



Dance Application

THIS APPLICATION MUST BE SUBMITTED IF SOCIAL DANCING WILL BE A COMPONENT OF YOUR EVENT (I.E. MIXER WITH DJ OR BANQUET FOLLOWED BY DANCING). OTHERWISE, THE DANCE COMPONENT WILL BE OMITTED FROM THE EVENT.

1. Read entire Dance Policy and Procedures. It is available on-line at usu.csun.edu/OLEA.
2. Review the Dance Planning Quick Guide.
3. Complete the dance application. **If any questions are left blank, the application will not be accepted.**
4. Submit the completed application to Meeting Services. Allow up to three (3) business days for processing.
5. An Event Coordinator will contact you to setup a consultation meeting. **Please note that the event date must be at least one month after the consultation meeting to allow sufficient time to schedule a planning meeting with security and event management staff, and to coordinate support services such as custodial.**
6. Outside groups may only hold Category A dances as part of a banquet or reception event (i.e. wedding reception).

Organization Information

Group Type Recognized Student Club/Org CSUN Department Other USU

Organization Name _____

E-mail Address _____

Event Coordinator _____

Day Phone Number _____

Cell Phone Number _____

Fax Number _____

Organization Mailing Address _____

Proposed Event Logistics

Event Title _____ Event Date _____

Access Time _____

Start Time _____

End Time _____

End Access _____

Preferred Location _____

Expected Attendance _____

- Who will be invited to attend?
- Organization Members Only
- CSUN Students Only
- CSUN Students plus One Guest with College I.D.
- Private Invitation to Family Members and Friends
- Other: _____

Describe reason for event:

Describe the activities to be held during the event:

How will this event be publicized?

How will this event be funded?

What is the expected age range of the attendees? _____ - _____

Will the event be ticketed? Yes No

Will there be an admission fee? Yes No If yes, how much? \$ _____

Will food be served? Yes No

If yes, where will it be purchased? _____

If yes, what will be served? _____

Will beer or wine be served (option not available to student clubs or organizations)? Yes No

Please initial:

_____ I have read and understand the Dance Policy and Procedures.

_____ I understand that this is only an application and that the dance is subject to approval by Meeting Services.

_____ I understand that event promotion is prohibited until the proposed event is confirmed.

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

Coordinator Signature _____ Date _____

Office Use Only

Received:

Accepted By:



California State University
Northridge