Clubs & Organizations Resource Guide
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INTRODUCTION

CLUBS AND ORGANIZATIONS RESOURCE GUIDE

California State University, Northridge (CSUN) acknowledges the benefits associated with participating in student clubs and organizations, and the valuable contributions made to the dynamic University community. Involvement in co-curricular activities, such as student clubs and organizations, complement our students’ educational experiences; facilitating in the transition to CSUN, building a sense of community, assisting with the development of strengths and passions, and helping develop transferrable skills for life after graduation.

This resource guide has been developed by the Matador Involvement Center (MIC) to provide information to existing and future student clubs and organizations. The resource guide contains University policies and procedures governing all University Recognized student clubs and organizations at CSUN, use of campus grounds, event planning, reserving facilities and spaces, fundraising, financial management, marketing and other aspects. The policies and procedures contained within this document are intended to ensure freedom of expression and movement while providing for rights of privacy and the preservation of the University as a peaceful learning environment.

This resource guide is a reference tool for all University Recognized student clubs and organizations at CSUN. It is not a complete record of all policies and procedures at CSUN. Student organizations should consult the MIC (Permits and Policies), Division of Student Affairs (Policies and Procedures), and the Division of Administration and Finance (University Policies and Procedures), for additional policies and procedures that govern their activity.

OFFICE OF STUDENT INVOLVEMENT AND DEVELOPMENT

Our Mission

The Office of Student Involvement and Development exists to develop and support students in becoming engaged members and successful graduates of the CSUN community. Through purposeful co-curricular programming, advocacy, and advisement, the Office of Student Involvement and Development familiarizes students with the campus and its resources, fosters social connections and campus pride, provides opportunities for involvement and leadership development, and cultivates students’ passion to positively impact their communities.

Through active collaboration with our faculty, staff, and students, the Office of Student Involvement and Development supports students in the completion of their educational and personal goals; promotes cultural awareness and understanding of individual differences; and inspires lifelong commitment to learning, service and California State University, Northridge.

The CSUN Office of Student Involvement and Development: Connecting, Developing and Celebrating our Students!
The **Matador Involvement Center (MIC)**, as an integral part of the Office of Student Involvement and Development, exists to provide a constructive and focused atmosphere for students who seek avenues which enhance their connection to campus life and cultivate their leadership skills through educational and co-curricular learning experiences.

The programs and services offered in this space include the following:

- **Clubs and Organizations** support services to assist with the development of student groups, individual and group advising, leadership development, and program planning.
- **Fraternity and Sorority Life**, which encompasses the activities of the Greek-letter organizations on campus, including advising and leadership development.
- **Leadership Resources**, which is comprised of the C. Richard Scott Resource Library and various training tools.
- **Unified We Serve**, CSUN’s volunteer program, which includes:
  - Participation in on-going and one-day volunteer events,
  - The Presidential Volunteer Service Award program, offering organizations and individuals with recognition for community service efforts, and
  - Membership in Unified We Serve, to help plan and participate in events.

As a major source for facilitating student development, the MIC provides students with opportunities for personal growth, self-exploration, and recognition of their leadership potential. The MIC is designed to create a network of support for students, by highlighting and promoting the importance of personal and social development, while assisting students in realizing and appreciating the need for becoming life-long learners.

Creating and strengthening a student’s connection to the University community, while presenting them with information supporting the benefits of involvement, remains one of the major commitments of the MIC staff. Providing meaningful personal, social, and intellectual connections to the University through coordinated involvement opportunities for all CSUN students, continues to highlight the efforts of the MIC.

Through concerted efforts of the staff of the MIC, students, faculty and staff at CSUN will realize the need for service within as well as outside the campus community. The MIC provides opportunities for students, faculty and staff that promote meaningful involvement with the University and its neighboring communities.

The MIC upholds campus spirit and pride. Through providing unique opportunities, the MIC staff seeks to augment appreciation of CSUN’s diverse culture and to assist the campus community to learn about, respect, and celebrate cultural similarities and differences.

**MATADOR INVOLVEMENT CENTER STAFF**

- **Vicki Allen**, Assistant Director for Student Involvement
- **Augie Garibay**, Activities Coordinator for Clubs and Organizations
- **Dr. Jamison Keller**, Activities Coordinator for Fraternity and Sorority Life
- **Jennifer Villarreal**, Activities Coordinator for Leadership Programs
- **Maria Elizondo**, Activities Coordinator for Volunteer Programs and Services
- **Colleen Frenck**, Administrative Support Assistant
CLUBS AND ORGANIZATIONS SUITE

Need a meeting space or access to a computer to conduct club business?

The Clubs and Organizations Suite is a designated space where University Recognized and pending club and organization members can converge and conduct club/organization business.

<table>
<thead>
<tr>
<th>Clubs and Organizations Suite</th>
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<tbody>
<tr>
<td>Mailboxes</td>
</tr>
<tr>
<td>University Recognized student clubs and organizations have a designated mailbox located in the Clubs and Organizations Suite. Club leaders, members, faculty, and staff are permitted to distribute informational items to clubs and organizations via these mailboxes.</td>
</tr>
<tr>
<td>Phone Services</td>
</tr>
<tr>
<td>University Recognized and pending student clubs and organizations are permitted to use the phones ONLY to conduct club/organization business. Phones are located in the MIC Clubs and Organizations Suite.</td>
</tr>
<tr>
<td>Fax Services</td>
</tr>
<tr>
<td>University Recognized and pending student club/organization leaders and members are permitted to use the fax for club/organization business. The fax must be completed by a staff person at the MIC reception desk.</td>
</tr>
</tbody>
</table>

C. RICHARD SCOTT RESOURCE LIBRARY / MIC CONFERENCE ROOM

The C. Richard Scott Resource Library is a designated research area for students, student leaders, faculty, staff, and those interested in the many facets of leadership development. The library is located in the MIC Conference Room, where you can host meetings, conduct a presentation, or work on club and organization related activities.

C. Richard Scott Resource Library

| Books & Journals               |
| The MIC houses the C. Richard Scott Resource Library. The library contains many books, magazines, videos, and games on an array of topics, including: communication, diversity, higher education, leadership, marketing, motivation, multicultural competence, organizational development, programs, student affairs, student development, team building, training exercises, Journal of Student Development, Journal of News Brunswick, and the NASPA Journal. |
| Check-Out Procedure           |
| All books and journals can be checked out for two (2) weeks. Check-out procedure is located at the MIC reception desk. |
| Hours of Operation            |
| Please check at the MIC reception desk for availability of the C. Richard Scott Resource Library, during normal business hours. |

MIC Conference Room

| Room Details                  |
| Eight (8) person maximum occupancy |
| TV/DVD equipment              |
| Dry erase board               |
| Reservation Policy            |
| The MIC Conference Room can be reserved, for meetings, by appointment only. You must be a member of a University Recognized or a pending student club or organization, or a CSUN faculty or staff member. |
| Reservation Procedure          | Visit the MIC reception desk or call (818) 677-5111  
|                                | • Provide the club or organization name and contact information  
|                                | • Provide the requested date, time, and purpose of the reservation  
|                                | [Tip: The date/time you request may not be available. Please consider an alternate date/time before making the reservation] |
| To Cancel or Reschedule       | Visit the MIC reception desk or call (818) 677-5111 and inform a MIC professional or student staff member that your club or organization would like to cancel the room reservation.  
|                                | If leaving a voicemail message, please leave the following information:  
|                                | • Name of club or organization  
|                                | • Date and time of the room reservation  
|                                | • Contact information (if you would like to reschedule) |
PRIVILEGES

University Recognized and Associated Students, Inc. chartered clubs and organizations receive a variety of privileges:

- Ability to recruit California State University, Northridge (CSUN) students for membership
- Use of the University’s name in accordance with the CSUN Identity Guidelines
- Access to the Clubs and Organizations Suite services, including: meeting and work spaces, faxing and phone services, and the C. Richard Scott Resource Library
- Eligibility to seek funds through AS Finance
- Use of AS Accounting and Financial Services office
- Access to publicity in AS Bulletin and campus-wide Matador Information Network Displays (M.I.N.D.) screens (as space permits)
- Use of the MIC Conference Room to conduct interviews, club meetings, and/or club related business (pending availability)
- Ability to reserve campus conference and academic rooms through Academic Room Reservations
- Use of certain University services and facilities through proper procedures
- Ability to reserve facilities throughout the University Student Union (USU)
- Access to the fee-waiver for two (2) meeting rooms per week (maximum of two hours per meeting in standard set up) through the USU Reservations and Events Services
- Access to having your club listed in the MIC Online Clubs and Organizations Directory
- Obtain a club or organization campus mailbox (located in the MIC – Clubs and Organizations Suite)
- Eligibility to advertise club meetings, events, and fundraisers in the Red Hot News (bi-weekly e-newsletter)
- Eligibility to advertise club meetings, events, and fundraisers in the MIC Online Calendar
- Use of designated bulletin boards for publicizing activities on campus
- Ability to sit on interclub council committees
- Eligibility to participate in the Annual Recognition Conference
- Ability to recruit and outreach at Meet The Clubs
- Opportunity to have a CSUN Website and/or Email Account for the club or organization
In order to maintain University recognition at California State University, Northridge, and pursuant to the California Code of Regulations, Title 5, Article 4 Nondiscrimination in Student Organizations, Sections 41500 (Withholding of Recognition), 41501 (Definition of Recognition), 41503 (Filing Requisites), and 41504 (Penalties), Minimum Qualifications for Student Office Holders - Code AA-2012-05, and the Chancellor’s Executive Order 1068, please note the following procedures:

<table>
<thead>
<tr>
<th>Step #</th>
<th>What to do</th>
<th>How to do it</th>
</tr>
</thead>
</table>
| 1a     | Previously Recognized Club/Org      | • Obtain University Recognized Documents (URD’s) from the Matador Involvement Center (MIC)  
       |                                    | • Register for the mandatory Annual Recognition Conference at the start of the Fall semester  
       |                                    | • Attend the mandatory Annual Recognition Conference  
       |                                    | • Proceed to Step 2                                                             |
| 1b     | Previously Recognized Sport Club/Org| • Obtain University Recognized Documents (URD’s) from the Matador Involvement Center (MIC)  
       |                                    | • Register for the mandatory Annual Recognition Conference at the start of the Fall semester  
       |                                    | • Attend the mandatory Annual Recognition Conference  
       |                                    | • Proceed to Step 2                                                             |
| 1c     | Previously Recognized University Sponsored Club/Org | • Obtain University Recognized Documents (URD’s) from the Matador Involvement Center (MIC)  
       |                                    | • Register for the mandatory Annual Recognition Conference at the start of the Fall semester  
       |                                    | • Attend the mandatory Annual Recognition Conference  
       |                                    | • Proceed to Step 2                                                             |
| 1d     | New Club/Org                        | • Sign up to attend a New Club Workshop  
       |                                    | • Attend a New Club Workshop  
       |                                    | • Obtain URD’s (distributed during the New Club Workshop)  
       |                                    | • Proceed to Step 2                                                             |
| 1e     | New Recreation/Sport Club/Org       | • Sign up to attend a New Recreation/Sport Club Workshop  
       |                                    | • Attend a New Recreation/Sport Club Workshop  
       |                                    | • Obtain URD’s (distributed during the New Recreation/Sport Club Workshop)  
       |                                    | • Proceed to Step 2                                                             |
| 2      | Get Your Group Together             | • You will need five (5) students who are currently matriculated at CSUN to start a student club/organization  
       |                                    | • One (1) student must be the “president” and one (1) student must be the “treasurer”  
       |                                    | • Both of these officers must submit an unofficial transcript (DPR printout will not be accepted)  
       |                                    | • Three (3) other members listed must be currently enrolled in at least one (1) class (Non Extended Learning)  

