

UNIVERSITY STUDENT UNION, INC.
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE

BUILDING POLICY

Subject: Reservation Late Add and Late Change Policy & Procedures

References: None

Policy: All reservation requests received beyond the request timelines for simple and complex events will be accommodated if time and staffing allows and the late reservation request will not impact other scheduled events. Late reservation requests are subject to a fifty dollar (\$50) processing fee.

All requests for significant changes to an existing event received within 48 hours of the scheduled start time will be accommodated if time and staffing allows and the late changes will not impact other scheduled events. Late changes are subject to a fifty dollar (\$50) processing fee per transaction.

All necessary event details, forms and signatures must be submitted along with full payment at the time of the late request.

Definitions: *Significant changes* to a reservation are defined as changes to:

- Event date
- Event start and/or end time
- Event setup style
- Audio-visual arrangements
- Service personnel arrangements

Simple events

- Conform to established building hours
- Do not require dedicated service personnel
- May have simple audio-visual equipment, (i.e., TV/VCR, Data Projector)
- The *request timeline* for simple events is no less than three (3) business days before the event date

Complex Events

- Exceed established building hours
- Require dedicated service personnel
- Require complex audio-visual equipment
- Require a non-traditional setup and/or facility use
- Request/require a policy exception
- The *request timeline* for complex events is no less than thirty (30) business days before the event date

Recommended by the Facilities and Commercial Services Committee on November 29, 2007.

Approved by the University Student Union, Board of Directors on February 18, 2008.