Date: June 25, 1976
To: Dr. James W. Cleary, President
California State University, Northridge
From: Harry Harmon, Executive Vice Chancellor
Subject: Recreation Facilities Fees - California State University, Northridge - Executive Order No. 246

I am transmitting to you a copy of Executive Order No. 246 which delegates the authority to establish, increase, decrease, or abolish recreation facilities fees not exceeding ten dollars, as requested by California State University, Northridge.

MM:lf
Attachment

cc: Vice President, Administration
    Business Manager
Executive Order No. 246

THE CALIFORNIA STATE UNIVERSITY AND COLLEGES
Office of the Chancellor
400 Golden Shore
Long Beach, California 90802

Executive Order No: 246

Title: Delegation of Authority — Establish, Increase, Decrease, or Abolish Recreation Facilities Fees Not Exceeding Ten Dollars ($10)

Effective Date: June 25, 1976

This Executive Order is issued pursuant to Paragraph III, Section 6, subdivision (m) of the Standing Orders of the Board of Trustees of The California State University and Colleges.

Effective June 25, 1976, authority is hereby delegated to the President of California State University, Northridge, to establish, increase, decrease, or abolish recreation facilities fees in amounts not exceeding ten dollars ($10) per single use for use of recreational facilities during noninstructional periods in accordance with the schedule of fees contained in the memorandum dated April 26, 1976, a copy of which is attached hereto as Exhibit A. The President is delegated the authority to amend said schedule at his or her discretion so long as the fees imposed do not exceed ten dollars per single use and a copy of such amendment is sent to the Vice Chancellor of Business Affairs.

The President, before charging such fees, must establish a schedule of hours defined as noninstructional periods for the purpose of charging fees. The schedule of hours must be publicized to the degree necessary to inform the interested public.

Income from the fees collected pursuant to this Executive Order may be expended only for the cost of operation and maintenance of the facilities for which a charge is made. Maintenance cost may include provision for improvement of the recreational facilities and liability insurance as necessary.

The University fiscal office shall have the ultimate responsibility for collecting, expending, and reporting all recreation facility fees. These fees will be deposited and expended through the State College Trust Fund. Income and expenditures will be reported in year-end closing financial statements for Trust Fund operations.

Glenn S. Dumke, Chancellor

Date: June 25, 1976

Executive Order No. — Delegation of Authority — Establish, Increase, Decrease, or Abolish Recreation Facilities Fees Not Exceeding Ten Dollars ($10)
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
UNIVERSITY RECREATIONAL TENNIS FEE PROGRAM
April 26, 1976

I. Administrative Structure
A. Leisure Activities Board - the LAB will determine policies and procedures for the Program, function as a reviewing agency, and make recommendations to the Dean of Students and the President regarding the utilization of Program revenue. (It is expected that all revenue will be devoted to meeting operating expenses and capital requirements for this and other recreational facilities).

B. Student Activities Center - The SAC will have the administrative responsibility of coordinating the Program in accordance with the policies and procedures established by the Board. The day to day operations of the Program will be supervised by the Intramural Staff, who report to the Area Director for Special Services, and through him to the Associate Dean of the Student Activities Center.

II. Operating Procedures
A. Fee Structure:

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students, Faculty, Staff</td>
<td>No Charge</td>
</tr>
<tr>
<td>Physical Education sponsored events</td>
<td>Half Rate</td>
</tr>
<tr>
<td>Clinics and Continuing Education/Extension courses</td>
<td></td>
</tr>
<tr>
<td>All Others</td>
<td>$2.00 per hour, per court ($1.00 per player for singles, 50¢ per player for doubles)</td>
</tr>
</tbody>
</table>

Guests of students, faculty, and staff will be charged the normal rate.

B. Reservation System:

Reservation Priority Schedule

<table>
<thead>
<tr>
<th>Category</th>
<th>Reservation Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students, Faculty, Staff</td>
<td>May reserve courts up to 3 days in advance.</td>
</tr>
<tr>
<td>Alumni and members of University support groups</td>
<td>May reserve courts up to 2 days in advance.</td>
</tr>
<tr>
<td>General Public</td>
<td>May reserve courts 1 day in advance.</td>
</tr>
</tbody>
</table>

Reservation Fee

A reservation fee of $1.00 per court will be charged to all individuals utilizing the reservation system with the exception of holders of reservation cards.
Reservation Cards

Reservation cards can be purchased each semester and during the summer. The card entitles the holder to free use of the reservation system.

- **Student** $3.00 per semester, and in summer
- **All others** $2.50 per month during regular session
  $5.00 per month during summer session

Reservation Rules

(1) Reservations are made for one hour.
(2) Players will forfeit the court to any waiting player if they fail to appear by ten minutes after the hour.
(3) Individuals are limited to a maximum of two hours of play per day on a reservation basis. There are no restrictions on the amount of play on a waiting basis.

C. Facilities Usage Priority Schedule

The Tennis Program is subject to the established Facilities Usage Priority Schedule:

(1) Regularly scheduled University classes.
(2) Instructionally related activities (intercollegiate athletics).
(3) Physical Education sponsored activities (clinics).
(4) Intramural events.
(5) Tennis reservation system.