RESERVATIONS AND EVENT SERVICES
Tel. (818) 677-3644 Fax (818) 677-4172
Hours: 8 a.m. – 5 p.m., Mon. – Fri.
www.csun.edu/usu/reservations

Reservation Request Form

RED fields **must be filled out**
BLUE fields **are optional**

Clear Form | Print Form

PLEASE READ POLICIES AND INFORMATION ON BACK

Group Type

☐ Recognized Student Club/Org ☐ CSUN Department ☐ Other ☐ USU

Organization Name _____ E-mail Address _____

Event Coordinator _____ Day Phone Number _____ Cell Phone Number _____ Fax Number _____

Organization Mailing Address _____

Event Title _____ **Event Date(s)** _____ PLEASE USE BACK FOR MULTIPLE DATES

Describe event purpose _____

What activities will take place? _____

Will inherently dangerous activities be involved? ☐ Yes ☐ No If yes, list activities _____

Do you intend to bring rental/personal equipment? ☐ Yes ☐ No If yes, list items _____

Will an admission charge or donations be collected at this event? ☐ Yes ☐ No If yes, what is the charge? _____

Is this event open to the public? ☐ Yes ☐ No If yes, how will it be marketed? _____

Event Type

☐ Meeting ☐ Banquet ☐ Conference ☐ Speaker ☐ Film ☐ Religious Activity ☐ Cultural Event ☐ Special Event

☐ Performance (describe) _____ ☐ Other _____

Main Room

Access Time _____ Room Preference _____

Start Time _____ Second Choice _____

End Time _____ Expected Attendance _____

End Access _____

Setup Preference

☐ As is[t] ☐ Banquet ☐ Classroom

☐ Conference ☐ Theater ☐ U-Shape w/gallery

☐ Other (please specify) _____

Equipment

Qty.____TV/DVD Qty.____Microphone Qty.____PA System

Qty.____TV/VCR Qty.____Mic. Wireless Headset Qty.____Flip Chart

Qty.____Podium Qty.____Mic. Wireless Handheld Qty.____Data Projector

Qty.____Table 6' x 30" Qty.____Mic. Wireless Lapel Qty.____Screen

Qty.____Other _____

Breakout Room(s)

Access Time _____ Number of rooms needed _____

Start Time _____ Expected Attendance _____

End Time _____

End Access _____

PLEASE USE BACK FOR VARIED HOURS

Setup Preference

☐ As is[t] ☐ Banquet ☐ Classroom

☐ Conference ☐ Theater ☐ U-Shape w/gallery

☐ Other (please specify) _____

Equipment

Qty.____TV/DVD Qty.____Microphone Qty.____PA System

Qty.____TV/VCR Qty.____Mic. Wireless Headset Qty.____Flip Chart

Qty.____Podium Qty.____Mic. Wireless Handheld Qty.____Data Projector

Qty.____Table 6' x 30" Qty.____Mic. Wireless Lapel Qty.____Screen

Qty.____Other _____

[t] *Room setup will be maintained standard. If you want chairs/furniture removed, setup fee will apply.*

Catering

OPTION 1 – Prepackaged Catering

☐ Refreshments ☐ Snacks ☐ Pizza ☐ Deli Items

OPTION 2 – Outside Caterer

☐ Refreshments ☐ Alcohol Service ☐ Buffet ☐ Plated Meal

Caterer/Store Name _____

OPTION 3 – University Caterer

Type of Catering

☐ Refreshments ☐ Alcohol Service ☐ Buffet ☐ Plated Meal

Caterer

☐ University Club ☐ PUB Sports Grill ☐ Subway ☐ Geronimo's

I understand that I must be a registered member of the organization and that this is not a reservation agreement. This is only a request and does not entitle usage of any rooms at the University Student Union, Inc. facilities.

Coordinator Signature _____ Date _____

Office Use Only Received: Accepted By:

Multiple Dates/Varied Hours

Date	Access Time	Start TIme	End Time	End Access
	a.m.	a.m.	a.m.	a.m.
	a.m.	a.m.	a.m.	a.m.
	a.m.	a.m.	a.m.	a.m.
	a.m.	a.m.	a.m.	a.m.
	a.m.	a.m.	a.m.	a.m.
	a.m.	a.m.	a.m.	a.m.
	a.m.	a.m.	a.m.	a.m.
	a.m.	a.m.	a.m.	a.m.
	a.m.	a.m.	a.m.	a.m.
	a.m.	a.m.	a.m.	a.m.
	a.m.	a.m.	a.m.	a.m.
	a.m.	a.m.	a.m.	a.m.
	a.m.	a.m.	a.m.	a.m.
	a.m.	a.m.	a.m.	a.m.
	a.m.	a.m.	a.m.	a.m.

1. You must be a registered contact for the client group in order for the request to be accepted.
2. **If any questions are left blank, the request will not be accepted.**
3. Submit the completed request to USU Reservations and Event Services and **allow up to three (3) business days for processing**. Expect to receive a response or copy of a tentative reservation by e-mail. If you have not heard back after the three (3) days, call the office.
4. Note simple and complex request timelines below. **If request is received outside of the simple or complex event timelines, a $50 processing fee will be automatically applied** whether or not the reservation is confirmed.
5. You are responsible for noting and verifying event details; date(s), hour(s), room assignment(s) on the reservation confirmation.
6. Event promotion is prohibited until the reservation is confirmed.

The *request timeline* for **SIMPLE** events is no less than three **(3) business days** before the event date.

Simple events:

- Conform to established building hours
- May have simple audio-visual equipment, (i.e. flipchart, TV/VCR, Data Projector)

The *request timeline* for **COMPLEX** events is no less than thirty **(30) business days** before the event date.

Complex events:

- Exceed established building hours
- Require dedicated service personnel
- Require complex audio-visual equipment, (i.e. Concert PA)
- Require a non-standard room setup and/or facility use
- Request/require a policy exception
- An admission fee is collected at the door and/or admission tickets are sold in advance of the event.
- Complex events may include but are not limited to dances, concerts, fashion shows, talent shows, conferences, banquets, variety shows, comedy shows, lectures, and guest speakers.

For further event planning tools, please visit the **USU Reservations and Event Services Web site** at http://www.csun.edu/usu/reservations.

- View **real-time room availability**, setup capacities, and layout options.
- Attain **building hours** for the University Student Union and Satellite Student Union.
- Attain full versions of all event related **policies and procedures**.

Due to the high volume of requests received daily, USU Reservations and Event Services staff:

1. **Will** encourage clients to use the **USU Reservations and Event Services Web site** to view room information including availability.
2. **Are unable to** quote room availability until a reservation has been initiated.
3. **Are unable to** quote pricing until a reservation has been initiated.

University Student Union

California State University Northridge