Recognized Student Club/Organization Weekly Meeting Request Form

Organization Information

Recognized Student Club/Organization

Meeting Coordinator

Meeting Title

Meeting Entails

Discourse  Performance Rehearsal  Physical Activity  Live Music  Refreshments

Meeting Time

Start_______a.m./p.m.  End_______a.m./p.m.

Will your organization meet during:

Finals Week?  Yes  No

Semester Break?  Yes  No

Campus Holidays?  Yes  No

Room Preference

Second Choice

Expected Attendance

Setup Preference

As is  Banquet  Classroom  Conference  Theater

Equipment (fees may apply)

Qty. TV/DVD  Qty. Table 6’ x 30”  Qty. Mic. Wireless Handheld  Qty. PA System

Qty. TV/VCR  Qty. Microphone  Qty. Mic. Wireless Lapel  Qty. Data Projector

Qty. Podium  Qty. Mic. Wireless Headset  Qty. Flip Chart  Qty. Screen

Qty. Other

List Dates for Meetings

Example AUG SEP OCT NOV DEC JAN FEB MAR APR MAY JUN JUL

1 4

8

15

22

29

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:
1. You must be a registered contact for the student 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 will be held responsible for noting meeting details; date(s), hour(s), room assignment(s) on the reservation confirmation.
6. Meeting 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 usu.csun.edu/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, Meeting Services office 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.