Get Your Group Together
<table>
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<tr>
<th>2 (cont'd)</th>
<th>Get Your Group Together</th>
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<tbody>
<tr>
<td>- President, vice president, and treasurer eligibility requirements are as follows*:</td>
<td></td>
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<tr>
<td><strong>Undergraduates:</strong></td>
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<tr>
<td>Minimum <em>2.0 GPA</em> each term (CSUN cumulative and previous semester)</td>
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<tr>
<td>Must be in <strong>good Standing</strong> (not on academic, disciplinary, or administrative probation)</td>
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<tr>
<td>Must earn <em>6 semester units</em> per term while holding office</td>
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<tr>
<td>Allowed to earn a maximum of 150 semester units or 125 percent of units required for specific degree</td>
<td></td>
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<tr>
<td><strong>Graduate/Credential:</strong></td>
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<tr>
<td>Minimum <em>2.0 GPA</em> each term (CSUN cumulative and previous semester)</td>
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<tr>
<td>Must be in <strong>good standing</strong> (not on academic, disciplinary or administrative probation)</td>
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<tr>
<td>Must earn <em>3 semester units</em> per term while holding office</td>
<td></td>
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<tr>
<td>Allowed to earn a maximum of 50 semester units or 167 percent of units required for specific degree</td>
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</tr>
<tr>
<td>* The vice-president’s eligibility will be verified only in the event that the president fails to meet the minimum requirements</td>
<td></td>
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<tr>
<td>- Complete and review all URD’s</td>
<td></td>
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<tr>
<td>- Proceed to Step 3</td>
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<tr>
<th>3</th>
<th>Determine Your Primary Focus</th>
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<tbody>
<tr>
<td>Categories: (Be sure to check your primary focus at the top of the <em>Clubs &amp; Organizations Officer Information &amp; Minimum number of Student Form</em>. This is how you will be categorized on our club/organization online directory)</td>
<td></td>
</tr>
<tr>
<td>- College Based</td>
<td></td>
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<tr>
<td>- Community Service</td>
<td></td>
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<tr>
<td>- Cultural</td>
<td></td>
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<tr>
<td>- Fraternity/Sorority</td>
<td></td>
</tr>
<tr>
<td>- Political</td>
<td></td>
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<tr>
<td>- Recreation/Sport Club*</td>
<td></td>
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<tr>
<td>- Religious</td>
<td></td>
</tr>
<tr>
<td>- Special Interest</td>
<td></td>
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<tr>
<td>- University Program</td>
<td></td>
</tr>
<tr>
<td>- University Sponsored</td>
<td></td>
</tr>
<tr>
<td>*All high-risk clubs/organizations are to be categorized as a recreational/sport club per university standards as designated by the MIC (please contact Activities Coordinator for Leadership Programs)</td>
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<td>- Proceed to Step 4</td>
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<th>4</th>
<th>Obtain a University Advisor</th>
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<td>- If you have a pre-established advisor, reconnect with that advisor and confirm their willingness to be your club/organization’s advisor</td>
<td></td>
</tr>
<tr>
<td>- Advisor must be a full or part-time faculty or a professional employee of CSUN (<em>Auxiliary employees are prohibited unless approved by the MIC and on record as a “University Volunteer”</em>)</td>
<td></td>
</tr>
<tr>
<td>- It is optional to have more than one advisor (e.g. Community Advisor, Co-Advisor)</td>
<td></td>
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<tr>
<td>- Have University Advisor read and sign all required URD’s</td>
<td></td>
</tr>
<tr>
<td>- Previously Recognized Clubs Proceed to Step 5a</td>
<td></td>
</tr>
<tr>
<td>- New Clubs and New Recreation/Sport Club proceed to Step 5b</td>
<td></td>
</tr>
<tr>
<td>5a</td>
<td>Previously Recognized Club/Org: Constitution Update (as needed)</td>
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<tr>
<td></td>
<td>• Contact Activities Coordinator for Leadership Programs for a Constitution Revision Overview</td>
</tr>
<tr>
<td></td>
<td>• Review the <em>Constitution Requirements &amp; Guidelines</em> to make sure your constitution abides by University and CSU standards</td>
</tr>
<tr>
<td></td>
<td>• If you have made any updates to your constitution within the last 90 days you need to print and submit your club’s constitution (one paper copy and one copy saved to a CD as a Microsoft Word document) to the MIC</td>
</tr>
<tr>
<td></td>
<td><strong>Proceed to Step 6a</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5b</th>
<th>New Clubs/Orgs: Develop/Create a Constitution and By-laws</th>
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<tbody>
<tr>
<td></td>
<td>• Develop/Create a constitution according to the University’s guidelines</td>
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<tr>
<td></td>
<td>• See the <em>Constitution Requirements &amp; Guidelines</em> for information that must be included in your constitution</td>
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<tr>
<td></td>
<td>• Save your constitution onto a CD (as a Microsoft Word document)</td>
</tr>
<tr>
<td></td>
<td>• Print and submit your club’s constitution (one paper copy and one copy saved to a CD) along with the <em>Constitution Submission Form</em>, to the MIC</td>
</tr>
<tr>
<td></td>
<td><strong>Proceed to Step 6b</strong></td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>6a</th>
<th>Previously Recognized Clubs/Orgs</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>• Submit all Completed URD’s to the MIC</td>
</tr>
<tr>
<td></td>
<td><strong>Required documents to be submitted:</strong></td>
</tr>
<tr>
<td></td>
<td>1. Clubs and Organizations Officer Information and Minimum Number of Student Form</td>
</tr>
<tr>
<td></td>
<td>2. Clubs and Organizations Open Membership Form</td>
</tr>
<tr>
<td></td>
<td>3. Clubs and Organizations Non-Discrimination and Open Membership Requirements</td>
</tr>
<tr>
<td></td>
<td>4. Code of Ethics for University Recognized Student Organizations Agreement Form</td>
</tr>
<tr>
<td></td>
<td>5. Alcohol and Illicit Drugs Policy Signature Form</td>
</tr>
<tr>
<td></td>
<td>6. Minimum Qualifications for Student Office Holders - Officer Compliance Form (President and Treasurer)</td>
</tr>
<tr>
<td></td>
<td>7. Unofficial Transcripts (President and Treasurer)</td>
</tr>
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<table>
<thead>
<tr>
<th>6b</th>
<th>New Clubs/Orgs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Return all URDs along with your club’s final constitution (one paper copy and one copy saved to a CD as Microsoft Word document) along with the <em>Constitution Submission Form</em>, to the MIC</td>
</tr>
<tr>
<td></td>
<td>• Simultaneously proceed with the proper steps of submitting your club’s constitution. (see <em>Constitution Submission Form</em>)</td>
</tr>
<tr>
<td></td>
<td><strong>Required documents to be submitted:</strong></td>
</tr>
<tr>
<td></td>
<td>1. Clubs and Organizations Officer Information and Minimum Number of Student Form</td>
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<td></td>
<td>7. Unofficial Transcripts (President and Treasurer)</td>
</tr>
</tbody>
</table>
POLICY: GENERAL USE OF CAMPUS GROUNDS

Policy No.: 900-01
Effective: 11/01/04
Revised Effective Date: 12/15/11

POLICY:
The use of designated campus grounds may be permitted when events and activities are conducted in accordance with reasonable time, place and manner directives. Such activities may not disrupt or obstruct the teaching, research, or administrative functioning of the University by means of physical barriers that would impede the free and orderly use of campus facilities or by the creation of sound or noise, regardless of means, that would interfere with teaching, learning, and the conduct of University business.

California State University, Northridge prohibits, on its property, lodging/camping as well as the erection of any temporary structure(s) for sleeping without the written permission of the University.

PURPOSE:
To establish guidelines through which students, faculty, staff, and community members may use campus grounds in a manner that assures an environment conducive to teaching and learning by establishing time, place and manner requirements.

DEFINITION:
Lodging/camping: is defined as the use of campus property for living accommodation purposes such as sleeping or making preparations to sleep regardless of the intent of the participants or the nature of any other activities in which they may also be engaged.

PROCEDURES:
On-Campus Individuals, Groups & Organizations:

Application for Permit: All recognized University employee groups and student organizations or clubs, or individual students and employees must obtain and submit the appropriate form to the Matador Involvement Center located in the University Student Union at (818) 677-5111. Prior to approval, a meeting to discuss the details of the proposed use of campus grounds will be required as determined by the Matador Involvement Center. Forms are available in the Matador Involvement Center.

Off-Campus Individuals, & Groups and Organizations:
(Including faculty and/or staff associated with such groups and organizations)
**Application for Permit:** Individuals or clubs, groups, and organizations composed of members other than students and/or University employees desiring to use campus grounds must contact The University Corporation, [University Licensing](#) at (818) 677-2744.

**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 Reservations & Event Services at (818) 677-4172. Reservations for the use of the residence halls facilities may be obtained from Student Housing and Conference Services at (818) 677-2160.

**REFERENCES:**

Related University policies and procedures include the following: Reserving the Use of Academic and Administrative Buildings, Space & Grounds; On-Campus Solicitation of Donations and Non-Commercial Fundraising; Commercially Oriented Activity; Public Meetings, Performances, Rallies, Speakers and Similar Events; and TUC Policy on Filming and Facilities Use.
POLICY: PUBLIC MEETINGS, PERFORMANCES, RALLIES, SPEAKERS AND SIMILAR EVENTS

Policy No.: 900-02
Effective: 11/01/04
Revised Effective Date: 12/15/11

POLICY:
The use of campus building and grounds for public meetings, performances, rallies, speakers, and similar events may be permitted in accordance with reasonable directives as to the time, place and manner.

PURPOSE:
To establish guidelines through which students, faculty, staff, and community members may organize and conduct public meetings, performances, rallies, host speakers, and similar events in an effort to provide the fullest opportunity for a free exchange and critical evaluation of diverse viewpoints in support of the University’s mission.

PROCEDURES:
I. On-Campus Individuals, Groups, and Organizations:
Application for Permit: All recognized University employee groups and registered student organizations or clubs, or individual students and employees must obtain the appropriate event and space reservation form: for events held on campus grounds from the Matador Involvement Center (818) 677-5111, University Student Union and events held within the University Student Union or the Satellite Student Union from the University Student Union Reservations and Event Services (818) 677-3644; and events held within academic buildings from the Academic Room Reservations (818) 677-3284.

II. Off-Campus Individuals, Groups, and Organizations: Application for Permit:
Individuals or clubs, groups, and organizations composed of members other than students and University employees desiring to use campus facilities must contact The University Corporation, University Licensing Office (818) 677-5298.

Notes:
Films and productions and similar presentations having a controversial appeal but used exclusively for academic purposes in a classroom setting are not governed by the following policy (California Penal Code, Section 311.8, chapter 7.5):

Use of campus facilities may not be denied student/employee groups, clubs and organizations desiring the use of said facilities for the presentation of productions, films, and the like, simply by reason of a controversial content or appeal to prurient interests. However, such activities, as all other activities by student/employee clubs and organizations, must be regulated, monitored and/or supervised by the President’s designee. With respect to the aforementioned productions, films, and the like, the following recommendations shall govern:
1. Time, place, and manner of presentment shall be determined or approved by the president’s
designee as identified herein;
2. Advertising of the event shall be limited to on-campus publications, bulletin boards and flyers
distributed only on campus;
3. Information describing, generally, content or nature of the presentation shall be prominently
posted at or near the entrance to the area in which the event is being held;
4. Only members of the campus community and bona fide guests of such members may be
admitted;
5. The authorization or permit for such presentations may not be granted with such frequency as to
constitute competition with similar presentations in communities in close proximity to the campus;
6. All films shown on campus must have been made available for distribution from a licensed and
authorized film distributor; and

Plans to make the event accessible to persons with disabilities should be included in the application
for permit.

Use of campus facilities may not be denied a speaker* on the basis of his/her expected presentation.
It is Trustee and University policy that the campus endeavor to present a balanced program of
speakers during the year and that policy must be followed. Proper forms need to be executed each
time a club or organization presents, publicly, a speaker. Such records are needed to apprise
University officials of any potential problems involving necessary protocol and/or security which might
arise.

* Speakers invited for a presentation in connection with the academic program in a classroom setting
are exempt.

RESPONSIBILITIES:

The sponsoring entity accepts responsibility for damage to the facility and clean-up following the
event including, in appropriate cases, a monetary deposit to ensure compliance with those for
responsibilities.

1. Student Organizations:

The Vice President for Student Affairs shall have the responsibility for establishing time, place,
and manner regulations for activities on the campus to which the public is invited, sponsored
by student organizations, Associated Students and the University Student Union.

2. Staff:

The Vice President for Administration and Finance is responsible for events sponsored by
employee organizations.

3. Faculty/Academic Departments:

The Vice President for Academic Affairs is the president’s designee for granting of approval to
academic departments and colleges desiring to sponsor public meetings, performances,
rallies, and similar public events.

4. Off-Campus Groups:

The executive director of The University Corporation is responsible for granting approval to off-
campus groups and organizations.
**EVENT PLANNING GUIDE**

Does your student club or organization want to plan an event on campus?

Before planning your event, review the list below to begin answering these important questions which will assist us referring your club or organization to the proper office/contact person.

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
<th>Other Things to Consider</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed location of event:</td>
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<tr>
<td>Proposed day and date of event:</td>
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<tr>
<td>Number of people expected to attend:</td>
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<tr>
<td>Will there be off-campus guests?</td>
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<tr>
<td>Start and end times of event (from/to):</td>
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<tr>
<td>Setup date and time:</td>
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<tr>
<td>Tear down date and time:</td>
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<tr>
<td>Who is the primary contact for the event?</td>
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<tr>
<td>What is the vision or goal of your event?</td>
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<tr>
<td>Does this event match your club/organization’s purpose statement?</td>
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<tr>
<td>Has this event been held in the past?</td>
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<tr>
<td>Did any accidents occur at this event?</td>
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<tr>
<td>What level of security presence is needed?</td>
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<tr>
<td>What is your total budget for the event?</td>
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<tr>
<td>What campus services will be needed?</td>
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<tr>
<td>Will admission be charged?</td>
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</tr>
<tr>
<td>Are parking fees included in admission price?</td>
<td></td>
<td></td>
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<tr>
<td>Will there be amplified sound?</td>
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<td></td>
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<tr>
<td>Will there be an off-campus speaker?</td>
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<tr>
<td>Will there be distribution of literature?</td>
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<tr>
<td>Will there be sales &amp; solicitation (food)?</td>
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<td></td>
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<tr>
<td>Will food be served?</td>
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<tr>
<td>Will alcoholic beverages be served?</td>
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<tr>
<td>Will films or other production be viewed?</td>
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</tbody>
</table>
Ok… So, now that you have a sense of what your event looks like, the next thing to figure out are the who, what, and why…

First, there are a number of important programming elements that need to be taken into consideration when planning large or small scale programming events for the CSUN campus community.

[TIP: Most major events occurring on campus, take at least three to six months to plan, seek approvals, promote, and execute program successfully.]

**Initial Consultation**

Most all of the major events begin with an initial consultation meeting with the Assistant Director for Student Involvement. Please email [Vicki Allen](mailto:Vicki.Allen) or call (818) 677-5111.

One beneficial portion of your initial consultation may guide you to available resources, possible co-sponsorships, and funding processes. These budget processes typically require time for appropriate paperwork to be administered and for committee decision making. Many members of the campus community are not fully aware of available resources and how to access them.

Many programmers fail to adequately reach their intended audience. Your consultation should also focus on how to reach the audience you want.

Following the initial consultation, some major events may need to be directed to the Director of Student Involvement and Development. Additionally, some major events require a group planning session with key members of the campus community prior to the plans being officially approved.

