



Facility Reservation & Special Event Procedures

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Facility Reservation Responsibilities

The responsibilities include but are not limited to:

- Coordinating athletic facility reservations for the ASREC Sport Centre, the Departments, Clubs and Organizations on campus.
- Assisting in event preparations to ensure events run in the allotted time reserved.
- Supplying any available athletic equipment requested.
- Assigning student liaison(s) for each event and sport officials, if requested.

Facilities Available

- Redwood Hall Activity Center (RE 160)
- Redwood Hall North Field
- Redwood Hall East Field
- Redwood Hall Matadome (RE 140)
- Redwood Hall Pool
- Redwood Hall Track
- Redwood Hall Tennis Courts

Facilities Possibly Available

- Redwood Hall 159 (depending on the type of event)
- Redwood Hall 180 (depending on the type of event)
- Soccer Practice Field (pending approval by Athletics)
- North Campus Field (depending on the type of event)

Facilities Not Available

- Soccer Performance Field
- Baseball Field
- Softball Field

Facility Reservation & Special Event Description

As part of an agreement with Matador Athletics, University Licensing and the Kinesiology Department, ASREC Sports is responsible for athletic facility reservations for the ASREC Sport Centre, the Departments, Clubs and Organizations on the CSUN campus. Any off campus entity who requests usage of these facilities must do so through the University Licensing department by contacting Karla LaRosa at 818-677-2744 or by e-mail at karla.larosa@csun.edu. As per the agreement, the ASREC does not charge any facility rental or maintenance fees. The ASREC does, however, charge a student liaison fee (fees listed below) for all Departments, Clubs and Organizations.

Student Liaison Responsibilities & Fee Structure

A student liaison's primary responsibilities are to take preventative measurements to ensure that no damage is done to the facility and that the facility is returned to its proper order. Other responsibilities include inspecting the facility for any damage prior to and following each event. Any hazards which can cause any injuries to the participants must be reported immediately to the Facilities Coordinator of ASREC Sports. The liaison is also responsible for maintaining the order of the event. If there are any hazards which may arise during participation, such as an enraged fan or participant, the liaison is the key

to ensuring that all other employees are safe and returning the event to a safe environment or calling campus police if necessary to assist in this process.

The minimum requirement for liaisons is one (1) liaison for every fifty (50) people in attendance. There is only one exception (listed under Sport Official Responsibilities & Fee Structure) to having only one (1) liaison for an event exceeding fifty (50) people. Any event requiring use of more than one facility must have at least one (1) liaison for each facility, regardless of the number of people participating in the event. However, the same requirements, as listed below, are to be used per facility.

Fee Structure

1-50 people	\$25 per hour
51-100 people	\$25 per hour (2 liaisons required)
101+ people	\$20 per hour (minimum of 3 liaisons required)

Sport Officials Responsibilities & Fee Structure

Some campus entities request sports officials for their events. Each official must have a strong working knowledge of sport rules and mechanics. Due to the fact that some rules may be modified by the organizations using the facilities to fit the needs of the participants, officials must conduct a pre-game meeting with the other officials to review positioning, mechanics and any rules changes. Any rule changes must be approved by the liaison to ensure that no policies of the risk management guidelines are contradicted. Officials are also responsible for starting and ending each game on time, ensuring that the playing surface is SAFE and free of any obstacles/obstructions, maintaining order on the

field and conducting a pre-game meeting with the captains to explain the rules and policies.

Each field/court must have at least one (1) official. NO EXCEPTIONS. Sports Officials can be considered liaisons as well to help minimize costs to the Departments, Clubs and Organizations. For example, an event with 250 people can be facilitated with five (5) liaisons (most expensive) to one (1) liaison and four (4) sport officials (least expensive).

