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University Recognized Clubs & Organizations Benefits

University Recognized and Associated Students, Inc., Inc. Chartered Clubs & 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 Graphic Standards Manual
- Access to the Matador Involvement Center (MIC) - Clubs & Organizations (C&O) Suite services, including: meeting and work spaces, computers, faxing and phone services, and the leadership library services
- Eligibility to seek funds through the Associated Students, Inc. (A.S.)
- Use of A.S. Accounting and Financial Services Office
- Access to publicity in A.S. Notes and Info Screens (as space permits)
- Use of the C&O suite conference room to conduct interviews, club meetings, and/or any club related business (pending availability)
- Ability to reserve campus conference and academic rooms
- 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 USU’s Meeting Services
- Access to having your club listed in the MIC Online Directory
- Obtain a club/organization campus mailbox (located in the MIC - C&O Suite)
- Eligibility to advertise club meetings, events, and fundraisers in the Red Hot News
- Eligibility to advertise club meetings, events, and fundraisers in the MIC Online Calendar
- Use of designated bulletin boards for publicizing activities on campus
- Use of the Media and Resource Library
- Ability to sit on interclub council committees
- Eligibility to participate in the C&O Annual Recognition Conference
- Ability to recruit and outreach at the C&O Meet the Clubs Day
- Opportunity to have a CSUN Website and/or Email Account for club/organization
- Ability to request an appearance by Matty the Matador, CSUN's mascot, for major events
The Matador Involvement Center (MIC), as an integral part of the Office of Student Development and International Programs, 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.

Currently, 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, and program planning.
- Fraternity and Sorority life, which encompasses the activities of the Greek-letter organizations on campus, including advising and leadership development.
- Leadership programs, the leadership library and various training programs.
- Unified We Serve, the University’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,
  - The Bridge database which provides a comprehensive listing of local non-profit agencies and programs for students to make a difference in our community, 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 on the road to success.

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. Therefore, the MIC provides opportunities for students, faculty and staff that promote meaningful involvement with the University and its neighboring communities.

The Matador Involvement Center 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.

Who & What Does the Matador Involvement Center Serve?
**Need a meeting space or access to a computer to conduct club business?**

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

### THE CLUBS & ORGANIZATIONS SUITE

**Computer Usage**

Priority of computer use is for University Recognized club/organizations and pending club/organization student leaders and members. Obtain the computer password at MIC front desk.
- Faculty, staff and students are permitted to use the computers when there is no waiting list.
- Additional computers are located in the University Student Union across from International and Exchange Student Center.

**Mailboxes**

University Recognized clubs/organizations have a designated mailbox, located in the C&O Suite. Club leaders, members, faculty, and staff are permitted to distribute informational items to clubs and organizations via these mailboxes.

**Phone Services**

University Recognized and pending club/organizations are permitted to use the phones ONLY to conduct club/organization business. Phones are located in the MIC front office.

**Fax Services**

University Recognized and pending club/organization leaders and members are permitted to use the Fax for club/organization business ONLY. The Fax must be completed by a staff person at the MIC front desk.

### Leadership Library/Conference Room

The Leadership Library is a designated research area for students, student leaders, faculty, staff, and those interested in the many facets of Leadership Development. The Leadership Library is located in a conference room, where you can have meetings, conduct a presentation or work on C&O related activities.

### THE LEADERSHIP LIBRARY

**Books & Journals**


**Check-Out Policy**

All books and journals can be checked out for two (2) weeks. Check-out policy is located at the front desk.

**Meeting Space**

The Leadership Library can be reserved by appointment only. In order to reserve the room, you must be a University recognized or a pending student club/organization, or a CSUN faculty or staff member.

**Hours of Operation**

The Leadership Library is open 8:00 a.m. - 5:00 p.m., Monday through Friday and CLOSED on Saturday and Sunday.

### THE CONFERENCE ROOM

**Room Details**

- Eight (8) person maximum occupancy
- TV/DVD equipment
- Dry erase board

**Reservation Policy**

In order to reserve the Conference Room for a club/organization meeting, you must be a University recognized or a pending student club/organization, or a CSUN faculty or staff member.

**Reservation Process**

Visit MIC front desk or call (818) 677-5111
- Provide the Club/Organization name and contact information
- Provide the requested Date and Time
  (Tip: The date/time you request may not be available. Please consider an alternate date/time before making the reservation)

**If you would like to Cancel the room reservation**

Visit MIC front desk or call (818) 677-5111 and inform a staff/student employee that your club/organization would like to cancel the room reservation.
- Provide the Club/Organization name and contact information
- Date and Time of the room reservation
- Contact Information (if you would like to be contacted by a MIC staff member to reschedule)
Does your Club/Organization want to Plan a “Major” or Small Event on Campus? Before planning your event, check-out the list below to help direct your organization to the proper office/contact person and answers to these important questions!