**Planning a small or large event/fundraiser on campus:**

<table>
<thead>
<tr>
<th>Steps</th>
<th>What to do?</th>
<th>How to do it?</th>
<th>Things to Consider</th>
</tr>
</thead>
</table>
| 1     | Consider all the possible campus locations | Depending on your location, contact:  
- The MIC (for any outdoor venue),  
- USU Reservation and Event Services (please request planning assistance from their staff), or  
- Academic Room Reservations (depending on the size and scope of your event).  
[TIP: See directory, below, for contact information] | CSUN has a number of outdoor programming spaces as well as indoor theatres which can accommodate larger audiences (See "Reserving Rooms & Facilities on Campus" section)  
- Many of these facilities are commonly booked far in advance; we recommend checking the venue calendar as early as possible, and  
- Be prepared to have alternative dates and locations in case your requested location and/or date are unavailable.  
- It is important to note that these locations all have differing restrictions so that the event does not interrupt the academic or day to day operations of the campus. |
<table>
<thead>
<tr>
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<th>How to do it?</th>
<th>Things to Consider</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 If your program will be conducted outside</td>
<td>Arrange an initial consultation with the MIC Assistant Director • Visit or call the MIC at (818) 677-5111 to schedule an appointment.</td>
<td>Your initial consultation will help you assess what area would be best suited for your event and to determine its availability.</td>
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</tr>
<tr>
<td>3</td>
<td>What persons will be involved in your program?</td>
<td>• Secure a date and location before contacting individuals.</td>
<td>• A noted speaker is often a desirable element, and may present you with special security needs or other accommodations, including contract considerations and meeting specific personal requests.</td>
</tr>
<tr>
<td>4</td>
<td>Who is helping plan your event?</td>
<td>• Create an events committee within the organization and delegate roles.</td>
<td>• Bring more than one person to the consultation meeting.</td>
</tr>
<tr>
<td>5</td>
<td>Who is your intended audience and how do you reach them?</td>
<td>• Develop a plan of the scope of your event, including the members who would require a special invitation.</td>
<td>• What marketing is being considered? • Brainstorm various outreach strategies.</td>
</tr>
</tbody>
</table>

**WHAT?**

<table>
<thead>
<tr>
<th>Steps</th>
<th>What to do?</th>
<th>How to do it?</th>
<th>Things to Consider</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Rent or Order Equipment</td>
<td>Depending on what type of equipment: • Contact the appropriate office or a vendor that has met the university’s insurance requirements.</td>
<td>If contacting an off-campus vendor: • Check with MIC to ensure the vendor/contractor has met the University’s insurance requirements.</td>
<td></td>
</tr>
<tr>
<td>7 Amplified Sound</td>
<td>• All areas except the USU, Plaza del Sol require consultation with the MIC Assistant Director. • Amplified sound is limited to one (1) hour and only in designated areas. • All amplified sound must be approved 14 days prior to the event.</td>
<td>• Some locations have restrictions on when the space can be used for programs based on individual department policies</td>
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</tbody>
</table>
| 8 | **Food Distribution** | • Visit the MIC and obtain forms.  
   • Visit the Environmental Health & Safety Office to obtain signatures to approve the event.  
   • Review the [Guidelines for Selling/Offering Potentially Hazardous Food (Safety Sheet)](https://example.com).  
   • Barbeque events can only take place on Matador Square.  
   • Not all food will be approved for distribution ([See Safety Sheet](https://example.com)). |
| 9 | **Distributing Literature** | • Visit the MIC and obtain forms.  
   • Bring any flyers/posters/brochures to the MIC to obtain a date-stamp.  
   • Will you be setting up some display materials? |
| 10 | **University Police Services** | • Please visit the [Department of Police Services](https://example.com) for available forms.  
   • Consult with the MIC Assistant Director to determine if the event requires University police services. |

**WHY?**

Your event may require special security support from the [Department of Police Services](https://example.com). The process of confirming the program space will not be finalized until a thorough assessment of security needs has been undertaken. Often special considerations must be made that will require signatures from academic deans for permission to program in specific locations.

We know you understand the importance of programming. Many of you question why there is such an emphasis on documentation and gathering signatures for events. Think of our campus as a small city where it becomes very important to coordinate events centrally, so as to avoid conflicts in programming such as adjacent locations and noise. Our planning together will help to avoid such conflicts and disappointments.

**WHAT RISKS ARE INVOLVED IN PLANNING AN EVENT?**

**Insurance & Risk Management**

The role of [Insurance and Risk Management](https://example.com) at California State University, Northridge:

- To reduce the costs and mitigate the risks associated with the mission of the University, through daily interaction with faculty, staff, students and the community;
- Provide administrative support and guidance in an effort to safeguard the University's assets thereby ensuring the preservation of academic excellence.

The purpose of the Risk Management program:

- To administer all policies and practices that are designed to reduce or eliminate losses experienced by CSUN.
In planning programs and events at CSUN, the University Risk Manager will determine how to address risk management which may include the purchase of special event insurance, signing informed consent and hold harmless agreements. All University Recognized clubs and organizations must initiate contact with the Matador Involvement Center at (818) 677-5111 for information and application for student event insurance purchase.

**PLANNING A PUBLIC MEETING, PERFORMANCE, RALLY, SPEAKER AND SIMILAR EVENTS**

**On-Campus Individuals, Groups, and Organizations**

<table>
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<th>Steps</th>
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</table>
| 1     | Contact the appropriate office | • All university employee groups and University Recognized student clubs and organizations, or individual students and employees must obtain and submit the appropriate event and space reservation form from the MIC.  
• Events held within University Student Union must contact USU Reservations and Event Services.  
• Events held within academic must contact the Academic Room Reservations. |
| 2     | Coordinate logistics with the appropriate office. | • Depending on the scale and scope of the event, you may need to book a venue in advance; anywhere from 3-6 months to ensure a successful outcome. |
| 3     | Confirm final authorizations and notifications. | • Obtain signatures.  
• Submit forms to the appropriate office, outlined in step 1. |
| 4     | Process final payments | • Charges may apply for services, facilities, etc. |

**Off-Campus Individuals, Groups, and Organizations**

Individuals or clubs, groups, and organizations composed of members other than students and University employees desiring to use campus facilities must contact The University Corporation, University Licensing Office (818) 677-2628, for a permit application.
Police Services Requirements for Police Details and Special Events on Campus

In general, special events on the CSUN campus may involve one or more categories of University police services staffing in order to provide the appropriate level of security/law enforcement coverage. Please contact the Department of Police Services for current rates and availability. The four types of staffing are:

**Police Officer Detail** - This type of coverage involves the assignment of a sworn police officer to provide both law enforcement and security services. This is the most common type of special event detail on campus. Police detail rate as of May 7, 2014 is $70.00 per hour, per officer assigned.

**Parking Enforcement Officer Detail** - For large events with special parking needs beyond that which is normally provided on the campus during the normal course of business, a parking enforcement officer(s) may be assigned to an event to coordinate parking and traffic control in a specified geographic area of the campus. This control function may involve one or more of several functions such as parking permit sales, traffic direction and control, and parking enforcement functions. All parking enforcement officers are uniformed personnel. Parking Officer Enforcement detail rate as of July 1, 2010 is $39.00 per hour, per parking officer assigned.

**Community Service Assistant (CSA)** - The Department of Police Services employs student staff who constitute the “Matador Patrol”. These students wear a distinctive red and black uniform and primarily work at night providing personal safety escorts to the CSUN community. Student staff may be assigned to special events to assist University Police in limited monitoring capacities. The decision whether or not to utilize student CSAs will be assessed on a case by case basis and may only be authorized by the Chief of Police. Community Service Assistant detail rate as of July 1, 2010 is $14.00 per hour, per Community Service Assistant assigned. Community Service Assistant coverage requires a (7) seven day notice.

**Security Guards** - Use of security guards on the California State University, Northridge campus require the approval of the CSUN Chief of Police. Please contact the Chief’s Office for additional information (818) 677-2201.

### Notice Period for the Request of Services

The Department of Police Services requires a 14-day notice period to police officers in order to process and assign details per contractual requirements.

Any requests for police services which are under the 14-day contractual requirement may be denied by Police Services, thus prohibiting the event from taking place if the event requires police details. Requests for parking officer detail coverage require 24 days’ notice per contractual requirement.

The Department of Police Services is committed to working in the planning stages with all event sponsors to ensure that authorized events take place on campus safely and with the minimum necessary expense whenever possible. Should you have any questions concerning the procedures, please feel free to contact Captain Fred Fernandez (818) 677-3961.
Criteria Utilized to Determine Police Services Staffing for Special Events

While there are a variety of considerations utilized to determine the level of Police Services staffing for each event, the following list is comprised of the “normal” criteria considered by the Police supervisory staff on a case by case basis for the majority of special events on campus. If in the professional judgment of the Chief of Police or her designee, an event warrants more than the “usual” security coverage, event organizers will be advised as soon as a thorough assessment of the event can be made. This includes security assessments for physical security (barricades, metal detectors, etc.) or police, or other personnel. Each event will be evaluated and the minimum amount of police services personnel will be assigned to accomplish the security/law enforcement goal for the event. While the Department of Police Services works closely in event planning with all campus organizations to provide a reasonably safe environment for special events, the final decision on all event security measures and police services staffing levels is the responsibility of the Chief of Police.

Prior History - If an event is conducted with any level of repetition (annual, each semester, monthly, etc.) the Department of Police Services will examine past event history to ascertain if the event usually ran smoothly or had been prone to security problems. Problem events may warrant a higher level of security coverage.

Estimated Crowd Size - Each event will be assessed on the basis of past history for the estimated crowd size vs. actual crowd size. If repeat events are prone to low crowd estimates but history has shown a larger than estimated crowd actually attends the event, then security coverage will be estimated upward.

Impact on University and/or Surrounding Community - In order to control any adverse impact (crowd management issues, traffic considerations, etc.) as the result of a certain type of event, staffing and physical security measures may be increased.

Location of Event - Events which require controlled access and which have many potential entry points to the event venue normally require a higher level of staffing and physical security measures.

Advertising - Events which are advertised in the media beyond the CSUN community may require a higher degree of security consideration (staffing, physical security, etc.).

Higher Profile or VIP Speakers or Subject Matter - Celebrities, controversial speakers, and some politicians may require “dignitary protection” measures which normally go beyond normal event security measures. Similarly, events which have controversial or highly charged subject matter may warrant special security consideration.

Money Exchange - Events which involve the selling of tickets or merchandise normally require a police detail.
Special Event Planning Involving Parking Services

When planning a special event of any kind that involves guests utilizing campus parking, please take their experience into consideration. To help ensure a positive guest experience, please follow the processes:

Contact the Parking Office at (818) 677-2157, 14-30 days in advance of your event. Please provide the following information:

- Date of event
- Start and end time of event
- Type of event
- Expected number of attendees
- Expected number of cars (if available)
- Special accommodations needed (i.e. VIP, disabled needs, shuttle, limo parking, reserved parking stalls, etc.)

Depending on the needs of your event, parking traffic officers, parking attendants, mobile parking booth, or way-finding signage may be required. These services are provided at an additional expense.

Advise your guests in advance of the rules and regulations concerning parking on the CSUN campus (a CSUN parking permit is required), as well as the special arrangements that may be made with the Parking Office.

Parking permits are required and to be displayed at all times on all vehicles parked on campus. Parking permits are $6.00 per day per vehicle/stall. Permits can be purchased by the event host (individual or department), or by the user.

Permits can be purchased and/or distributed through several means: Information Booths (permanent), permit dispensers, on-line, or provided by the Parking Office. The cost for parking may be paid by the program participants or the host department may decide to pay the cost through our "charge back system" and charge it to the program cost. Some departments have required the participants to purchase a permit at one of our kiosks and other departments have opted to pay for the cost of parking.

For further information, please contact Special Events Coordinator, Vena Jordan at (818) 677-5941.

Complete the Special Event Planning Worksheet.
SPONSORING EVENTS WITH ALCOHOLIC BEVERAGES

Prohibited Use of Alcohol & Illicit Drugs:

Except as permitted by this policy, the manufacture, possession, distribution, sale, or use of alcohol, illicit drugs or drug-related paraphernalia, and the misuse of legal pharmaceutical drugs on-campus, or off-campus while on University business or participating in University sponsored functions, is prohibited. Drugs and drug-related paraphernalia may be possessed or used as permitted by law and campus policy, or when lawfully permitted for the purpose of research or instruction.

Authorized Use of Alcohol:

The University Corporation is licensed by the California Department of Alcoholic Beverage and Control to purchase, serve, and sell alcohol both on and off campus. Consistent with this policy, the Executive Director of the University Corporation or designee shall determine the permitted uses of the Corporation's license and shall approve all policies and procedures concerning the use of alcohol at TUC operated facilities and catered events, including the University Student Union. The Vice President for Student Affairs has jurisdiction over Residential Life and Conference Services and the University Student Union and, consistent with this policy, shall approve all alcohol-related policies established by these departments.

- The possession, distribution, or use of alcohol within the private living spaces of the University Park Apartments and the University Village Apartments is permitted only as provided in the approved Student Housing Handbook.
- The possession, distribution, or use of alcohol at events within the University Student Union that are not under the supervision or being catered by the University Corporation, is permitted only as provided in the approved University Student Union Facilities and Commercial Services Policy.

Other than as provided above, the possession, distribution, sale, and use of alcohol in campus facilities, or off-campus at University sponsored activities, is prohibited unless approved by the appropriate dean or director and the responsible division administrator.