Fee Structure (per official)

\$23 per hour	1-2 sport officials
\$20 per hour	3-4 sport officials
\$18 per hour	5+ sport officials

Lifeguard Responsibilities & Fee Structure

Some campus entities request lifeguards for their events. A lifeguard's primary responsibilities are to constantly be alert, on the lookout, and ready to assist swimmers in trouble or involved in accidents in the water, or on the deck. Each lifeguard must also be attentive to actions taken by fellow guards. Lifeguards shall constantly scan their area of responsibility, maintain order in the pool facility, foresee possible trouble and take necessary steps to prevent any hazards. While on the lifeguard stand or on walking patrol, guards are to maintain an alert attitude and are not permitted to visit or talk to anyone except in the line of duty. If talk is necessary, do so while keeping the assigned area under observation. While acting as the liaison, lifeguards are to ensure that no damage is done to the facility and that the facility is returned to its proper order.

Each pool must have at least one (1) lifeguard. NO EXCEPTIONS. One (1) lifeguard for every fifty (50) people is required for any event located near or around the pool deck.

Fee Structure (per lifeguard)

\$23 per hour	1-2 lifeguards
\$20 per hour	2-4 lifeguards
\$18 per hour	5+ lifeguards

Academic Department Fee Structure

Students who are looking to use the facilities for a class project are still required to meet the same standards as listed above. NO EXCEPTIONS. The only difference is the cost of the fees. All fees are offered to academic students at a discount of fifty percent (50%) off. This discount is only offered if the student has documentation from the professor of which the class project is being reviewed or graded.

Facility Reservation Request Procedures

- A representative from an on-campus entity, preferably the person in charge of the event, must fill out a Facility Reservation Request form.
- All requests are on a first-come, first-serve basis. Therefore, the representative must indicate three (3) possible dates for their event. NOTE: All requests must have at least two weeks notice.
- Once the form is complete, a request needs to be sent to the Facilities Coordinator for the College of Health and Human Development. Currently that position is held

by Geoff Stocker and he can be reached by phone at (818) 677-4224 or by e-mail at geoff.stocker@csun.edu.

- Once the request has been confirmed, a walk-through needs to be scheduled. The walk-through must be scheduled at least one (1) week prior to the event date. See below for walk-through procedures.
- After the walk-through, the liaison, officials, and/or lifeguard fees need to be calculated and the contract for the event must be drafted and signed.
- Payment is due no later than 2 days prior to the event. Cash or checks (made payable to Associated Students) are the only two methods of payment accepted. However, if requested, a transfer of funds is possible if the organization has an account through the Associated Students Accounting & Financial Services Office.
- Schedule student liaison(s), official(s), and/or lifeguard(s) for the event.

Walk-Through Procedures

- Give a tour of the facility requested to at least two (2) members of the on campus entity.
- Describe the emergency evacuation procedures and point out the fire hoses, alarms, campus phones and exits.
- Explain the ASREC's expectations for the event, i.e. a well organized event that follows the start and end times exactly and the facility should be clean of any trash or debris.

**California State University, Northridge
ASREC Sport Centre
Facility Reservation Request Form
CSUN Departments, Clubs and Organizations**

Date Received: _____

Any group or organization requesting a facility must either be a university department or currently registered student organization. The Sports & Exercise Council requires a TWO-WEEK advance notice of all requested events. No requests will be considered without a two week notice. All requests are granted based on facility availability with both the Kinesiology Department and Matador Athletics. Conflicting requests are granted on a first come first serve basis determined by the date RECEIVED in the ASREC Sport Centre Intramural office.

Name of Dept./Club/Org.: _____

Facility/Field Requested: _____ Nature of Activity: _____

PLEASE LIST TOP THREE CHOICES FOR DAYS, DATES AND TIMES, in order of preference.

Day, Date(s), Times	Set-Up Start	Event Start	Event End	Clean-Up End
1. _____				
2. _____				
3. _____				

Est. Number of Participants: _____ Est. Number of Spectators: _____

Will Non-CSUN people be involved? **(Y) (N)** Will Locker Rooms be needed? **(Y) (N)**

Please list any sports equipment needed for the event. Appropriate requests include things such as cones, flags and timers. (Please note that ASREC Sports will not provide tables, chairs or any other non-sports related items.)

