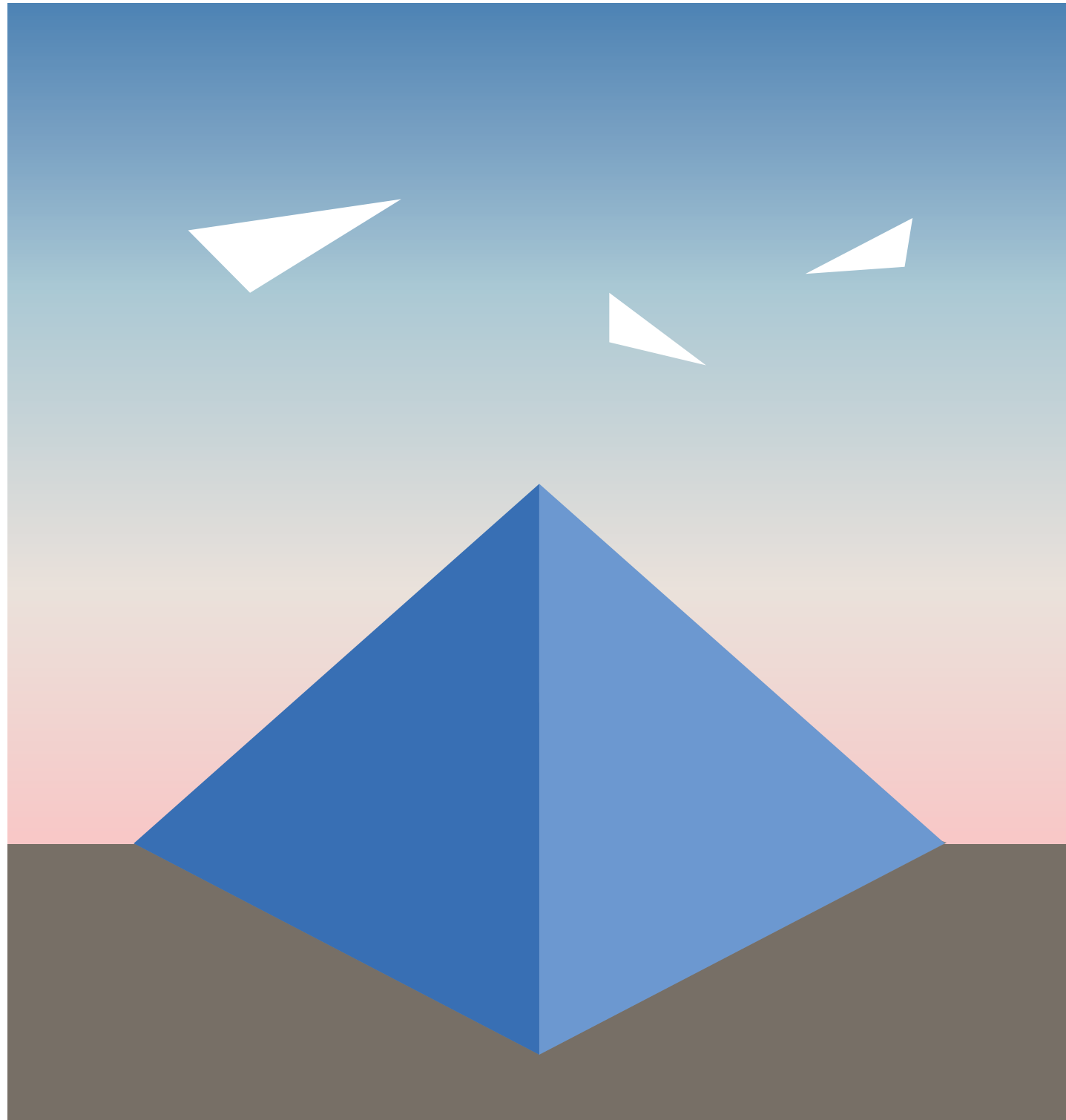
STANDARD	PARKSIDE NORTH
Double Room (2 keys): \$164	Double Room (2 keys): \$192
Single Room (1 key) : \$137	Single Room (1 key) : \$165
	Double Suite (4 keys) : \$426

- Each keycard gives access to buildings/rooms and meals.
- Rates include 3 meals per paid day, except for check-in day. There are no charges on the day of check-out. So if first meal is dinner on check-in day, last meal will be lunch on check-out day.
- Meals are mandatory. Rates are not prorated for missed meals.
- Parkside North are newest residential hall that opened in 2021. It has kitchen in 3 floors, rooftop, living rooms and study rooms.
- Parkside North's Double Suite has 2 double rooms with shared living space & restroom.