To sponsor events with alcohol, please review the Use of Alcohol and Illicit Drugs Policy, the Use of Alcohol and Illicit Drugs Form Instructions, and the Request for Use of Alcohol Form.
The following Off-Campus Event Registration Procedures for Fraternity and Sorority Organizations are offered to assist fraternity and sorority leaders in planning organizational social events. Careful thought and planning should surround each and every event in which an organization accepts the responsibility of acting as a social host. The implementation of this policy applies to any fraternity or sorority social event that includes more than 3 guests per live-in member of the organization.

Many of the guidelines herein refer to specific provisions of policies and resolutions of the Interfraternity Council, Panhellenic Council, United Sorority and Fraternity Council, the National Pan-Hellenic Council, the CSUN Student Organization Code of Ethics, federal and state law, local city ordinance, and (inter)national organizational policies. For specific references to these policies, please refer to the Fraternity and Sorority Guidelines manual and/or contact the Fraternity and Sorority Advisor in the Matador Involvement Center.

Section I: Pre-Event Planning & Event Registration

**Step 1:** Organization obtains the Off-Campus Event Registration Form from the MIC located in the USU. Organization lists all relevant information on form including: date of event, location, theme, total number of people attending, security arrangements, and risk management arrangements. Please note: this process must be completed at least two (2) weeks prior to the event, thus obtaining the form should occur earlier than the two (2) week deadline to allow the proper amount of time for its completion.

**Step 2:** Organization meets with Fraternity and Sorority Advisor to discuss all final arrangements of event to determine full compliance with all applicable local/national, campus, and state policies, rules and regulations, including municipal and fire codes. The following arrangements will need to be discussed:

- The theme of the event and the manner in which the theme is being utilized throughout the event planning. Themes must be in compliance with relevant policies and may not promote the use of alcohol.
- The method being utilized to obtain the event guest list, if required. The guest list must be at the entrance to the event at all times. For events being held at privately owned, non-third-party vendor locations, a guest list must be submitted to the Matador Involvement Center no later than 96 hours before the event.
- The procedures that are being utilized in checking the identification of each person attempting to attend the event. This must consist of both checking for a college ID as well as identifying those persons who are of legal drinking age, should alcohol be present at the event. The use of wristbands to identify persons of legal drinking age is encouraged.
- The type and quantity of non-alcoholic beverages that will be provided.
- The type and quantity of food that will be provided.
- The arrangements that have been made to respond to intoxicated persons at the event. This includes, but is not limited to, persons who arrive intoxicated, persons who become intoxicated and unruly at the event, and persons who attempt to leave the event in an intoxicated state.
- The actions that the organization has taken to notify and work with the neighbors, when applicable, to promote positive ongoing community relations.
- The specifics of implementing the organization’s written plan for hosting social events containing alcohol.
Identify the licensed security agency or sworn police officer who has been contracted to provide security for the event. The name and contact information for this person must be provided.

Identify the member of the organization who will ultimately be responsible for security and all actions that take place at the event. The name and contact information must be provided.

The protocol that the organization is prepared to take to respond to complaints during the event.

The arrangements that the organization has made for providing safe transportation to and/or from the event for guests.

The arrangements made with any third-party vendor location for the event. The name and phone number of the person in charge of such a facility must be provided.

**Step 3:** Fraternity or sorority submits completed Off-Campus Event Registration form to Fraternity and Sorority Advisor for signature along with a copy of written notification of event to neighbors and guest list (when applicable). Completed form is also signed by Chapter president and person responsible for event. All off-campus events must be registered at least two (2) weeks before the event date. Successful completion of this step signifies official registration of event.

**Step 4:** All flyers and advertising of event must also be approved by and copies submitted to Fraternity and Sorority Advisor. Advertising of event must not occur until after event has been officially registered. Advertising of event must comply with all relevant campus and organization risk management policies (for example, advertising of events with billboards and flyers that normally require invitations and guest lists only would violate national policy and will not be approved). Phone and voicemail message systems to keep track of guest lists do not comply with most national risk management policies. The posting of billboards on certain properties may violate city signage ordinances and should be verified by the city prior to their placement.

**Step 5:** Fraternity or sorority notifies all neighbors (when applicable) in writing at least 96 hours in advance of the event. A copy of this written notification shall be submitted along with the original "Off Campus Event Registration Form."

**Step 6:** Fraternity and Sorority Advisor notifies CSUN University Police and Housing of all registered weekend events by Wednesday of that week via email.

**Section II: Security Protocol During Event**

University police will (unless tied up with emergency response) provide random spot check of registered off-campus fraternity and sorority events that are within the immediate adjacent geographical border of the campus as well as special meeting locations such as Parking Lot F10. University police, when spot checking, will note in writing on the University Police "Spot Check" form the approximate observable crowd size and tenor of the event so as to compare originally stated number of guests on the registration form as well as the tenor of the function during the spot check. University police will at their discretion, file a police report of any incidents where the use of notes for the spot check are not sufficient.

In any given situation where organizational leadership determines that an issue may arise where their hired security would not be able to address the incident, the fraternity or sorority leadership is recommended to call CSUN University Police before it transitions to a "crisis" situation. Students are reminded that they should dial "911" for the Los Angeles Police Department in all emergencies. A second call should be placed to CSUN police (818) 677-2111 so that they may also respond for assistance and University information purposes. When issues may arise at third party vendor
locations and/or further away from campus, the organization should work with local security first and then dial "911" for emergencies.

Any neighbors voicing complaints should first be directed to the individual organization leadership. If neighbors deem the response to be unsatisfactory, they may then contact CSUN University Police. In the event of an emergency, neighbors should dial "911" for Los Angeles Police Department response. A second call may be placed to CSUN police for assistance and University information purposes.

**Section III: After Event Assessment**

**Step 1:** Any incidents that may have required police response will be reported by University police to the Dean of Students the morning following the event. A copy of the "spot check" form will be forwarded to the Dean of Students and the fraternity and sorority advisor via campus mail the day after the event. This will ensure immediate correspondence with the organization to investigate what may have occurred and rectify the situation in a timely matter.

**Step 2:** For each registered off-campus event, the fraternity or sorority leadership will be sent a written event debriefing form from the Fraternity and Sorority Advisor so as to gain immediate insight as to the coordination and management of the event. This response will seek information so as to improve event management procedures and offer future collaborative efforts that may be undertaken between the organizations and the CSUN University Police.

**Step 3:** In the event that a situation would dictate judicial action within the University or a Greek leadership council, CSUN University Police will be available to assist in the investigation if deemed appropriate by the Chief of Police. Police will also be provided with a timely notice so that they are available to testify at a judicial hearing.

**Section IV: Ongoing Event Management Support**

In order to support the continued education of the Greek community on proper event management, the CSUN University Police will assist the Fraternity and Sorority Advisor in conducting an educational workshop at the beginning of each semester for chapter leaders. This workshop will include items such as: laws pertaining to alcohol, guest list enforcement, risk management, crowd control, safety, and protocol for gaining law enforcement assistance.

In assisting the Greek community in their strategic planning efforts, the CSUN University Police force has volunteered to also work with and educate the Greek risk management taskforce as outlined in the COMPASS Strategic Plan.
STATEMENT OF PURPOSE

The California State University, Northridge recognizes that student organizations have made rich and significant contributions to the quality of its student life both on and off campus. Often times, student organizations are desirous of hosting events with alcohol at third party venue locations at considerable distances from the campus. Many of these organizations are required by their own national organization policies to utilize third party transportation services to and from these venues.

CSUN understands the need for a best practice that assists University Recognized student organizations in providing a safe and organized process for loading and unloading buses. Therefore, CSUN is in the practice of permitting loading and unloading of students in University parking lots under the conditions as outlined in these guidelines.

DESIGNATED PARKING LOT

In an effort to provide the best conditions for ease of use by students and bus companies while also alleviating the possible disturbance to the surrounding community, specific parking lots and campus streets will be identified by University staff for use. Campus parking Lot B6 has been identified as the most ideal location for use by student organizations to load and unload passenger buses. All contracted buses will be permitted to load and unload on Plummer Street and Etiwanda Avenue just south of Lot B6 and diagonal to the Physical Plant Management structures. Students utilizing this transportation should have a valid CSUN parking permit and park in student Lot B6.

RISK MANAGEMENT POLICIES

It is the responsibility of chapter leaders to ensure the entire membership, including new members/pledges, be versed in all organization, campus, perspective governing council and local, state and federal laws. This should take place prior to any event so as to ensure a safe and healthy environment for all members and guests. Additional trainings on risk management policies are conducted annually at the new member fraternity and sorority conference (Greek 101), the Clubs & Organizations Recognition Conference, New Club Workshops, off-campus event registration meetings, mid-year officer retreats and through individual consultation.

To qualify for use of campus parking lot privileges, the additional practices are required for events that include alcohol:

- Contracted buses are only being used to transport to and from venues that have a current business license to sell and serve alcohol.
- Contracted buses do not permit alcohol or individuals who appear to be intoxicated on the bus.
- The venue provides or requires additional security and staff that will be responsible for properly identifying legal age for consumption, managing and distributing alcohol, and monitoring for patrons too intoxicated to remain at the venue.
- The venue only operates a pay-per-drink bar. No free distribution of alcohol is allowed and no admission paid by guests can include alcohol.
- A maximum number of two (2) sponsored student organization events can be registered for Lot B6 on any given night for a maximum of 600 guests. Any one (1) event may not exceed 600 guests.
- A maximum number of buses are not to exceed 10.
- No consumption of alcohol in the parking lot is permitted.
• In the event a member or guest refuses to comply with these guidelines, incident should be referred to Campus Police for assistance in compliance.

**Event Categories and Corresponding Bus load/unload Guidelines**

Considering the broad range of student activities that require bus use, the following categories will be assigned for each event. Let it be noted here that practices listed in All Events: Basic Practices must be included in all level events.

**All Events - Basic Practices:**

- Prior to the event, passengers will be pre-assigned and notified as to which numbered bus they will be taking.
- A bus assignment list should be distributed prior to event to streamline the boarding process.
- Two (2) members of the organization will monitor the parking lot for trash and other items left behind. These members will not board the bus or depart until the lots are clear.
- Individual organization risk management policies will dictate the maximum number of guests allowed to attend each event.
- Names not on pre-determined guest list are not to be permitted on the bus.

**Level A Event:**

- These events are non-alcohol events such as chapter retreats, brotherhood & sisterhood events, and exchanges where only members and up to one guest attend.
- No hired security is necessary.
- At least one (1) chapter member is designated to coordinate loading and unloading of each bus.
- Buses are only utilized once for departure and once for arrival (no shuttling).
- Upon return to campus, bus monitors shall be the last to depart only after the parking lot has been patrolled for trash left behind.
- Approximate Costs: $650/bus + venue and event costs

**Level B Event:**

- These events include alcohol at the destination. Chapter date parties, formals and other 1 guest to active member ratio not to exceed 250.
- No hired security is necessary.
- Two (2) chapter members are designated to coordinate loading and unloading of each bus.
- These bus monitors shall be sober for the duration of the evening.
- Buses are only utilized once for departure and once for arrival (no shuttling).
- Upon return to campus, bus monitors will provide alternative methods of transportation for those who cannot legally drive.
- Approximate Costs: up to $3250 in buses ($650 per bus) plus venue and event costs

**Level C Event:**

- These events include alcohol at destination. Chapter sponsored parties that include a higher ratio than 1 guest per active member not to exceed 600.
- This type of event will require the hiring of two (2) campus police officers to monitor the loading and unloading of passengers. In these instances, a minimum of three (3) weeks (as opposed to the regular two week) advance registration is required.
• Shuttling of passengers to and from event location is not allowed.
• Two (2) chapter members are designated to coordinate loading and unloading of each bus.
• Each bus will have a line formation designated by the use of pink tape and A-frame signs provided by the Matador Involvement Center.
• Two (2) members of the organization will monitor the parking lot for trash and other items left behind.
• Upon return to campus, bus monitors will provide alternative methods of transportation for those who cannot legally drive.
• Approximate Costs: up to $7200 in buses ($650 per bus) + venue and event costs + CSUN police officers $720

Roles and Responsibilities:

• **University Police**: will conduct spot checks for each registered event utilizing campus parking lots. They will provide a written report to the Matador Involvement Center staff within one (1) week after each event. They will provide backup for responding to campus violations and escalated incidents resulting in anyone being denied entry.
• **Event Coordinator**: must be present for the entirety of the event. Is responsible for properly registering the event with the MIC, coordinating bus contracts, and compliance with these guidelines.
• **Bus Coordinators**: are responsible for boarding and monitoring guests for full compliance with these guidelines.
• **Lot Patrol Designees**: are responsible for patrolling parking lot for trash and alcohol consumption. All trash must be cleared prior to departure of event and after all guests have returned. Serve as a reminder to guests that all must have a valid parking pass to park in Lot B6.
• **Chapter Advisors**: Ensure chapter members and event coordinators are trained in all event planning and risk management procedures. Oversee all contracts with bus, venue and security to ensure all have proper license and credentials.
• **CSUN Fraternity & Sorority Advisor**: Conduct weekly event registration meetings and advisement sessions. Correspond with all campus entities regarding registered events. Follow up with any risk management violations and/or violations to these guidelines and refer to appropriate judicial governing body for review.

Compliance:

Failure to comply with the guidelines designated above will result in forwarding the issue to the respective judicial board for action as a violation of the Code of Ethics for Chartered Student Organizations; Standards of Conduct: Legal Responsibility. Resulting sanctions will be forwarded to the Vice President for Student Affairs and Dean of Students for final recommendation and may result in loss of privileges including use of campus lots, educational and/or punitive sanctions.
RESERVING ROOMS & FACILITIES ON CAMPUS

RESERVING ROOMS ON CAMPUS

University Recognized and AS chartered clubs and organizations are eligible to reserve campus facilities as well as rooms available in the University Student Union (USU).