Person(s) Responsible for the Event (Print Legibly):

Name: _____ Name: _____

Phone Number: _____ Phone Number: _____

E-mail: _____ E-mail: _____

Your Dept./Club/Org. will be responsible for adhering to the facility rules and regulations and any other polices established for this event. Also, your Dept./Club/Org. will be responsible for the clean-up of the event and actions of your participants and/or spectators.

RETURN COMPLETED FORM TO:

Applicant's Signature _____ Date _____

ASREC Sport Centre Intramural Office

Please note that your signature does not guarantee the facility request. It certifies that you have made the request. All fees will be established by the ASREC Sport Centre staff after a request is granted.

California State University, Northridge
ASREC Sport Centre
Facility Reservation Agreement
CSUN Departments, Clubs and Organizations

California State University, Northridge strives to meet the needs of its students and university community. ASREC Sport Centre provides the departments, clubs and organizations with athletic facilities for various activities. Although there is no rental fee, a services fee will be charged for student liaisons and officials (if necessary) in accordance with the standards set by the Sport & Exercise Coordinating Council. All fees must be paid, in full, at least one week prior to the scheduled event date.

THIS FACILITY LICENSE AGREEMENT, made and entered into this Day of Month, Year, by and between ASREC Sport Centre, an agency of California State University, Northridge, hereinafter referred to as **ASREC**, and

Department, Club or Organization Name

Hereinafter referred to as **Licensee**.

NOW, THEREFORE, FOR AND IN CONSIDERATION OF THE FOLLOWING PROMISES, CONVENANTS AND CONDITIONS, THE PARTIES HERETO AGREE AS FOLLOWS:

1. ASREC agrees to grant the Licensee permission to enter and use the following area(s) on specified dates and for specified dollar remuneration for the exclusive purpose identified in this agreement.
Facility Approved
Purpose for which use of identified university property herein described is authorized (including anticipated attendance):
Type of Event
Estimated Attendance: # participants, # spectators
2. The event herein authorized shall be allowed to use the herein described University facilities for the purposes specified in this agreement as follows:
Set-Up: Day, Month/Date, Year from Time to Time
Event: Day, Month/Date, Year from Times to Time
Clean-Up: Day, Month/Date, Year from Time to Time
3. **TERMS:** Licensee agrees to compensate ASREC as follows:
\$0 (Total compensation)
\$0 (# of Liaison(s) at rate per hour for # hours)
\$0 (# Officials at rate per hour for # hours)
4. Licensee must adhere to all the rules and regulations of ASREC.
5. Licensee is responsible for repair or replacement for any damages to these facilities caused by Licensee's use. All repairs or replacement must be in consultation with appropriate University personnel.
6. Absolutely **NO** vehicles may be driven onto the facility.
7. Licensee is responsible and liable for any and all injuries to participants and event spectators.

All payments required shall be in lawful money of the United States in the form of a business or personal check. Any notices, disclosures, certificates, insurance policies, requests for amendment, or other such disclosures or correspondence shall be served by personal service, registered or certified mail. The ASREC OFFICIAL responsible for the receipt of any such notice shall be the Facility Rentals Coordinator who shall serve under the direction of the Recreational Sports Director. The Licensee's agent to which such notices shall be delivered is specified as:

Name of Officer **Officer's Phone #**

TERMINATION

1. Mutual Consent: This agreement may be terminated in writing and validated by both parties.

2. Conflict: This agreement may be terminated by ASREC should unforeseen circumstances arise which preclude ASREC from performing pursuant to the terms of this agreement.
3. Without Notice: This agreement may be terminated by ASREC if the Licensee fails to perform promptly in a manner herein prescribed or herein contained in the above paragraphs after given the opportunity to cure.
4. Licensee Option: Licensee may terminate this agreement in writing at any time, and such termination shall not give cause for ASREC to recover damages. ASREC will refund all amounts received so long as the Licensee terminates the agreement within 72 hours of event.
5. Misrepresentation: This License Agreement may be cancelled immediately without recourse should materially false or materially misleading information be furnished to ASREC.

