



Tel. (818) 677-3644 Fax (818) 677-4172
Hours: 8 a.m. – 5 p.m., Mon. – Fri.
www.csun.edu/usu/reservations

SRC Reservation Request Form

RED fields **must be filled out**
BLUE fields **are optional**

PLEASE READ POLICIES AND INFORMATION ON BACK

Group Type ☐ Recognized Student Club/Org ☐ A.S. Sport Club ☐ CSUN Department ☐ Other ☐ USU

Organization Name

E-mail Address

Event Coordinator

Day Phone Number

Cell Phone Number

Fax Number

Organization Mailing Address

Event Title _____ **Event Date(s)** _____ PLEASE USE BACK FOR MULTIPLE DATES

Describe event purpose _____

What activities will take place? _____

Will inherently dangerous activities be involved? ☐ Yes ☐ No If yes, list activities _____

Do you intend to bring rental/personal equipment? ☐ Yes ☐ No If yes, list items _____

Will an admission charge or donations be collected at this event? ☐ Yes ☐ No If yes, what is the charge? _____

Is this event open to the public? ☐ Yes ☐ No If yes, how will it be marketed? _____

Event Type ☐ Sport Club ☐ Practice ☐ Intramurals ☐ Recreational Event ☐ Group Exercise ☐ Aquatics

☐ Other _____

Main Room

Access Time _____

Room Preference _____

Start Time _____

Second Choice _____

End Time _____

Expected Attendance _____

End Access _____

Setup Preference

☐ As is[†]

☐ Badminton

☐ Basketball

☐ Boxing[‡]

☐ Empty

☐ Lap Swimming

☐ Pilates Chair[‡]

☐ Pilates Reformer[‡]

☐ Soccer

☐ Spinning[‡]

☐ Step 360[‡]

☐ TRX[‡]

☐ Water Polo

☐ Volleyball

☐ Other (please specify) _____

Equipment

Qty. ____ 30"x6' Rectangular Table

Qty. ____ 18"x5' Rectangular Table

Qty. ____ Folding Chair

Qty. ____ Portable PA System

Qty. ____ 32 Gallon Trash Can

Qty. ____ Indoor Volleyball Net

Qty. ____ Indoor Badminton Nets

Qty. ____ Water Polo Goal

Qty. ____ Table Tennis Table

Qty. ____ Portable Screen

Qty. ____ Wood Floor Covering*

Qty. ____ Pool Volleyball Net

Qty. ____ Other (please specify) _____

Additional Room(s)

Access Time _____

Number of rooms needed _____

Start Time _____

Expected Attendance _____

End Time _____

End Access _____

**PLEASE USE BACK FOR
VARIED HOURS**

Setup Preference

☐ As is[†]

☐ Badminton

☐ Basketball

☐ Boxing[‡]

☐ Empty

☐ Lap Swimming

☐ Pilates Chair[‡]

☐ Pilates Reformer[‡]

☐ Soccer

☐ Spinning[‡]

☐ Step 360[‡]

☐ TRX[‡]

☐ Water Polo

☐ Volleyball

☐ Other (please specify) _____

Equipment

Qty. ____ 30"x6' Rectangular Table

Qty. ____ 18"x5' Rectangular Table

Qty. ____ Folding Chair

Qty. ____ Portable PA System

Qty. ____ 32 Gallon Trash Can

Qty. ____ Indoor Volleyball Net

Qty. ____ Indoor Badminton Nets

Qty. ____ Water Polo Goal

Qty. ____ Table Tennis Table

Qty. ____ Portable Screen

Qty. ____ Wood Floor Covering*

Qty. ____ Pool Volleyball Net

Qty. ____ Other (please specify) _____

[†]Room setup will be maintained standard. If you want equipment removed, setup fee will apply. [‡]Requires the addition of an SRC group exercise instructor for the duration of the reservation. *Red Ring Courts **only**.