The following is a list of the rooms available for weekly meetings/special events for student groups at CSUN:

- Academic Classroom
- Athletic Facilities*
- Plaza del Sol Performance Hall
- Sierra Center Conference Room

*The use of athletic facilities are for events with all CSUN students only. If the activity involves guests who are not CSUN students, the request must go through University Licensing.

Many of these facilities are commonly booked far in advance; checking on these locations is a must! A temporary hold can be placed on a location until you confirm other program elements. *It is important to note that these locations all have differing restrictions so that the event does not interrupt the academic or day to day operations of the campus.*

Reservation Process for Academic Classrooms

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<tr>
<th>Steps</th>
<th>What to do?</th>
<th>How to do it?</th>
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| 1     | Contact Academic Room Reservations for room availability | • Call the office at: (818) 677-3283.  
• You will need to call at least 10 business days before event so that you give yourself ample time to obtain all required signatures. |
| 2     | Once you have obtained confirmation of the availability of the room | • Download the reservation form from [Academic Room Reservations](#).  
• Obtain all required signatures.  
• You are required to complete the form with your university advisor’s and the MIC’s signature for all events. |
| 3     | After receiving all required signatures and have completed the room reservation form | • Visit the MIC (located in the Sol Center, first floor in the University Student Union).  
• Fax the form to [Academic Room Reservations](#) at (818) 677-4933 or return it via campus mail to Mail Drop 8201.  
• You may also drop it off, but be sure to get a copy of the signed form before you leave (Academic Room Reservations is located in University Hall 270). |
| 4     | Obtain the Room Confirmation | • Your reservation will not be confirmed until you receive the form (with a reservation number) from Academic Room Reservations.  
• Please be sure to keep a copy of the signed form with you during your event(s). This validates your room usage. |
If your event requires media equipment (e.g. data projector, DVD), please call Media Services at (818) 677-6363 to obtain a key to the audiovisual box. You will need to pick the key up in Oviatt 18 on the garden level of the Oviatt Library. You may also contact Keith Holland.

Media Services is available to provide equipment and keys for student events; however they WILL not check-out items to students without prior authorization from the club/organization University Advisor. The University Advisor must place the order for equipment and be the contact person should they need assistance in getting the items returned. We are happy to provide this information to students when they call or email.

Your club or organization is required to submit financial account information in the event that chargeback for cleaning and additional services apply. The AS chargeback forms are available at the Associated Students website.

For more information on room locations and room descriptions please review the services available through Information Technology.

UNIVERSITY STUDENT UNION

Room reservations for the USU are made through USU Reservations and Events Services:

- **Location:** USU Reservations and Events Services office is located on the East side of the USU, next to the International and Exchange Student Center, overlooking the USU Plaza Pool.
- **Hours:** Monday to Friday from 8:00 a.m. - 5:00 p.m.

How to check for room availability:

- The Reservations and Event Services website is the only place where room availability is attained.
- To check real-time room availability, please visit the “Book a Room” page.

You may request room reservations the following ways:

- To be able to reserve meeting rooms using the On-Line Event Assistant (OLEA), a current e-board member of your club or organization, listed in the “Clubs and Organization Officer Information Form” will need to register with USU Reservations and Events Services. There on after, the representative will be able to make additional room reservations using the OLEA.
- Student clubs and organizations receive two (2) meeting spaces per week, at the maximum of two (2) hours per meeting, at no charge for general meetings in standard set up. Clubs and organization looking to reserve meeting space for more than two (2) times per week or more than two (2) hours per day will incur a rental charge.
- University Recognized clubs and organizations may make several types of facility reservations by adhering to USU policies and procedures.

For more information on making a reservation in the USU, please visit the USU Reservations and Events Services website.
Terms of Use:
Amplified sound and sporting events are prohibited unless approved through an exception by the Vice President for Student Affairs and the Dean of the College of Science and Math.

Special usage request:
Weekend or special usage requests for this area will require sufficient notice, generally four weeks, to accommodate an approval from two entities:

(1) The Dean of the College of Science and Math and
(2) The Vice President for Student Affairs.

Procedures to secure Matador Square:

<table>
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<tr>
<th>Steps</th>
<th>What to do?</th>
<th>How to do it and what to consider!</th>
</tr>
</thead>
</table>
| 1     | Complete the Procedure for Use of Matador Square form in the Matador Involvement Center. | • Clearance with Environmental Health and Safety (located on the corner of Etiwanda & Halsted) will be required for barbeques and food sales.  
• A Distribution of Literature form is required for those events where flyers, brochures, and leaflets will be distributed. |

TABLING ALONG WALKWAYS

Terms of Use:
The application to table on campus provides University Recognized clubs and organizations, the campus community, and the public (individuals or groups) the ability to disseminate information and/or materials. Priority will be given to student organizations and University departments. No amplified sound permitted at tables (including, but not limited to mobile devices with speakers, radios, etc.).

Locations Available:

• Bookstore/Sierra Walk (adjacent to Santa Susana Hall)
• Cleary Walk East (adjacent to Matador Square)
• Cleary Walk West (adjacent to Bayramian Hall Lawn)
• Matador Walk (adjacent to Oviatt Lawn)
• Sierra Tower (adjacent to Sierra Quad North)

Procedures to secure a tabling location:

<table>
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<th>Steps</th>
<th>What to do?</th>
<th>How to do it and what to consider!</th>
</tr>
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</table>
| 1     | Check on availability and reserve the tabling space with the MIC. | • Visit the MIC to check availability and to
• Complete the Table Reservation Request Form.  
• Additional paperwork may be required, on a case by case basis. |
The CSUN Plaza del Sol Concert Hall is a State of California Theatrical Venue, subject to all codes, statutes and other requirements for this specialized space. It is a professional theatrical venue. It is important to plan your event well in advance. The Plaza del Sol Concert Hall requires:

- **All prospective licensees must submit an application, detailing preliminary event plans.**
- Applications must be submitted at least 60 days prior to the date of the event.
- You will be asked to provide preferred and alternative dates for your event(s).
- Failure to do so could result in our inability to provide you with an appropriate date.

You will be asked for contact information for your primary event coordinator (the person producing your event) and other individuals whose assistance is central to the success of the event (i.e. production manager, ticket office contact, etc.). In addition, basic technical information will be requested that will allow the PH to provide appropriate technical support. **Only complete applications will be processed!**

In order to qualify for status as a student-sponsored event:

- You must be a University Recognized and AS chartered student club or organization.
- Your organization must have an AS account with a line item for the event or event funding through another on campus source.
- The faculty advisor/staff liaison is expected to be involved at all stages in the planning of student-sponsored events and is required to be present for the event itself.

**PLAZA DEL SOL CONCERT HALL RESERVATION REQUEST PROCEDURES**

Following these procedures will result in events that will reflect positively on both the Plaza del Sol Concert Hall and your organization. We look forward to providing a professional performing space for your events throughout the year.

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</table>
| 1     | Select the date and determine that the Plaza del Sol Concert Hall is a suitable space for your event. | • Meet with club/organization members and identify dates/times.  
• Consider the time of year and target audience.  
• Once you have established your choice date(s), event producer must call VPAC and ask about available dates for facility.  
• Review Checklist and Timeline for Producing an Event  
• Review the Concert Hall Rental Rates, Rental Policies and Procedures, and Scheduling Policy |
| 2     | Request an application. | • Call (818) 677-8829 or download the Rental Application.  
• Completed applications may be sent to the Performance Hall [Maildrop: 8448] or faxed to (818) 677-8880 |
| 3     | Confirm the reservation. | • After VPAC has received your application and it has been approved, A pre-production meeting will be scheduled along with a Venue Walk-Thru |
| 4     | Produce the event. | • Please refer to the Checklist and Timeline for Producing an Event. |
Producing Your Event

The Plaza del Sol Concert Hall requires a pre-production meeting for all student-sponsored events which will be scheduled at least 30 days prior to the event. The student representative and the faculty advisor will be required to be present.

- Your organization may also invite the event coordinator or other personnel who will be involved in the event.

These documents must be returned with all appropriate signatures to the Plaza del Sol Concert Hall two weeks after the pre-production meeting.

Typical Fees and Other Expenses

Fees are due at the time of reservation confirmation and are non-refundable and non-transferable. Rental rates are outlined on the Valley Performing Arts Center's website.

[Please note: all deposits must be paid at least two weeks prior to the event. Prices are subject to change.]

Tickets:

Licensees are required to use tickets printed by the Plaza del Sol Concert Hall or the AS Ticket Office. Tickets are required for all events in the Plaza del Sol Concert Hall, including those for which there is no admission charge. The charge for ticket printing is approximately $100 per performance. For specific information, regarding your event contact the John Valadez, Ticket Office Manager at (818) 677-2488.

Insurance:

The University requires special event insurance if participants include anyone who is not a registered student or a member of the CSUN faculty or staff. The cost of this insurance varies depending on many factors. The approximate cost for one day/one performance is $200. The insurance premium must be paid by check to CSUN Insurance and Risk Management.

Labor and Service Fees:

Events require a minimum of two regular full-time Plaza del Sol Concert Hall Staff (a Stage Supervisor and a House Manager), three (student) technical staff and four (student) house staff. Final staffing requirements are at the sole discretion of the Concert Hall.

Equipment:

Rental of the Plaza del Sol Concert Hall includes use of all sound, lighting and technical equipment in the Center at no additional cost. Additional charges apply for certain equipment.

Penalties:

You will incur penalties for violation of the contract or for clean-up, damages, and wear and tear beyond normal usage.
ATHLETICS FACILITIES

As part of an agreement with Matador Athletics, University Licensing and the Kinesiology Department, Associated Students (AS) Sport Clubs is responsible for Athletic Facility reservations for student clubs and organizations and departments on the CSUN campus for special events. As per the agreement, AS Sports Clubs does not charge any facility rental or maintenance fees. AS Sports Clubs does, however, charge a student liaison fee for all CSUN departments and student clubs and organizations.

Any off campus entity or individual who requests usage of these facilities must do so through The University Corporation’s University Licensing department by contacting Philia Militante at (818) 677-2628. All organizations are charged a small fee for facility rental. The fee covers maintenance, custodial support and staff wages.

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

For more information on securing Athletic facilities and the associated cost, please visit the AS Sports Clubs Facility Special Events website and fill out the Special Events Request Form.

THE UNIVERSITY CLUB / ORANGE GROVE BISTRO

University Recognized clubs and organization can reserve the University Club for catering purposes for your event or for special banquets. The University Club is located on campus on Nordhoff St.

- Rates and Menu: All of the prices and room rates are listed in the Catering Menu.
- Reserving the Room: You will meet with the Club Manager to complete the forms.
- Once an order is placed with the Club Manager a banquet event order is signed for approval by the University Club and it is used to generate pre-payment.
- Payments: All payment for rooms and catering is due the week before the event.

For any additional questions you may contact Stephanie Goodson, Club Manager at (818) 677-2076.
University Recognized clubs and organizations can reserve the Sierra Center Colleagues Room. The conference room is located in the Sierra Center, 2nd floor.

- **Room Rates:** $50 per hour, minimum 2-hour day, and a $25 custodial fee (subject to change).
- **Hours of Availability:** Between 2:00 p.m. - 7:00 p.m. during the semester and 7:00 a.m. - 4:30 p.m. during the break.
- **Catering:** The room rental fee of $150 per full day will be waived if food is catered from the Marketplace or the University Club.
- **Reserving the Room:** You will meet with the **Marketplace Management** to complete the forms.
- **Payments:** May be made in either cash or credit card.

For more information please contact the **Marketplace Management** at (818) 677-3557.

CINEMA, TELEVISION, AND ARTS DEPARTMENT THEATRES

University Recognized clubs and organizations can reserve the theatre spaces located in Nordhoff Hall; however they are not available when they are being used for academic purposes. The student group will need to contact **William Taylor** to ensure space availability of the theatres. You may also call (818) 677-3091 or send a fax to (818) 677-2080.

The theatre spaces include:

- The Campus Theatre – 396 seat capacity
- The Little Theatre – 199 seat capacity

**Rental Fees:**

Clubs and organizations are charged for lighting rental, operators, sound equipment, house managers and/or any additional sources needed to make your event possible. However, there is no direct facility rental charge.

- For a full review of the fees contact **William Taylor**.
- A review is made to be certain that the student group has paid their previous charges before incurring new ones.

- The rental fees and payroll costs can be estimated for each event depending on the scope of the event.
- Your club or organization will meet with the technical director for outside events, **Rick Greaver**.
- You will be provided an estimate of the rental and labor costs for your event.

HIGH ROPES CHALLENGE COURSE

The CSUN high ropes challenge course offers unique experiences designed to foster group and individual development. The course instills participants with confidence and enthusiasm, and provides lessons critical to personal and professional success.

Call (818) 677-4453 or email outdooradventures@csun.edu for pricing and questions. Use the online form to schedule a team building exercise.
FUNDRAISING

POLICY: ON CAMPUS SOLICITATION OF DONATIONS AND NON-COMMERCIAL FUNDRAISING

Policy No.: 750-03
Effective: 11/15/04

POLICY:
The use of campus grounds and facilities for the purpose of seeking donations may be permitted in accordance with reasonable directives as to time, place and manner.

PURPOSE:
To establish guidelines through which students, faculty, staff, and community members may solicit financial support through donations for individuals, groups, organizations, and causes that assure an environment conducive to teaching and learning by establishing time, place and manner requirements.

PROCEDURES:

I. On Campus Individuals, Groups and Organizations:
Application for Permit: All recognized University employee groups, University Recognized student organizations and clubs, and individual students and employees must obtain the appropriate event and space reservation forms from the Matador Involvement Center located at the west end of the University Student Union.

