



## **Facilities Use - Procedures to Arrange an Event**

1. Submit your event request by e-mail to the Facilities & Trademark Licensing Office. Please include the location/facilities requested, date(s), time(s) and event details.
2. Ten (10) business days prior to the event, the following documents and payments must be received in the Licensing office with:
  - Two (2) copies of signed agreements
  - Certificate of Insurance (including endorsement)
  - All fees and estimated charges
  - Security and damage deposit
3. Parking permits are required at all time to park on the California State Northridge campus at all times (7 days, 24 hours). Anyone in violation of campus parking requirements, including event/activity participants arriving from off-campus, may be ticketed.