

**Reserving the Use of Academic and  
Administrative Buildings, Space & Grounds**

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**Policy No.: 100-01**

Effective: 11/01/2010

**POLICY:**

The use of university academic and administrative buildings is primarily intended for educational pursuits. When not necessary for educationally related activity, university grounds, buildings and all space therein may be used by groups and organizations when reserved in accordance with university procedures and the payment of associated fees, if required.

**PURPOSE:**

The purpose of this policy is to provide procedures for reserving the use of university grounds, academic and administrative buildings to assure an environment conducive to educational pursuits.

**PROCEDURES:**

- **Instructional Use of Facilities:**

University faculty and staff should contact the Room Reservation Office to reserve classroom space for instruction or instructionally related activities. The **Room Reservations Office** is located in UN270 and can be reached at **(818) 677-3283** or on-line at:

<http://www.csun.edu/academic.resources/RoomResII.html>

- **Non-instructional Use by University/Affiliate Partners, Non-profit/Non-university Groups or Organizations, and Use for Commercial Activities:**

Reservations by groups, organizations, or activities in this category, including faculty and/or staff associated with such groups that want to schedule an event or activity, should contact University Licensing for availability, use fees, or referral to the appropriate office. The **University Licensing Office** is located in the Sierra Center and can be reached at **(818) 677-2744** or on-line at:

<http://www.csun.edu/licensing/>

- **Use of Buildings and Space by Students:**

All student groups should contact the Matador Involvement Center, located on the first floor of the Sol Center in the **University Student Union**, **(818) 677-5111** to request space event planning and program assistance.

<http://www.csun.edu/getinvolved/>

**FEES:**

Any use of university facilities will be charged fees in accordance with the following provisions. Instructional use of facilities as contained in the **Schedule of Classes** will not be charged fees. Facility and service fees will be applied to the three categories of activities below.

- University/Affiliate Partners – Groups or organizations which by invitation have a written affiliation approved by the Vice President for Administration and Finance and CFO.
- Non-profit/Non-university groups or organizations.
- Commercial activities.

Facility rental rates and service fees for the use of university facilities, including those under auxiliary management, must be consistent with the principle of recovery of university costs. The schedule of fees shall include reimbursements for costs which include, but are not limited to such things as; materials, upkeep and repair, additional custodial services and supplies needed to restore facilities to normal use, police and parking services, technical services, liaison(s) coverage and other types of assistance as needed to support events.

**Current fee schedules are available at:** <http://www.csun.edu/licensing/>

### **EXCLUSIONS:**

This policy does not apply to the University Student Union, Satellite Student Union, or the residence hall facilities.

Reservations for use of the University Student Union and the Satellite Student Union may be made through USU Meeting Services at <http://usu.csun.edu/meetingservices/>. Reservations for the use of the residence halls facilities may be obtained from Residential Life and Conference Services, 17950 Lassen St., 818-677-2160.

### **REFERENCES:**

**Applicable Codes:** [California Government Code \[Section 19572 \(p\)\]](#);

CSUN University Policies: Solicitation of Donations; Commercially Oriented Activity; Campus Posting Policy; Public Meetings, Performances, Rallies, Speakers and Similar Events Policy; Gambling and Lottery policy; Firearms Policy; Drug Free Workplace policy; Alcoholic Beverage policy; University Policy on Smoking.

[http://www-admn.csun.edu/vp/policies/125\\_admn\\_fin/350/350-50.pdf](http://www-admn.csun.edu/vp/policies/125_admn_fin/350/350-50.pdf)

### **RESPONSIBILITIES:**

The President's designee for the purpose of implementing this policy shall be the Vice President for Administration and Finance and CFO.

**APPROVED BY THE PRESIDENT**