CSULB HOUSING MAP

To find a complete photo gallery, please visit our Summer Conference website



PARKSIDE NORTH



To find a complete photo gallery, please visit our Summer Conference website



HILLSIDE



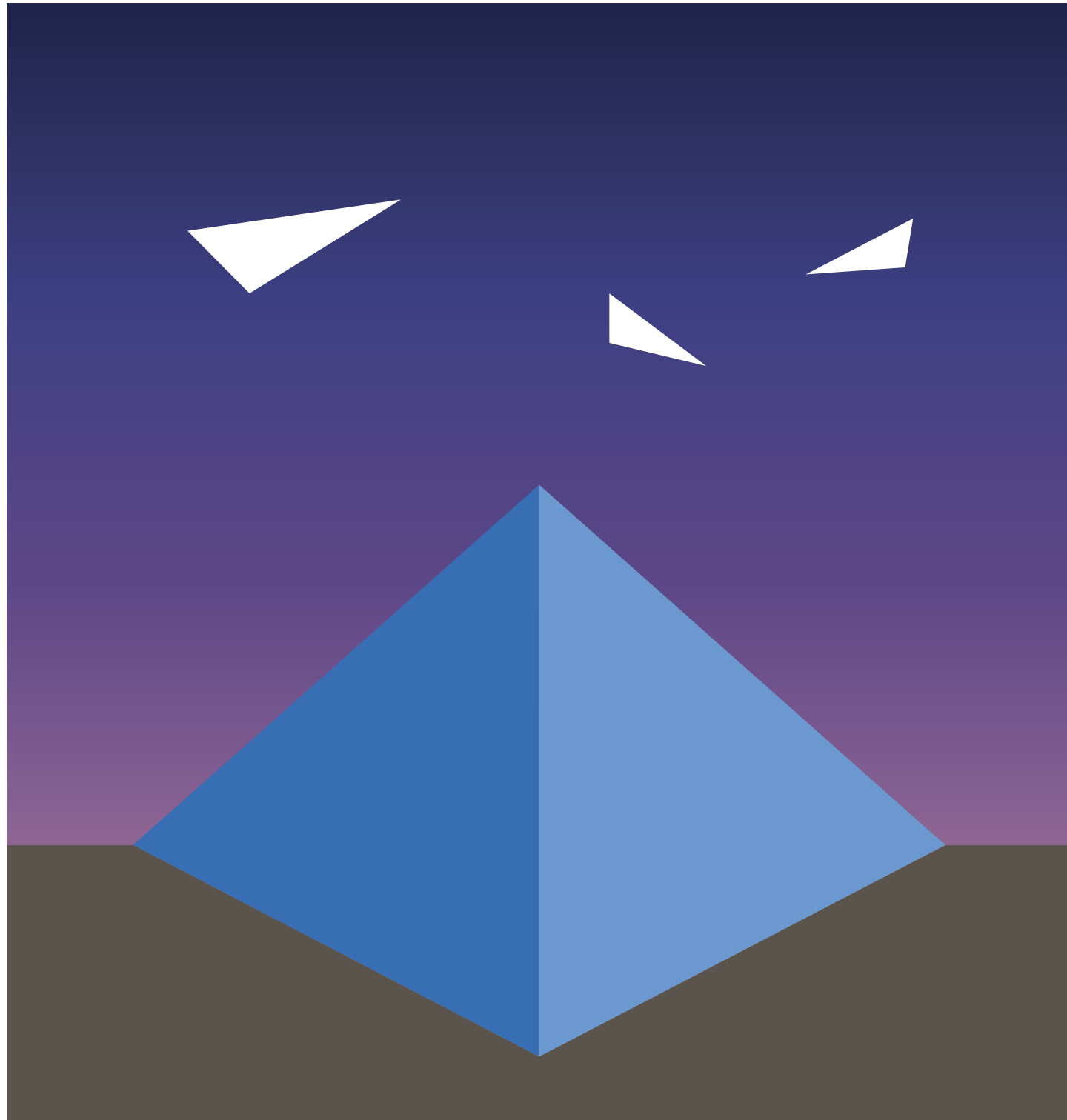
LOS ALAMITOS LOS CERRITOS



INTERNATIONAL HOUSE



To find a complete photo gallery, please visit our Summer Conference website



BEACHSIDE



SERVICE CENTER

Each village 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



PARKSIDE NORTH

1601 Earl Warren Dr, Long Beach, CA 90815

Time: 8:00 a.m - 10:00 p.m

Phone: 562-985-1080

On-Call Duty Phone:
562-370-4739 / 562-370-0512

HILLSIDE

5851 Beach Dr, Long Beach, CA 90815

Time: 8:00 a.m - 10:00 p.m

Phone: 562-985-5161

On-Call Duty Phone:
562-340-9300 / 562-340-9307



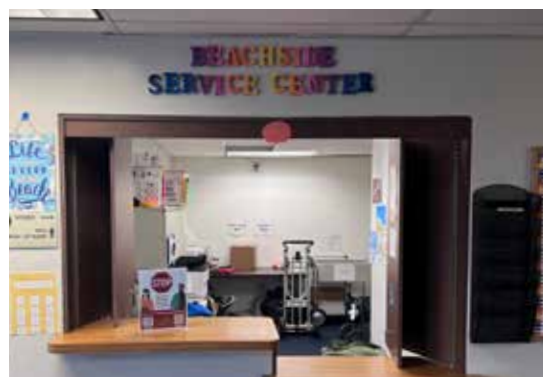
BEACHSIDE

4835 Pacific Coast Hwy, Long Beach, CA 90804

Time: Varies

Phone: 562-985-3032

On-Call Duty Phone:
562-340-9308 / 562-340-9304



Dial 911 for Police, Fire or Medical Emergencies. Non-Emergency Line 562-985-4101.

ROOM & KEYS

Earliest check-in: 2:00 p.m

Latest check-out: 12:00 p.m

- 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).

LINEN & TOILETERY

- Provided: Bed sheets, blankets, pillows, toilet paper
- Not Provided: Towels, shampoo/conditioner, body soap, laundry detergent
- Optional linen exchange are provided on Wednesdays from 12:30pm-2:30pm

LAUNDRY

Laundry machines are available for use at each residence hall by downloading *WASH-Connect*, a smartphone app, and loading the app with money. Laundry cards can also be bought as an alternative by using a credit/debit card. Laundry card terminals are located in Parkside's laundry room, Los Alamitos, and Beachside.

Wash Cycle: \$1.00

Dryer Cycle: \$0.50

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.

	BREAKFAST	LUNCH	DINNER
HILLSIDE	7:00 a.m - 8:30 a.m	11:30 a.m - 1:30 p.m	5:30 p.m - 7:30 p.m
BEACHSIDE	7:00 a.m - 8:30 a.m	11:30 a.m - 1:30 p.m	5:30 p.m - 7:30 p.m



HILLSIDE DINING HALL



BEACHSIDE DINING HALL

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)

Permit 1-Day: \$15
 Monthly Permit: \$55
 Processing Fee: \$30

- Overnight allowed in designated lots: R1, R2, R3, G2, G9
