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) ☑ Badger Conference Room (10 Participants)
☐ Coyote Commons 125 (15 Participants)     Outside (Limited to: 150 Participants)
☐ Coyote Commons 124 & 125 (60 Participants) ☐ Village Square Pool Area
☐ Coyote Commons Mezzanine                   ☐ Serrano Village Quad
☐ Coyote Commons Upper Outside Patio         ☐ Arrowhead Village Quad
☐ Coyote Commons Lower Outside Patio         ☐ Coyote Village Quad
☐ Coyote Village Multi-Purpose Room          ☑ University Village Pool Area*
☐ Village Square (80 Participants)           *No Amplified sound in these areas
☐ UV Multi-Purpose Room (35 Participants)    *No Lifeguard provided
☐ UV Conference Room (28 Participants)       ☐ __________________________

☐ ______________________________________

**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: __________________________________

_____________________________________________________________________________________

Signature       Date