Cancellation letters may be faxed to the Intramural Sports office at (818) 677-4855.

IN WITNESS WHEREOF, the parties hereto have caused this License Agreement to be executed as of the day and year first above written.

ASREC

LICENSEE

TRENT MORGAN
Recreational Sports Director

By: _____
(Print Name)

(Signature)

(Signature)

(Title)

ASREC Sport Centre
18111 Nordhoff St.
Northridge, CA 91330-8260
(818) 677-3225 office
(818) 677-4855 fax
asrec@csun.edu

MEMORANDUM

TO: AS Accounting

FROM: ASREC Sport Centre

DATE: Month/Day/Year

SUBJECT: (Department, Club or Organization Name) Invoice

Please invoice Department, Club or Organization Name for facility rental liaison fees of Dollar Amount for Month/Day/Year. Attached is the breakdown of those liaison fees.

Please deposit these fees in Account # after being paid by Department, Club or Organization Name.

Officer Name is the Position Held of Department, Club or Organization Name. If you have any questions for the club please contact him/her at Phone Number.

MEMORANDUM

TO: AS Accounting
FROM: ASREC Sport Centre
DATE: Month/Day/Year
SUBJECT: Deposit

Please deposit the following check into the ASREC facility rental/special events account.
Account #

Check #	Department, Club or Organization Name	Total	<u>Dollar Amt</u> Dollar Amt
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MEMORANDUM

TO: A.S. Accounting
FROM: ASREC Sport Centre
DATE: Month/Day/Year
SUBJECT: Special Events Payroll: Semester/Year

Please add the following to the (payroll period) payroll from the Recreational Sports Semester Facility Rental account.

Account: 405450
Fund: G0010
Dept.ID: 47350
Class: 82000 (This number varies throughout the year)
Project: 90130000

Event Description:

Dept., Club, Org. Name	Student Liason:	Name
Event	Liason Fees:	\$ Amt.
Facility Used	Less: W.C. Fees:	\$ (10% of above)
Month/Day/Year	Payroll:	\$ (L.Fee-WCfee)
Dept., Club, Org. Name	Student Liason:	Name
Event	Liason Fees:	\$ Amt.
Facility Used	Less: W.C. Fees:	\$ (10% of above)
Month/Day/Year	Payroll:	\$ (L.Fee-WCfee)
Dept., Club, Org. Name	Student Liason:	Name
Event	Liason Fees:	\$ Amt.
Facility Used	Less: W.C. Fees:	\$ (10% of above)
Month/Day/Year	Payroll:	\$ (L.Fee-WCfee)

TOTAL: \$(Add Liason Fees)

**TOTAL
Less W.C. Fees \$(Payroll #'s)**

TRENT MORGAN

DATE

DEPT., CLUB, ORG. NAME – EVENT NAME – MONTH/DAYS/YEAR
REGISTRATION/WAIVER OF LIABILITY FORM (TEAM)
ASREC SPORTS

RELEASE OF LIABILITY, WAIVER OF CLAIMS, ASSUMPTION OF RISK AND
INDEMNITY AGREEMENT

***In consideration of voluntary participation a/o being allowed to participate in the activities and programs of the Department/Club/Organization Name Program, and to use its facilities a/o equipment, in addition to the payment of any fee a/o charge, I do hereby waive, release and forever discharge the Department/Club/Organization Name, ASREC Sports, Associated Students, Inc., California State University, Northridge and their respective officers, agents, employees, representatives, executors, and all others from any and all responsibilities or liability for injuries or damages resulting from my participation in any Club activity including, but not limited to: try-outs, practices, competitions, meetings, travel, and social events.**

*I understand that my membership and participation in the Department/Club/Organization Name Tournament is strictly voluntary, and that I assume the risk for harm or injuries caused by such participation. I have been strongly advised that I should have sufficient insurance coverage, whether it is through CSUN or personal or family basis.