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:

Multiple Dates/Varied Hours

Date	Access Time	Start Time	End Time	End Access
	a.m./p.m.	a.m./p.m.	a.m./p.m.	a.m./p.m.
	a.m./p.m.	a.m./p.m.	a.m./p.m.	a.m./p.m.
	a.m./p.m.	a.m./p.m.	a.m./p.m.	a.m./p.m.
	a.m./p.m.	a.m./p.m.	a.m./p.m.	a.m./p.m.
	a.m./p.m.	a.m./p.m.	a.m./p.m.	a.m./p.m.
	a.m./p.m.	a.m./p.m.	a.m./p.m.	a.m./p.m.
	a.m./p.m.	a.m./p.m.	a.m./p.m.	a.m./p.m.
	a.m./p.m.	a.m./p.m.	a.m./p.m.	a.m./p.m.
	a.m./p.m.	a.m./p.m.	a.m./p.m.	a.m./p.m.
	a.m./p.m.	a.m./p.m.	a.m./p.m.	a.m./p.m.
	a.m./p.m.	a.m./p.m.	a.m./p.m.	a.m./p.m.
	a.m./p.m.	a.m./p.m.	a.m./p.m.	a.m./p.m.
	a.m./p.m.	a.m./p.m.	a.m./p.m.	a.m./p.m.
	a.m./p.m.	a.m./p.m.	a.m./p.m.	a.m./p.m.
	a.m./p.m.	a.m./p.m.	a.m./p.m.	a.m./p.m.
	a.m./p.m.	a.m./p.m.	a.m./p.m.	a.m./p.m.
	a.m./p.m.	a.m./p.m.	a.m./p.m.	a.m./p.m.
	a.m./p.m.	a.m./p.m.	a.m./p.m.	a.m./p.m.
	a.m./p.m.	a.m./p.m.	a.m./p.m.	a.m./p.m.

1. You must be a registered contact for the client group in order for the request to be accepted.
2. **If any questions are left blank, the request will not be accepted.**
3. Submit the completed request to USU Reservations and Event Services and **allow up to three (3) business days for processing.** Expect to receive a response or copy of a tentative reservation by e-mail. If you have not heard back after the three (3) days, call the office.
4. Note simple and complex request timelines below. **If request is received outside of the simple or complex event timelines, a \$50 processing fee will be automatically applied** whether or not the reservation is confirmed.
5. You are responsible for noting and verifying event details; date(s), hour(s), room assignment(s) on the reservation confirmation.
6. Event promotion is prohibited until the reservation is confirmed.

The request timeline for **SIMPLE** practices is no less than three (3) business days before the practice date.

Simple practices:

- Conform to established building hours
- Simple practices include sport club weekly practices (grappling, boxing, martial arts, basketball, volleyball), etc.

The request timelines for **COMPLEX** events is no less than thirty (30) business days before the event date.

Complex events:

- Exceed established building hours
- Require dedicated service personnel
- Require a non-standard room setup and/ or facility use
- Request/require a policy exception
- An admission fee is collected at the door and/or admission tickets are sold in advance of the event.
- Complex events may include, but are not limited to intramural programming, group exercise classes, sport club games, swim lessons, sport club tournaments, extramural tournaments, dive-in movies, swim meets, etc.

For further event planning tools, please visit the **USU Reservations and Event Services Web site** at <http://usu.csun.edu/reservations>.

- View **real-time room availability**, setup capacities, and layout options.
- Attain **building hours** for the University Student Union, Satellite Student Union, and Student Recreation Center.
- Attain full versions of all event related **policies and procedures**.

Due to the high volume of requests received daily, USU Reservations and Event Services staff:

1. **Will** encourage clients to use the **USU Reservations and Event Services Web site** to view room information including availability.
2. **Are unable to** quote room availability until a reservation has been initiated.
3. **Are unable to** quote pricing until a reservation has been initiated.



California State University
Northridge