- Includes overnight, by calendar month only (not 30 days)
- Flat rate fee for processing

CLASSROOM & MEETING SPACES

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

ACADEMIC CLASSROOMS

Classrooms \$20/hour Under 50 people
 Lecture Halls \$30/hour Over 50 people



RESIDENCE HALL SPACES

Los Alamitos Lawn \$300 for 8 hours
 Los Cerritos Classroom \$300 for 8 hours
 Parkside North MPR \$400 for 8 hours

THE POINTE CONFERENCE CENTER

Summit 60 Lecture / 40 Banquet
 Pacific Sunset 300 Lecture / 192 Banquet

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



PLANNING TIMELINE

INQUIRY

Please use the link below to submit a formal request through our portal (if and when the portal is live and we are accepting new requests)

<https://csulb.starrezhousing.com/StarRezPortalXConference/>

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

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 (commuter meal cards)
- Conduct post-inspection of rooms with Conference Assistants (if desired)

POST CONFERENCE

- A Final Statement of Charges will be sent 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

POLICY

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 can be found on our website

POLICY

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.

NUMBER & 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. This fee is excluded for groups under 50.

POLICY

NUMBER & ATTRITION

SAMPLE STATEMENT OF CHARGES CALCULATIONS						
	Example 1	Example 2	Example 3	Example 4	Example 5	Example 6
Estimated attendance	100	100	100	100	45	100
Guaranteed number	90	not provided	90	60	30	70
Actual number	80	80	110	50	25	70
Amount Billed	90	100	110	60 + fee	30	70 + fee

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 key: \$25
- Improper Vacate: \$15
- Custodial Clean-Up: \$25/min
(Excessive trash, removal/misplacement of furniture, mattresses, micro-fridge, etc)
- Window Screen/Tag Removal: \$50
- General Damages: \$50/min
(Carpet, paint, wall, door, window, micro-fridge, restroom, furniture, mattress, etc.)
- Fire Equipment Tampering: \$250/min
(Smoke detector, alarms, extinguishers, etc.)
- Smoking Clean-Up Damage: \$250/min