***WARNING* PARTICIPATION IN PHYSICAL ACTIVITY MAY INVOLVE INCREASED RISK OF PERSONAL INJURY. I hereby acknowledge that participation in Club activities often involve exposure to heightened risks of injury, minor to serious, including permanent disability, dismemberment a/o death. These types of injuries may result from my own actions or inactions or others, or a combination of both.**

*IT IS RECOMMENDED THAT I CONSULT WITH A PHYSICIAN PRIOR TO PARTICIPATING IN PHYSICAL ACTIVITY. I do hereby declare myself to be physically sound and suffering from no condition, impairment, disease, infirmity, or other illness that would prevent or impair my participation in any of the activities of the Club Tournament, a/o use of facilities a/o equipment except as herein stated. I do hereby acknowledge that I have been informed of the recommendation for a physician's approval prior to my voluntary participation in any Club activity. I also acknowledge that it has been recommended that I have a yearly, or more frequent physical examination and consultation with my personal physician as to physical activity, exercise, and use of facilities a/o equipment so that I might have recommendations concerning the usage of these activities and equipment. I acknowledge that I have either had a physical examination and have been given my physician's permission to participate, or that I have decided to participate without the approval of my physician and do hereby assume all responsibility for my actions and physical conditions arising from any participation in any Club activity, a/o use of facilities with the Department/Club/Organization Name Tournament.

Participant Signature: My signature certifies that I understand and accept the conditions required for the **Department/Club/Organization Name** Tournament participation listed above and acknowledges that I am in no way covered by any CSUN, or Associated Students, Inc. Insurance.

Please print: Name (last, first) Your Institution's Student ID # Signature

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Department/Club/Organization Name

Event Type

Waiver of Liability Form (Individual)

In consideration of my being allowed to use the premises of California State University, Northridge for organizational activities, I agree to release and not to sue the **Department/Club/organization Name**, California State University, Northridge, the State of California and their officers, regents, agents and employees. I also agree not to sue these entities and individuals for any injury, illness or property that I may sustain as a result of my participation in the above activities, and that result from causes beyond their control and without their fault or negligence.

If I am under the age of 18 years, I understand that I cannot participate unless I am a CSUN student and my parent or guardian has signed below.

I have participated in these activities before, and I am fully aware of the risks and dangers involved. I am aware that unanticipated and unexpected events may occur while I am participating in or observing these activities that may result in injury to me. I assume all risk of injury, illness, and property damage that may be sustained by me in connection with these activities. I understand that my participation in these activities is voluntary.

***WARNING* PARTICIPATION IN PHYSICAL ACTIVITY MAY INVOLVE INCREASED RISK OF PERSONAL INJURY. I hereby acknowledge that participation in **Department/Club/organization Name** activities often involve exposure to heightened risks of injury, minor to serious, including permanent disability a/o death. These types of injuries may result from my own actions or inactions or others, or a combination of both.**

This Release, Indemnity, and Assumption of Risk cover all events and occurrences associated with the Activities, including participation and observation. If I have any concerns about my health or ability to participate, I agree to discuss my concerns with my physician before deciding to participate.

I consent to the provision of emergency medical treatment to the extent that the treatment is necessary in the medical opinion of the doctor rendering treatment.

Name of Participant: (Please Print) _____

Signature of Participant: _____ Date: _____

If I require emergency medical treatment, please contact

Name of Emergency Contact Person: _____

Home Phone: _____ Work Phone: _____

If Participant is younger than 18 years old, Parent or Legal Guardian must also sign.

Signature of Parent or Guardian: _____ Date: _____