II. Off-Campus Individuals and Groups:
Application for Permit: All individuals, and clubs, groups, and organizations composed of members other than students and employees must obtain the appropriate event and space reservation form from the Matador Involvement Center located at the west end of the University Student Union.

Note: Fundraising through the sale of any type of item is considered a commercial activity. Authorization to conduct commercially oriented activity on campus must be requested through The University Corporation Licensing Office, Sierra Center.

REGULATIONS:
Any violation of the regulations governing solicitation of donations shall cause an immediate rescission of the permit to solicit and, additionally, shall result in the soliciting privilege being suspended for a period of time commensurate with the seriousness of the violation involved, as determined by the approving authority.

RESPONSIBILITIES:
The president’s designee for the purpose of implementing the policy shall be the Vice President for Student Affairs.
FORMS:

Field and Space Reservation Form

REFERENCES:

Applicable Codes: California Code of Regulations, Title 5, Chapter 1, Subchapter 5, Article 9 [Section 42350]

Policy on Commercially Oriented Activities

Use of Academic and Administrative Buildings

Handbills, Circulars, Petitions, Surveys, Questionnaires and Other Forms of Written Material

General Use of Campus Grounds and on Posting, Billboards, and Banners.

FURTHER INFORMATION:

For policy clarification and to obtain the appropriate forms, contact the Matador Involvement Center at (818) 677-5111.
POLICY: COMMERCIALY ORIENTED ACTIVITY

Policy No.: 900-04
Effective: 3/14/05

POLICY:
On-campus commercial events or activities involving solicitation may not be authorized except under circumstances hereinafter noted. This prohibition is in deference to the fact that the University, as a publicly owned, nonprofit, tax-exempt entity, may authorize the use of its facilities only for purposes, which facilitate execution of the educational function of the institution.

PURPOSE:
The purpose of this policy is to minimize risk and liability and provide an opportunity and an environment that is conducive to teaching and learning by establishing time, place and manner requirements for commercially oriented activities occurring on campus.

PROCEDURES:
I. Authorized Events & Activities:

Events or activities, although commercial in nature, may be authorized as follows:

1. Events for which admission is charged, or any other type of revenue producing activity sponsored or conducted as part of or in connection with an academic program, may be approved provided a business arrangement is negotiated through The University Corporation (TUC), or another CSU Northridge auxiliary organization.

2. The sale or offering for sale of food products, wares, paintings, ceramics and the like, produced or handmade may occur on campus if:
   a. All proceeds directly benefit an educational program; or
   b. The sale or solicitation is authorized through a business arrangement with TUC; or
   c. Sponsorship of the event at which the sale or solicitation for sale occurs is under the auspices of a CSU Northridge auxiliary organization or Residential Life.

3. CSU Northridge auxiliary organizations may conduct or sponsor events utilizing campus facilities and charge admission for entry, provided appropriate leases or contracts have been executed.

4. Advertisements offering for sale property owned by members of the campus community may be approved for posting on Associated Students’ bulletin boards and kiosks provided regulations issued by the Associated Students are followed. For information on the applicable procedures please contact the Matador Involvement Center. Advertisements or informational postings on University Student Union, Inc. (USU) bulletin boards and/or information kiosks/desks shall be approved by the USU per USU policies. Advertisements or informational postings on Residential Life bulletin boards and/or information kiosks/desks shall be approved by Residential Life.

II. Unauthorized Events:
Certain events or activities utilizing campus facilities are not authorized without a contract or licensing arrangement through University Licensing because they are primarily commercial in nature.

Companies, groups or organizations not recognized, as Cal State Northridge employee or student groups, clubs and organizations that wish to apply for an exception to this policy must apply through University Licensing. All events in USU facilities are subject to USU policies.

III. Temporary Food Sales by Employee Groups or Chartered Student Organizations

The University Corporation (TUC), by agreement with the University, is the designated provider of food services to the campus. TUC coordinates and manages all food sales within campus buildings and facilities. All business arrangements for food sales and food vending within campus facilities must be negotiated through TUC.

1. Recognized employee groups and University Recognized student clubs and organizations that wish to conduct fundraising bake/food sales on campus must obtain permission through the Matador Involvement Center. The "food" section of the Field Space Reservation Form, and the Permit to Solicit Funds, must be completed and then signed by the Environmental Health and Safety Director.

2. Companies, groups or organizations that are not recognized Cal State Northridge employee groups, clubs or organizations, are prohibited from holding temporary bake/food sales on campus, with the exception of USU programming and event clients that enter into a contract with the USU. To pursue an exception to this policy, application must be made to TUC.

3. Temporary on-campus bake/food sales that are permitted by the Matador Involvement Center will be limited to designated outdoor areas. Temporary bake/food sales are not permitted within University buildings and facilities.

4. Violators will be advised of this policy. Deans, directors, department chairs and heads of other administrative units are responsible for the administration of this policy. Problems or violations of this policy should be brought to the attention of the appropriate supervisor and handled through the existing administrative structure.

IV. Selling of Published Materials

Authorization:

The University Corporation (TUC), through the Matador Bookstore, is the University's authorized commercial provider of published materials. This includes responsibility for the issuance, monitoring, and enforcement of definitive regulations governing the time, place and manner of sale or offering for sale of published material on campus.

Definitions:

Any printed material larger than a single sheet flyer or poster is considered published material. Published material may include advertising, but its content may not be solely advertising.

1. Published materials not available for sale in the campus bookstore may be sold on campus by recognized employee or student groups for the purpose of fundraising at authorized events (see section A of this policy) or on a temporary basis at locations permitted by the Matador Involvement Center or University Student Union, provided:

2. Such published materials are not already available for sale at the campus bookstore;

3. The published materials displayed or offered for sale are not in violation of the provisions of the Penal Code (relating to the sale and distribution of obscene matter), or the Education Code
(relating to the preparation, sale and distribution of term papers, theses and other materials to be submitted for academic credit).

4. The seller is a recognized employee or student group. Companies, groups or organizations not recognized as CSUN employee groups, clubs and organizations, are prohibited from selling published materials on campus. To apply for an exception to this policy, a group must apply through The University Corporation.

V. Violations

Any violations of the regulations governing solicitation shall cause an immediate rescission of the "Permit to Solicit" as issued to the representative/agency and may result in suspension of the privilege of personal solicitation of that published material on campus for a period of time commensurate with the seriousness of the violation.

RESPONSIBILITIES:

Matador Involvement Center
Office of Environmental Health and Safety
The University Corporation
University Student Union, Inc.

REFERENCES:

University Policy on Food Sales (Office of Environmental Health, Safety & Risk Management)
University Policy on Solicitation on Campus

Applicable Codes: California Code of Regulations, Title 5, Chapter 1, Subchapter 5, Article 9 [Section 42350] Section 42350.1 (b) of the California Code of Regulations. USU Meeting Services Policies.

FORMS:

Field Space Reservation Form
Permit to Solicit Funds

FURTHER INFORMATION:

For policy clarification and to obtain the appropriate forms, contact Matador Involvement Center at ext. 5111. For additional policy clarification contact The University Corporation at ext. 2906.
SELLING/OFFERING POTENTIALLY HAZARDOUS FOOD

To ensure that adequate measures are taken to prevent food borne illness, all CSUN groups and non-profit agency not licensed to sell food in Los Angeles County must complete this Request for Authorization.

Procedures for offering/selling potentially hazardous food:

1. Obtain a Request for Authorization to Offer/Sell Potentially Hazardous Food form from the MIC. Request must be submitted to the MIC, and then to EH&S, at least five (5) days prior to the event and applies only to food sales and/or serving. Permit must be signed by MIC Representative prior to EH&S approval.
2. Review the Guidelines for Selling/Offering Potentially Hazardous Food.
3. Submit a completed Request for Authorization to Offer/Sell Potentially Hazardous Food form to the MIC (must include names and signature of all Food Handlers).
4. If approved, you will be advised to submit the form to the Environmental Health and Safety (EH&S) department to proceed.
5. Once the form has been submitted and signed by an EH&S representative, return it to the MIC to obtain the appropriate location reservation form.

Potentially Hazardous Food (PHF)

For a complete description of what types of foods are considered potentially hazardous, please refer to the information on the back of Request for Authorization to Offer/Sell Potentially Hazardous Food form.

Because of the serious nature of food borne illness, the following foods are prohibited from sale or offering:

- Whipped cream or custard filled pies, cakes or doughnuts
- Food prepared at home [Food must be prepared either on-site or obtained from approved sources (i.e. restaurant or cafeteria)]

Things to Consider:

- Food obtained from an approved source (i.e. Restaurant or cafeteria) must be licensed through the Los Angeles County Health Department.
- When form is approved and authorized, the club must have the approved form on-hand the day(s) the event is distributing food.
- List of event food handlers must be provided.
- Persons who are handling food must not handle money and vice versa.
- Disposable gloves must be worn at all times and be replaced if gloves rip or food handler’s task change (i.e. working on the grill to cutting vegetables)
- Manage food storage and temperatures. Keep hot food hot (above135°) and cold food cold (below 41°).
- Sponsoring club/organizations will be subject to inspection by authorized University personnel, insuring the organization has EH&S approval and that guidelines are followed correctly. Infractions will be reported to the MIC.
POLICY: ADMINISTRATION OF STUDENT ORGANIZATION FUNDS

Policy No.: CSURMA Policy No.: 1401.00
Effective: 7/1/2015

POLICY OBJECTIVE:

It is the policy of the California State University (CSU) to provide direction in the administration of student organizations’ monies. This policy pertains to student organizations formally recognized by the campus as defined in Executive Order (EO) 1068 – Student Activities, section titled “Formal Chartering and Recognition Policies.”

The campus Chief Financial Officer (CFO) or designee and the Vice President for Student Affairs (VPSA) or designee, must jointly establish written policies and prepare supporting procedures governing the administration of student organization funds. Campuses will consider fiscal procedures applicable to student organization activities.

POLICY STATEMENT:

The purpose of this policy is to minimize risk and liability and provide an opportunity and an environment that is conducive to teaching and learning by establishing time, place and manner requirements for commercially oriented activities occurring on campus.

PROCEDURES:

100 Overview

Student Organizations are established in accordance with procedures published by individual CSU campuses per EO 1068. Student Organizations generate funds through a variety of methods including, but not limited to, dues, prizes/awards from competitions, and fund raising. Monies collected in the name of the student organization for its activities must be used exclusively for the purpose of furthering the Student Organization’s goals and objectives.

This policy shall be fully implemented by CSU locations by July 1, 2016.

200 Authority

Per EO 731 – Designation of Chief Financial Officer, the campus CFO is responsible for the business and financial affairs of the institution. Per EO 1068, it is the responsibility of the VPSA to oversee the chartering and recognition of student organizations.

300 Funds Administration

Monies collected in the name of the Student Organization must be maintained in a bank account of the University or an Auxiliary (with Presidential approval in accordance with campus policy) as determined by the campus CFO in consultation with the VPSA. Auxiliary organizations may accept or administer university funds as an agent of the University when specifically authorized in writing by the campus President or his/her designee per EO 1059 - Utilization of Campus Auxiliary Organizations.
Any exceptions to this requirement [e.g., nationally affiliated organizations or local organizations with a separate 501(c)(3) status] must be approved by the campus CFO or designee. At no time shall a Student Organization deposit funds into an unauthorized bank account.

Student Organization bank accounts cannot be used to hold funds on behalf of other Student Organizations. Funds may be held by a Student Organization on behalf of another external organization only on a temporary basis in conjunction with a fundraising event where a check for the proceeds will be issued to the outside organization. For example, a Student Organization has a fundraiser for the American Red Cross where funds will temporarily remain in the Student Organization’s bank account until the net proceeds from the event are reconciled and a check request is submitted to remit the funds to the Red Cross.

Revenue and expenses are to be recorded by the entity that holds the monies on behalf of the Student Organization. The campus records in the legal books and the auxiliary records in the Auxiliary financial records.

400 Cash Handling

Student Organizations collect cash and cash equivalents in association with their activities, which require a strong system of internal controls over that revenue.

Campus policies and procedures related to the handling and processing of cash and cash equivalents should be followed, considering relative risk (i.e. value, repetitiveness of transactions, etc.), to ensure assets are protected, accurately processed, and properly reported.

500 Responsibilities

The campus CFO is responsible for the proper recording of Student Organizations’ financial information in the campus accounting records.

A Student Organization’s officers are responsible for maintaining the financial solvency of the organization in accordance with the individual campus’ Student Organizations Handbook.

600 Student Organization Funds Administration Agreement

Each Student Organization establishing a banking relationship with the University or an Auxiliary must have a current Student Organization Funds Administration Agreement on file with both the campus Student Affairs department and campus tax coordinator or the Auxiliary coordinator, respectively.

Elements that must be included in the agreement are:

- Source and purpose of funds collected and expended;
- Approval of expenditures;
- Types of expenditures not deemed appropriate;
- Documentation requirements;
- Types of fund raising activities appropriate for the generation of revenue;
- Guidelines for philanthropic activities;
- Fees to be charged for use of cash handling services;
- Interest to be earned;
- Sanctions to be imposed for cash handling policy violations in accordance with campus policy;
- Training of officers in fiscal responsibility;
- Disposition of funds in the case where the club is disbanded; and
- Other, as determined by the campus.

700 Tax Implications

The campus CFO is responsible for ensuring all IRS guidelines are followed for funds deposited in either a university or auxiliary bank account. Refer to Campus gift policy regarding the receipt of donor funds.

Office of the Executive Vice Chancellor

Business and Finance

Approved: May 18, 2015
ESTABLISHING BANKING SERVICES

Effective immediately, Clubs and Organizations are prohibited from opening off-campus bank accounts using the Tax ID number of California State University, Northridge and/or the Associated Students, Inc., University Recognized clubs and organizations which violate this policy will be subject to a complaint review as defined in the Code of Ethics for University Recognized Clubs and Organizations. Student groups wishing to open off-campus bank account, please refer to Section 300 Funds Administration in CSURMA Policy No.: 1401.00 - Administration of Student Organization Funds.

