



CSUSB Space Reservation Request (for student clubs/organizations)

Complete this form as indicated. Prior to the event date, Event Scheduling (ES) requires at least three (3) working days for meetings; ten (10) working days for minor events; and twenty (20) working days for major events. Facilities are scheduled on a first-come basis. **After approval by Event Scheduling, you will receive a confirmation of your space request via e-mail. If you do not, please contact Event Scheduling to confirm receipt of your request: 909-537-5236 or events@csusb.edu.**

BEFORE SUBMITTING THIS FORM TO EVENT SCHEDULING, IT MUST BE SIGNED BY YOUR ADVISOR AND SLD (SEE #2 & #3 ON BACK).

Activity Title: _____

Brief Description of Activity: _____

Your club advisor AND Student Leadership & Development MUST sign this form (below) for all events BEFORE submission to Event Scheduling.

Date(s) of Event: _____ Day(s) of Week: M T W R F S U

Location of Event: _____

Event Start Time: _____ AM PM Event End Time: _____ AM PM

Reserved Start Time: _____ AM PM Reserved End Time: _____ AM PM

Club/Student Group: _____

Club Officer (filling out this reservation form)* - Name: _____

E-mail: _____ Phone #: _____

***Only club officers who are financially responsible (as listed on the current charter) may reserve facilities/space.**

Campus Advisor's Name: _____

E-mail: _____ Phone #: _____

Total Estimated Attendance: _____ = [# Students: _____ # Faculty/Staff: _____ # Off-Campus Guests: _____]

Traveling via: Automobile Bus - How many: _____ Other: _____

Clubs and Organizations are responsible for their own setup/tear down/cleanup.

Do you want your event posted to the campus web page? NO YES (pending approval from Event Scheduling)

FURNITURE - For rooms NOT in the Lower Commons (or additional furniture for rooms in the LC outside of standard setup above):

Will you need any furniture? # Tables: _____ # Chairs: _____ # Trash Cans: _____ Other: _____

Are they to be delivered? NO YES - Contact Event Scheduling for costs.

Will you be charging admission? NO YES - If yes, how will proceeds be used: _____

Will food be provided?* NO YES - If yes, will CSUSB Dining Services be catering your event? YES NO - If no, this reservation MUST be approved by Dining Services (below):

Approved by Dining Services: _____ Date: _____

*Food Event Notification forms may be required for events serving food not provided by Food Services.

For forms, go to: <http://adminfin.csusb.edu/ehs/pdf/EHS%20Food%20On-Campus%20Forms%2010-061.pdf>

(or contact Event Scheduling, Student Leadership & Development, or Environmental Health & Safety for forms and requirements).

Will you need AV equipment? NO YES - If yes, what do you need: SMART Cart/Classroom: NO YES TV/VCR: NO YES

Other (list all): _____

For more information, please contact Academic Computing & Media (ACM) at 909-537-5060.

Will your event be having amplified sound? NO YES - If yes, what will it be used for: _____

See reverse side of this form for regulations regarding amplified sound.

Interim Campus Energy Policy - A utility surcharge will be applied to all facilities used "After Hours." Please contact Event Scheduling for costs.

Parking - Is enforced 7-days a week. Please contact Event Scheduling at x75236 (909-537-5236) for any parking arrangements.

Marquee - A Marquee Publicity Request form is required: <https://adminfin.csusb.edu/evforms/Marquee.aspx>

Non-Discrimination Certification - If the user is an organization, the requester hereby certifies by his/her signature, that the constitution or the bylaws of the organization that he/she represents do not restrict membership on the basis of color, race, religion, national origin, ancestry, sex, age, or physical handicap.

If you are in need of an accommodation for your disability in order to participate in this event, please contact Event Scheduling at 909-537-5236 at least 72 hours in advance.

Club Officer's Signature

Date Signed

These facilities are not needed for campus purposes at the time(s) covered by this lease. The lease will not interfere with the requirements of the campus.

Approval Recommended:

Event Scheduler: _____ University Representative: _____

Student Leadership & Development: _____ Club Advisor (see above): _____

GUIDELINES FOR CHARTERED STUDENT CLUBS/ORGANIZATIONS

Using CSUSB Facilities/Space

Only club officers who are financially responsible (as listed on the current charter) may reserve facilities/space.

PLEASE NOTE:

- ◆ Student Clubs/Organizations may request space on a quarter-by-quarter basis. During the fifth (5th) week of a quarter, forms may be submitted to Event Scheduling for the next quarter. For fall quarters, forms may be submitted to Event Scheduling on or after July 5.
- ◆ **“Charter clubs and organizations may reserve meeting space normally not to exceed two hours per meeting”** per Facility Use Policy: http://policies.csusb.edu/facilities_use_policy.htm. Also on this policy, please see “regular operating hours” for scheduling purposes.
- ◆ For events that are over 150 attendees, or dances, or concerts, please refer to the *Student Club & Organization Special Event Policy* in Student Leadership & Development (SMSU-203) for further guidance.

Steps to Reserve a Facility/Space:

- 1) Fill out the *Space Reservation Request Form for Student Club/Organizations* (SRR) completely. (Forms can be obtained from Event Scheduling in the Lower Commons.)
- 2) Take this SRR form to your advisor for their signature.
- 3) Once the advisor has signed the SRR form, take the SRR form to Student Leadership & Development (SLD) for their signature. (SLD is located in the Santos Manuel Student Union in Room 203.)
- 4) After both signatures have been obtained, take the SRR form to Event Scheduling.
- 5) Event Scheduling will confirm/deny requests via e-mail to the address provided, so a clearly written and correct e-mail address for the club officer is required. **This club officer needs to check their e-mails for these confirmations/denials. If the club officer does not receive this e-mail, they should call Event Scheduling to verify request (909-537-5236).** If requesting field use, your confirmation will be your Field Use Permit and without this paperwork you will be asked to leave the area.

For using facilities on campus, ALL student clubs/organizations must abide by the following:

- **Classrooms are NOT to be altered (no moving/rearranging of desks/chairs).**
- Chairs and tables will be stacked neatly in each room and will be available for all student clubs/organizations (in Lower Commons).
- **Each group will be required to complete their own setups, breakdowns and cleanup.**
- Please leave the rooms as found with the tables/chairs properly stacked (in Lower Commons).
- Candles and confetti, as well as taping items to the walls, are prohibited.
- The consumption of alcoholic beverages is not permitted at student sponsored events.
- A \$25 charge will be applied if the room is left untidy.
- ALL FOODS MUST BE APPROVED THROUGH DINING SERVICES. If you will be providing food from off-campus for your event, please have Dining Services (Upper Commons) sign off on the SRR form before submitting to Event Scheduling. Once Catering has signed off, *Food Event Notification* forms for Environmental Health & Safety (EHS) may be required. Please check with Event Scheduling.
- Red punch is prohibited.
- **Any use of amplified sound MUST be approved in advance by Event Scheduling and is permitted in specific areas only. Amplification is permitted from 11:00 AM-2:00 PM and 4:00 PM-6:00 PM, Monday-Friday pending other events planned at the time of your event.** For the specific areas and more information: <http://policies.csusb.edu/speechadvocacy.htm>.
- **Outside events require an itemized list of ALL event activities and equipment being used. This is to be submitted WITH the SRR form to SLD first, then to Event Scheduling.**
- An energy surcharge, as well as personnel costs, will be added to all student clubs and organizations wishing to use facilities beyond approved normal operating hours. See Event Scheduling for more details.

If you have any questions, please contact Event Scheduling at 909-537-5236 or events@csusb.edu.