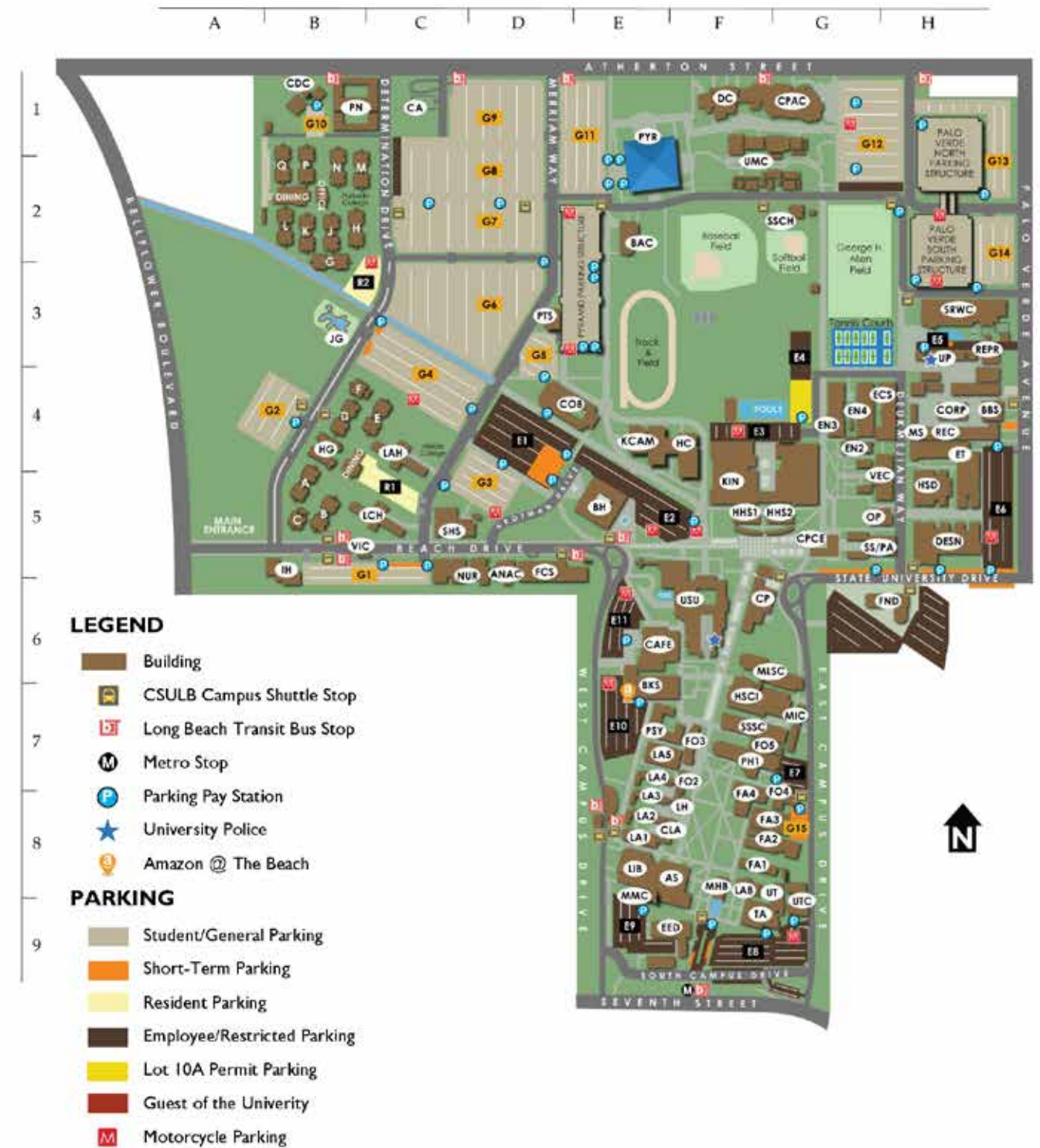
Any damages found in rooms, residence halls, and/or public spaces during and/or after the group vacates will incur fees reflected in the final statement.



CALIFORNIA STATE UNIVERSITY
LONG BEACH

1250 Bellflower Blvd, Long Beach, CA 90840

CAMPUS MAP



PARKING INFORMATION: www.csulb.edu/parking • Phone: (562) 985-4146 • Email: ParkingGeneral@csulb.edu



**HOUSING &
RESIDENTIAL LIFE**
CALIFORNIA STATE UNIVERSITY LONG BEACH