If the official name of your organization includes the University's name (e.g. CSUN, California State University, Northridge), you must remove the designation in your application for the establishment of your Federal Tax ID number. As a student organization, your leadership cannot act as an agent of the University. In the creation of an off-campus bank account, you must not open the account with the use of the name of the University.

In order to conduct official University business your organization must have an Agency Account with the Associated Students, Inc., Inc. For more information on the Associated Students, Inc. Agency Account visit the AS Accounting and Financial Services website. If you have questions regarding this policy, please contact Vicki Allen, Assistant Director for Student Involvement, in the Matador Involvement Center.

ASSOCIATED STUDENTS ACCOUNTING AND FINANCIAL SERVICES

Associated Students (AS) provides funding for special projects, events, conference travel and more.

There are two types of funding allocation processes for University Recognized clubs and organizations: annual allocation and supplemental funding.

Annual Allocation Process:

- The annual allocation process establishes the general Associated Students (AS) budget for the July-June fiscal year. It commences the preceding fall when all prospective budget areas or departments submit requests through a process defined in the AS Constitution.
- During winter, the Finance Committee conducts hearings and recommends a budget to the AS President. The AS President either approves the budget and forwards it to the Senate or returns it with recommendations to the Finance Committee for reconsideration. The committee forwards the reconsidered budget to the Senate, where it is reviewed and, as appropriate, approved.
- Budgets approved by the AS Senate are sent to the CSUN president for final review and approval. Select the links below to view current and past budget documents.
- You can read more about the annual allocation process on the Annual Budget page.

Supplemental Funding Process:

- Half of the funds not spent in any given year roll over to the following year’s budget into an AS resource called unassigned contingency.
- Existing or new department budget areas may request supplemental funding from unassigned contingency through the Finance Committee and senate. The request process is defined in Article V of the AS Constitution.
• In addition, students may request funding for the current academic year through the academically related reserves account (ARRA).
• Supplemental funding is available for new funding, or to transfer or change the purpose of existing funding.
• For more information, visit the Budget Types page.

The fiscal year for clubs and organization is July 1 through June 30. To apply for funding, visit the AS Funding Process page.

Seeking Modest Funding ($500 or less)

University Recognized clubs and organizations seeking a modest amount of funding ($500 or less) for event insurance, travel or for interpretive services, may request funds without necessarily requiring an AS Finance Committee and Senate review. To apply for funding, visit the AS Funding Process page. Additional finance forms are also available via the AS website.

DIRECT PAYMENTS, REIMBURSEMENTS, AND PURCHASE ORDERS

An authorized individual may make purchases from an approved budget or agency fund without prior approval.

• The expenditure must fall within the guidelines of the fund and department.
• An expenditure request must be filled out for the individual/vendor to be paid.
• The payment can be in the form of a direct payment of an invoice or contract, a reimbursement, or an advance (travel or miscellaneous).
• For travel advances, please refer to the AS Budget Language.

Direct Payments and Reimbursements

Reimbursements are not allowed on personal services. Original invoices, receipts, order forms, memos, etc. that identify the purchase(s) must be attached. The expenditure request must be approved by the club/org’s University advisor, and forwarded to AS Accounting and Financial Services. All signatures must be in blue or black pen; signature stamps will not be accepted.

The expenditure request should have the following:

1. Account number, fund and department; (project and class when required),
2. Vendor name, and address,
3. Description of nature of payment,
4. Appropriate back up documentation,
5. Signature of the department advisor,
6. Name and contact phone number of person responsible for the request, and
7. Notation if check is to be picked up in AS Accounting and Financial Services, or mailed

• Checks are normally issued within five working days of receipt of the expenditure request by AS Accounting and Financial Services. Delays will occur if there is no phone contact listed on the request, or if there are any problems with the request.
• Checks marked “pickup” are usually available after 3:00 p.m. on the date issued. Whenever possible, checks marked “mailed” are sent to the post office the day after they are issued.
Purchase Orders and Service Purchase Orders

Certain vendors, both on and off campus, will often extend credit when requested by an authorized representative of Associated Students, Inc. To obtain this credit, off campus vendors will require a purchase order, and on campus vendors will require a service requisition.

The Expenditure Request form is used as a purchase requisition form. It is available on the AS Forms page. The individual requesting the purchase order will fill out the form, and provide the chart fields to be charged. The University advisor must approve the request prior to sending it to AS Accounting and Financial Services. Once in Accounting, the requisition will be reviewed by the A/P Technician for availability of funds and the appropriateness of the purchase. Then, it will be forwarded to the appropriate staff member for approval. Purchase order numbers will not be issued over the phone. The amount of the purchase order will be encumbered from the appropriate department. A copy of the purchase order will be sent to the University advisor.

The purchase order is just a promise to pay for goods or services. Once those goods or services have been obtained, the account holder must process the appropriate documentation, another expenditure request and an invoice (provided by the vendor) to pay the vendor. The purchase order number must be referenced on the disbursement, so that the purchase order can be disencumbered to the appropriate department.

Service Purchase Orders / University Chargeback

The following Campus Service Providers accept payment via a University Chargeback:

- Department of Police Services
- Information Technology Resources
- Live Scan Fingerprinting
- Lock Shop
- National Center on Deafness
- Parking Services
- Physical Plant Management
- Quick Copies/Reprographics
- University Postal Services
- University Student Union

Obtaining Service from Campus Service Providers:

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<tr>
<th>Steps</th>
<th>What to do?</th>
<th>How to do it and what to consider!</th>
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<td>1</td>
<td>In order to obtain services from campus service providers, you must have an approved service purchase order (chargeback form).</td>
<td>• Service requisitions are obtained online. Go to the AS Forms page. Select the appropriate office’s chargeback form based on the service provided.</td>
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<td>2</td>
<td>Complete the chargeback request form.</td>
<td>• AS Accounting and Financial Services can provide assistance with filling out the form.</td>
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<td>3</td>
<td>Print the requisition and obtain your University advisor’s signature.</td>
<td>• This is a great opportunity to discuss your plans with your University advisor.</td>
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<td>4</td>
<td>Deliver the chargeback form to AS Accounting and Financial Services, for processing.</td>
<td>• AS Accounting and Financial Services is located on the Southwest corner of the USU.</td>
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<td>5</td>
<td>Once received by AS Accounting and Financial Services, the requisition is reviewed for availability of funds, proper authorization, and the appropriateness of the charges. If all the criteria are met, the requisition is created and approved</td>
<td>- The amounts of the service requisition (now a service purchase order), will be deducted from the appropriate account, and held separately until the service provider requests payment.</td>
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| 6 | After the services or goods have been obtained, the service provider will have the University Accounts Receivable department generate an invoice for payment. | - If the actual cost exceeds the estimate, the service provider must get approval from both the group/organization and AS Accounting and Financial Services for the increase.  
- The invoice will be sent to AS Accounting and Financial Services, where it will be paid from the funds already approved for this expense.  
- Any differences between the estimated and the actual charges will be credited to the appropriate account. No further action is required on the part of the account holder. |

**APPROPRIATE USE OF THE AS TAX ID NUMBER**

How to use the AS Tax ID number to be eligible to receive tax-deductible donations.

As a privilege of chartering by the Associated Students, Inc., University Recognized student clubs and organizations obtain access to the AS not-for-profit status under certain circumstances. Typically, this arises when groups want to accept donations of goods, services or cash, and where the donor wants the gift to earn a deduction in income taxes.

The AS provides access to its not-for-profit status for purposes of accepting donations when it can satisfy the needs of the requesting organization; the Associated Students, Inc., and the state and federal governments. In addition, certain classroom projects that have an agency fund with the AS may do so as well. To do so, the following sets of principles must be in effect:

- The donation itself and the method of acquiring the donation must rest within the educational mission and normal expectations of both the organization and the AS. The AS can accept a VCR, but not a handgun. Attending a television taping would be acceptable, but a wine-tasting event would not.
- The donation must be intended for a use that is similarly compatible with the educational mission of both the organization and the AS. Cash to support a high school conference or an item to be awarded at a concert would be acceptable. Whereas, support for a party would not.
- It is important to remember that the donation is a donation to the AS, and so all aspects of the donation must be compatible with the AS mission. Any cash donations MUST be deposited into an AS agency or budget fund. Any donated goods are considered the property of the AS.
- To access that status, prior to accepting the donation, groups must prepare a brief, three-paragraph memorandum or email, to include:
a. The mission of the organization, and its pertinent goals or objectives, written in such a way that item c. (below) can easily be construed as falling within that mission;
b. The nature of the solicitation and the kind and value of the donation itself, and
c. The exact destination (ultimate use) of the donation (e.g., to supply food for a conference or to help pay for speaker fees for an event).

- When this memorandum has been accepted as complete and satisfactory, a Cash or Gift (in-kind) Donation form is issued to the group from the AS Central Office in the USU. The group and the donor complete that form for each donation and submit it for approval to the AS Central Office.
- Processing such donations bears a cost to the AS and thus to student organizations. It is estimated that any donation costs more than $100 in time and materials to process. Donors frequently do not require tax-deductibility for making donations. Some will do it as a marketing effort and others simply out of the goodness of their hearts. While it is important to make donors aware of the tax deductibility potential, please recognize that such a decision creates its own costs, ultimately, to CSUN student organizations.
POLICY: HANDBILLS, CIRCULAR, PETITIONS, SURVEYS, QUESTIONNAIRES, AND OTHER FORMS OF WRITTEN MATERIALS

Policy No.: 750-01
Effective: 1/10/05

POLICY:
The distribution of written or printed matter, other than those resulting from the transaction of official university business and academic activity, shall be permitted on campus, subject, however, to reasonable directives as to time, place, and manner.

PURPOSE:
To allow for the free expression of written ideas and information beyond the official communication of university business and academic activity while providing for the orderly distribution thereof.

PROCEDURES:

Application for Permit:
All recognized university employee groups and student organizations or clubs, or individual students and employees must obtain the appropriate Posting/Distribution of Literature Form from Matador Involvement Center (818) 677-5111, University Student Union. Distribution of materials may not occur until approval of time, place, and manner has been received.

Notes:
- Distribution of written material for which a donation will be solicited requires, in addition to the Posting/Distribution of Literature Form, the appropriate space/events registration form to be completed.
- Sale of written material is governed by the Commercial Activities Policy. Please contact The University Corporation for approval.

RESPONSIBILITIES:
The President’s designee for the purpose of implementing the policy shall be the Vice President for Student Affairs.

REFERENCES:
California Code of Regulation, Title 5, Division 5, Chapter 1, Subchapter 5, Article 9

FURTHER INFORMATION:
Matador Involvement Center, University Student Union, (818) 677-5111.
POLICY: POSTING, BILLBOARDS, AND BANNERS

Policy No.: 750-02  
Effective: 11/15/04

POLICY:

All recognized university employee groups and student organizations and clubs are authorized the privilege of posting handbills, circulars, posters, flyers, and the like, providing the content thereof relates to authorized activity of the group, club or organization and is subject to reasonable time, place and manner directives.

Posting handbills, circulars, posters, flyers, and the like offering commercial or business services or goods, wares, products, and merchandise is prohibited.

Members of the campus community may receive approval to post on Associated Students bulletin boards advertisements for sale of personally owned property providing that all regulations issued by Associated Students are followed.

PURPOSE:

To establish guidelines through which campus organizations can access posting areas in an organized and fair manner to promote their activities and events.

PROCEDURES:

I. Authorization to Post on Associated Student Bulletin Boards:

Application for Permit: A Posting/Distribution of Literature Form must be completed and approved by the Matador Involvement Center located at the east end of the University Student Union prior to the posting of any materials.

II. Authorization to Post on College, Department, and Office Bulletin Boards:

All such boards should contain a notice identifying the office of the person who is responsible for its upkeep and authorized to permit posting. Contact that individual to request permission for posting. The rules governing such boards shall be determined by all current applicable codes, regulation, and campus policy, and by the authority of the appropriate college dean, department chairperson, or area director in coordination with the University Facilities Planning Department.

III. Authorization for Use and Placement of Billboards:

Application for Permit: A Posting/Distribution of Literature Form must be completed and approved by the Matador Involvement Center located at the east end of the University Student Union prior to posting. Contact the Matador Involvement Center prior to the construction of a billboard; billboards are restricted by size and materials.

IV. Authorization to Hang Banners:

Application for Permit: A Posting/Distribution of Literature Form must be completed and approved by the Matador Involvement Center located at the east end of the University Student Union.
the Matador Involvement Center prior to the preparation of the banner; banners are restricted by size and materials.

V. Violations:

Any violations of the regulations governing the distribution and/or posting of written or printed matter shall be cause for the immediate rescission of the privilege to do so and, additionally, may result in the privilege being suspended for a period of time, the applications of charges for damage, repairs, and/or clean-up, or may result in criminal or civil prosecution commensurate with the seriousness of the violation involved.

RESPONSIBILITIES:

The regulations or rules governing use of Associated Students' bulletin boards and the campus kiosks shall be displayed thereon.

The President’s designee for purposes of implementing this policy is the Vice President for Student Affairs.

REFERENCES:

California Code of Regulation, Title 5, Division 5, Chapter 1, Subchapter 5, Article 9

FURTHER INFORMATION:

Matador Involvement Center, University Student Union, (818) 677-5111.
POLICY ON POSTING OF LITERATURE

A privilege enjoyed by University Recognized and Associated Students chartered student clubs or organizations and University departments is the publicizing of events and activities on campus. The Associated Students (AS) maintains 5 bulletin boards, and there are also several board located in departmental areas.

