

Space Reservation Policy

Please initial each item.

1. _____ A reservation request must be submitted at least two weeks in advance. Late Reservations are subject to approval by DHRE.
2. _____ No outside food or beverage is allowed. All food and beverage must be purchased through Dining Services.
3. _____ Any stains or damages resulted from unauthorized food or beverage will incur a fee to be determined by an appropriate DHRE.
4. _____ All reservations shall be alcohol, smoke & tobacco free. No exceptions to this policy.
5. _____ University Police Department (UPD) approval is needed if more than 100 participants are expected, the event is being advertised off-campus, or if the event is a party/dance/concert.
6. _____ Notification of large equipment, tools or similar electronic items being brought in or used is needed and requires approval by the Department of Housing and Residential Education (DHRE).
7. _____ Space may only be reserved by a recognized department/student organization. Student organizations must be in good standing and need approval from The Office of Student Engagement.
8. _____ It is the group's responsibility to set up meeting room (e.g., Coyote Multi-Purpose Room) with the tables and chairs provided in the reserved location.
9. _____ The private dining room in the Coyotes Dining Hall must be used as it is. Groups hosting events in this room must use the tables and chairs that are located in this space.
10. _____ If a group needs to rent furniture/equipment for an event, the DHRE needs to place the order from Special Events & Guest Services and then group will be billed accordingly. Rentals need to be placed **NO LATER** than one (1) week prior to event.
11. _____ Parking permits are required for any on campus spaces and will not be provided by DHRE. DHRE is not responsible for any event attendee that is cited for any parking violations.
12. _____ All trash/recyclables must be removed by the group before departing room.
13. _____ The reserved location must be cleaned and returned to the condition it was in prior to the event.
14. _____ The organization/department will be responsible for any damages and/or cleaning charges related to the event. **No confetti or candles of any kind are permitted inside or outside.**
15. _____ DHRE holds the right to refuse a reservation or request.
16. _____ DHRE holds the right to "shut-down" an event if it is not meeting expectations and/or policies are being violated.
17. _____ All DHRE policies must be followed.
18. _____ Housing residents have priority of use for all residential community meeting space.



Space Reservation Form

Event Name: _____ Date(s) of Event: _____
Description: _____
Set-up Time: _____ Start Time: _____ End Time: _____ # of Participants: _____
Group Responsible: _____
Coordinator/Person Responsible: _____
Contact E-mail: _____ Contact Phone Number: _____
Contact Address: _____ Billable Department: _____
Account Chartfield: _____
Billing Contact Phone/Email: _____

Office of Student Engagement Approval (required for all student organizations):

Name: _____ Signature: _____ Date: _____

Location Request:

- Coyote Commons Room 124 (30 Participants)
- Coyote Commons 125 (15 Participants)
- Coyote Commons 124 & 125 (60 Participants)
- Coyote Commons Mezzanine
- Coyote Commons Upper Outside Patio
- Coyote Commons Lower Outside Patio
- Coyote Village Multi-Purpose Room
- Village Square (80 Participants)
- UV Multi-Purpose Room (35 Participants)
- UV Conference Room (28 Participants)
- _____
- Badger Conference Room (10 Participants) Outside (Limited to: 150 Participants)
- Village Square Pool Area
- Serrano Village Quad
- Arrowhead Village Quad
- Coyote Village Quad
- University Village Pool Area*

*No Amplified sound in these areas
*No Lifeguard provided

**Detailed information regarding room setup and capacities will be sent once reservation form is received.

Dining Package:

- All-You-Care-To-Eat (At Door Pricing)
- Catering/Banquet Menu

NOTE: When having "All You Care to Eat", all groups are responsible to remove their dishware from the private dining room and place on the dish-drop carousel.

As a representative of my organization, I acknowledge reading and agreeing to the CSUSB DHRE Space Reservation Policies:

Signature Date

Office Use Only:

Date Received: _____ Received By: _____

Approval: Yes No

Date of Confirmation: _____ Approval By: _____