One method of publicizing is to post material in appropriately designated areas. It is strictly forbidden for handbills or circulars of any kind to be affixed to trees, walls, doors, windows, light poles, or cars in the parking lots.

The following are policies and procedures governing posting on campus:

1. The time limit for posting on AS boards is three weeks for AS-sponsored events and two weeks for others. On-going services sponsored by AS may be posted indefinitely as space provides. The time limit for University Student Union (USU) boards is two weeks for all groups.
2. There are 5 AS bulletin boards which are labeled with an identification card. A list of approved bulletin boards is available in the Matador Involvement Center (USU Room 121).
3. Other bulletin boards and display areas such as classrooms have been reserved for departmental and faculty use. They are not for AS purposes or individual use, unless approved by the appropriate department.
4. All materials to be posted must clearly bear the name of the sponsoring organization or department, must be no larger than 11 ½” x 14 ½”, and must be stamped “APPROVED FOR POSTING” by the Matador Involvement Center. Organizations are cautioned that they must bear the responsibility for any materials they wish to display on campus. As sponsors, they are subject to the same laws applying to private individuals, including libel, defamation, sedition, and the regulations cited in Section 42352, Article IX of Title V.
5. Only non-commercial literature may be posted. University regulations prohibit the use of bulletin boards for commercial advertising by individuals, groups, organizations, or commercial entities.
6. AS provides a posting service through the Matador Involvement Center. However, it is sometimes more expeditious to post your own material. If you wish to use the posting service, material should be left at the Matador Involvement Center. Only one flyer per board for each event is allowed. All others will be immediately removed.
7. Any materials posted covering other materials will be removed.
8. Materials posted by a University Recognized and Associated Students chartered student club or organization and University departments must not conflict with policies of the State of California or with those of California State University, Northridge. They may not include the name of CSUN unless that name is a recognized portion of the organization’s name, or unless it is an activity sponsored by CSUN. Otherwise, the name CSUN may not be used to designate the location of the event.
9. NON-COMMERCIAL NOTICES: Individual students may place personal, non-commercial notices on 3” x 5” cards, as space permits, on AS boards. These notices may include advertisements offering for sale personal property owned by members of the campus community. These cards must be dated and are subject to a two-week time limit for posting.

Note:

Only non-commercial literature may be posted. University regulations prohibit the use of bulletin boards for commercial advertising by individuals, groups, organizations, or commercial entities.
Non-Commercial Literature: Students, student organizations, employees of the University, and persons not associated with the University may distribute non-commercial literature on campus in compliance with campus regulations. Non-commercial is defined as any “written or printed matter devoted to the expression of views, opinions, beliefs or contentions relating to, or the notices or announcements or meetings to be held for the discussion of religious, political, or sociological subjects, or public or private civic affairs, or other controversies, or which treat any social or economic order or which relate to the arts or sciences or which otherwise are not distributed for the purpose of soliciting business…” (Section 42352, Title V, Chapter 5 Education Code).

Commercial Literature: Only currently enrolled students sponsored by a University Recognized and Associated Students chartered student club or organization and presently employed faculty and staff sponsored by an organization of University employees at CSUN may distribute commercial literature on campus as part of the activity of that group or organization. Commercial literature is defined (Section 42352, Title V, Chapter 5 California Administration Code) as “any commercial advertising, hand billing or circulars…distributed for the purpose of advertising any merchandise, commodity, property, business, service, art, or skill, offered, sold or rendered for hire, reward, price, or profit…”. All commercial literature must be distributed free of charge. Any students desiring a copy of commercial literature must be given the material without obligation, e.g. an address or membership card.

Procedures: Persons interested in distributing literature must complete the “Application for Permit to Distribute Literature” in the Matador Involvement Center, stating their awareness of campus policies regarding all facets of distributing literature on campus and their subsequent responsibility in fulfilling these obligations.

Sample copies of the literature to be distributed must be submitted to the Matador Involvement Center, inside the University Student Union, Room 121, and be stamped “Received for Distribution.” This regulation is to protect the organization in the event that an individual should be questioned regarding the distribution of the material.

One copy of any material to be distributed will be retained in the Matador Involvement Center for information purposes only. One stamped copy must be processed by each distributor and produced on request. This copy will serve as a permit for distribution.

It is expected that the organization and individuals disseminating material will take all possible precautions to preserve the beauty and order of the campus, including picking up from University grounds any materials handed out by the organization. Materials may be distributed at any time on campus. Material stamped “Received for Distribution” may not be posted on campus bulletin boards. No material may be affixed to walls, light posts, or otherwise displayed, or put on cars in the parking lots.

Locations: Literature may be distributed in all outside areas on campus and is prohibited in buildings. The distribution of literature, the setting up of tables or similar furniture may not limit traffic flow, interfere with classes in session or students studying in the library. “It must be carried out without shouting, voice amplification or other noise louder normal conversation and without deliberate provocation, harassment, or disturbance of the peace” (President’s Directive, March 1969).
**Distribution Time:** Literature can be distributed up to four (4) weeks from the date of approval. After four (4) weeks, literature needs to be re-approved for distribution.
Procedures governing billboards and booths on campus:

1. Only University Recognized student clubs and organizations, employee groups, and departments may use billboards and/or booths for publicity on campus.

2. The time limit for displaying billboards or booths on campus is two weeks. Permits will not be extended. Groups may re-apply for “Reservation Request to Display Billboard(s) or Booth” no sooner than two weeks from the expiration date of the permit.

3. Billboards and booths must be placed on the lawn within one foot of any designated interior campus sidewalk (billboards and booths are not permitted on the Oviatt Lawn). They may not be placed against trees, sculptures, buildings, or other stationary structures. Signs advertising CSUN events with direct off-campus appeal may be placed in designated areas on the boundaries of the campus with approval of Matador Involvement Center and the Physical Plant Management Department.

4. An application and sketch of the billboard - with exact working - must be submitted to the Matador Involvement Center. Billboards and booths should be visible from the normal distance intended for publicity. Two stickers (one for each side of a billboard), bearing the “Approved for Posting” stamp must be issued to the requesting organizations. These stickers must be affixed to the billboard and/or booth.

5. The maximum size for billboard or booth is four (4) feet tall by eight (8) feet wide or eight (8) feet tall by four (4) feet wide. Support structures may not exceed two (2) feet by five (5) feet. Stakes and “cut-out letters” are prohibited. Billboard and booths must be structurally sound and stand-up under its own support. Any billboard or booth considered unsafe or hazardous or causing damage to the lawn may be removed by Physical Plant Management.

6. Sponsoring organizations must remove billboards and booths from campus by the expiration date on the permit. Billboard or booths not removed by the expiration date may be removed by Physical Plant Management; sponsoring organizations will be charged $30.00 for removal.

7. Physical Plant Management, in consultation with the Matador Involvement Center, will remove - at the organization’s expense - any billboard or booth which becomes unsightly or hazardous or that causes damage to the lawn.

8. Billboard or booth must not conflict with policies of the State of California or with those of California State University Northridge. They may not include name of CSUN unless that name is a recognized portion of the organization’s name or unless it is an activity sponsored by CSUN. Otherwise, the name of CSUN may only be used to designate the location of the event.

Banner Application and Procedures:

- A sketch of the banner must be submitted to the Matador Involvement Center.
- After approval, the application and banner must be taken to Physical Plant Management (PPM) four (4) to five (5) business days prior to the start of the desired display period.
- Banners are hung for a period not to exceed two (2) weeks.

General Content of Banners:

- Banners for a specific event must be identical, or part of a cohesive banner program. Quality of banner should be professional.
- Banners shall be designed to advertise University related events, activities and programs only.
- Banners should bear the name of the sponsoring organization or department
• Names and/or logos of private, for profit sponsors shall be limited to a maximum area of 20% of each banner.

**Application for Banner Installation:**

• Parties must submit a completed copy of the temporary banner permit application, along with the supplementary information four (4) to five (5) business days prior to the requested installation date.
• Application shall be submitted to CSUN Facilities, Planning, Design and Construction Office, located in University Hall, Room 325.

**Mounting on Light Posts:** Refer to Policy located at CSUN Facilities, Planning, Design and Construction Office or the Matador Involvement Center.

**Other Types of Banners:** Special Requests for banner installations will be reviewed on a case by case basis.

**Installation, Maintenance, and Removal:** CSUN Physical Plant Management personnel will install and remove banners, unless other arrangements are specifically approved.

**Cost:** Costs for installation and removal of banners shall be the responsibility of the applicant, in consultation with CSUN Facilities, Planning, Design and Construction Office.
The Matador Information Network Display (MIND) was developed with the idea of enhancing campus spirit by delivering information on campus activities outside the classroom. The goal for MIND is to provide the campus community with information about happenings and events on campus, emergency alerts or bulletins, and promote Matador Spirit. MIND is able to display calendar information, special announcement information, promotional posters and even video of Matador events and game highlights. For questions or more information about MIND, call (818) 677-4236.

General Posting Policies:

All posting requests will be taken on a first-come, first-served basis and are subject to space availability and content appropriateness. Requests must be submitted at least one week prior to the event date and clearly indicate the sponsor organization name.

The following submissions will not be accepted.

- Messages of a personal nature
- Messages promoting any political figure or campaign
- Messages from off-campus entities
- Message highlighting campus calendar or Ticket Office events (they automatically post on the calendar portion of the displays)

Once a posting request is approved and displayed, it will appear on MIND screens for a maximum of two weeks. Posting requests may be resubmitted, but they will be placed in queue.

Submission Guidelines:

Event submissions must come from a recognized campus club or organization in order to be featured on the MIND screens. Events must take place on campus and be open to the entire student population.

Follow the steps below to facilitate the submission process:

- Submit a posting request using the online form. You may upload artwork or video files via the online form, but ensure file attachments meet our requirements.
- Clearly indicate the date, time and location of the event on the artwork you plan to submit.
- Note the end date indicating when the posting should be removed. All posters and videos will not be displayed for more than two weeks directly prior to the event.
- Wait for a confirmation email after submitting your request.
- Expect postings to appear on the requested date or within three days of receipt.

Postings will not be displayed more than two weeks prior to an event and will be featured for a maximum of two weeks. Postings will be removed on the requested end date and may be resubmitted for consideration.
DIRECTORY

Academic Room / Facilities Reservations

University Hall 270
(818) 677-3283
Maildrop: 8201

Admissions and Records

Bayramian Hall 100
(818) 677-3700
Maildrop: 8207

Alumni Relations

Laurel Hall 101
(818) 677-2137
Maildrop: 8385

Associated Students, Inc. (AS)

University Student Union 100
(818) 677-2477
Maildrop: 8260

AS Accounting and Financial Services

University Student Union 100
(818) 677-2389
Maildrop: 8260

AS Administration (Liability Insurance)

University Student Union 100
(818) 677-2389
Maildrop: 8260

AS Campus Recycling

University Student Union 100
(818) 677-7898
Maildrop: 8260

AS Outdoor Adventures

Student Recreation Center
(818) 677-4453
Maildrop: 8260

AS Productions

University Student Union 100
(818) 677-2477
Maildrop: 8260

AS Sports Clubs (Liability Insurance)

Student Recreation Center
(818) 677-8326
Maildrop: 8260

AS Student Government

University Student Union
100 (818) 677-2477
Maildrop: 8260

AS Ticket Office

University Student Union
(818) 677-2488
Maildrop: 8319
Athletics Department
(818) 677-3208
Maildrop: 8276

Career Center
Bayramian Hall 413
(818) 677-2878
Maildrop: 8241

Catering / Orange Grove Bistro
The University Club
(818) 677-2076
Maildrop: 8271

Center on Disabilities
Bayramian Hall 110
(818) 677-2578
Maildrop 8340

Department of Police Services
9222 Darby Avenue
Corner of Darby Ave. & Prairie St.
(818) 677-2266
Maildrop: 8282

Disabilities Resources and Educational Services
Bayramian Hall 110
(818) 677-2684 (V/TTY)
Maildrop: 8264

Environmental Health and Safety
Corporate Yard 218
(818) 677-2401
Maildrop: 8284

Financial Aid & Scholarship Department
Bayramian Hall, first floor
(818) 677-4085
Maildrop: 8307

Government and Community Relations
University Hall 305
(818) 677-2123
Maildrop: 8353
Insurance and Risk Management
(818) 677-2079
Corporate Yard 218 (along Halstead Ave.)
Maildrop 8284

International and Exchange Student Center
University Student Union, Bldg. C
(818) 677-3053
Maildrop: 8445

Klotz Student Health Center
(818) 677-3666
Maildrop: 8270

National Center on Deafness
Jeanne Chisholm Hall
(818) 677-2054
Maildrop: 8267

Office of Student Involvement and Development
University Student Union
(818) 677-2393
Maildrop: 8261

Physical Plant Management (PPM)
Corporate Yard (along Etiwanda and Plummer)
(818) 677-2222
Maildrop: 8291

Student Housing and Conference Services
Pacific Willow Hall, building 6
(818) 677-2160
17950 Lassen St.
Northridge, CA 91325

Student Outreach and Recruitment Services
Bayramian Hall 190
(818) 677-2967
Maildrop: 8212

Sundial
Manzanita Hall 140
(818) 677-2998
Maildrop: 8258
University Counseling Services  
Bayramian Hall 520  
(818) 677-2366  
Maildrop: 8217  

University Student Union (USU)  
(818) 677-2251  
Maildrop: 8272  

USU Board of Directors  
(818) 677-2491  
Maildrop 8272  

Valley Performing Arts Center  
(818) 677-8800  
Maildrop: 8448  

USU Reservations and Events Services  
(818) 677-3644  
Maildrop: 8272