## EVENT PLANNING GUIDE

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
<th>Other Things to Consider</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requested/Proposed Location of Event:</td>
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<tr>
<td>Proposed Day &amp; 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 &amp; End Times of Event (From/To):</td>
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<tr>
<td>Set Up Date &amp; Time:</td>
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<tr>
<td>Tear Down Date &amp; Time:</td>
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<tr>
<td>Who is the primary contact for the Event?</td>
<td></td>
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<tr>
<td>What is the vision of your event?</td>
<td></td>
<td></td>
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<tr>
<td>Does this event match your purpose statement?</td>
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<td></td>
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<tr>
<td>Has this event been held in the past?</td>
<td></td>
<td></td>
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<tr>
<td>Did any accidents occur at this event?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>What level of security presence is needed?</td>
<td></td>
<td></td>
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<tr>
<td>What is your total budget for the event?</td>
<td></td>
<td></td>
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<tr>
<td>What campus services will be needed?</td>
<td></td>
<td></td>
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<tr>
<td>Will admission be charged?</td>
<td></td>
<td></td>
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<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>
<td></td>
<td></td>
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<tr>
<td>Will there be an off-campus speaker?</td>
<td></td>
<td></td>
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<tr>
<td>Will there be distribution of literature?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Will there be sales &amp; solicitation (food)?</td>
<td></td>
<td></td>
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<tr>
<td>Will food be served?</td>
<td></td>
<td></td>
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<tr>
<td>Will alcoholic beverages be served?</td>
<td></td>
<td></td>
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<tr>
<td>Will films or other production be viewed?</td>
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</tbody>
</table>
## Nuts and Bolts of Event Planning

### Ok… so now that you have a sense of what your event looks like.

### Next, figure out who, what, and where to go from here…

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!}

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### INITIAL CONSULTATION

Most all of the major events begin with an initial consultation meeting with the Assistant Director for Student Involvement, Vicki Allen. She can be contacted via email or phone at: vicki.allen@csun.edu, or (818) 677-5111.

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

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### 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 Meeting Services (please request planning assistance from the meeting services staff), or  
  - Academic Room Reservations (depending on the size and scope of your event).  
  **(TIP: See directory 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. |
| 2     | If your program will be conducted outside | Arrange an initial consultation with the MIC Assistant Director  
  - Visit or call the MIC to schedule an appointment. | Your initial consultation will help you assess what area would be best suited for your event and to determine its availability. |

*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

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### WHO?

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<tr>
<th>Steps</th>
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<th>How to do it!</th>
<th>Things to Consider</th>
</tr>
</thead>
<tbody>
<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 kinds of special 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>
</tbody>
</table>
| 5     | Who is your intended audience and how do you reach them? | Develop a plan of the scope of your event, including the members who would require a special invitation. | What marketing is being considered?  
  - Brainstorm various outreach strategies. |
# Nuts & Bolts of Event Planning

## WHAT?

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<th>Steps</th>
<th>What to do!</th>
<th>How to do it!</th>
<th>Things to Consider</th>
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</table>
| 6     | Rent or Order Equipment | Depending on what type of equipment:  
  - Contact the appropriate office or a vendor that has met the University’s insurance requirements. | If contacting an off-campus vendor:  
  - Check with MIC to ensure the vendor/contractor has met the University’s insurance requirements. |
| 7     | Amplified Sound | All areas EXCEPT the USU, Plaza del Sol require consultation with the MIC Assistant Director *(this will be discussed during the consultation meeting)* | Some locations have restrictions on when the space can be used for programs based on individual department policies. |
| 8     | Food Distribution |  
  - Visit the MIC and obtain forms.  
  - Visit the Environmental Health & Safety Office to obtain signatures to approve the event. |  
  - Review the Health & Safety guidelines.  
  - Barbeque events can ONLY take place on Matador Square.  
  - Not all food will be approved for distribution *(See Food Rules & Regulations)*. |
| 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 | Forms available at the University Police website: [http://www.admn.csun.edu/dps/police/docs/special-event-requests.pdf](http://www.admn.csun.edu/dps/police/docs/special-event-requests.pdf) | Consult with the MIC Assistant Director to determine if the event requires University Police Services |

## WHY?

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.

### SPECIAL CONSIDERATIONS

Your event may require special security support from **University Police Services**. 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.

### BUDGETING

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.

### BUILDING AN AUDIENCE

Many programmers fail to adequately reach their intended audience. Your consultation should also focus on how to reach the audience you want.
The role of Insurance & Risk Management 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 CSU, Northridge.

In planning programs and events at California State University Northridge, 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/organizations must initiate contact with the Matador Involvement Center at (818) 677-5111 for information and application for student event insurance purchase.
RESERVING ROOMS ON CAMPUS

University recognized and A.S. chartered clubs and organizations are eligible to reserve campus facilities as well as rooms available in the University Student Union (USU) and the Satellite Student Union (SSU). The following is a list of the rooms available for weekly meetings/special events for student groups at CSUN:

- Academic Classrooms
- Athletic Facilities
- Plaza del Sol Performance Hall
- Sierra Center Conference Room
- Theaters
- University Club
- University Housing
- University Student Union/Satellite Student Union

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

<table>
<thead>
<tr>
<th>Steps</th>
<th>What to do?</th>
<th>How to do it?</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Contact Academic Room Reservations for room availability</td>
<td>Call the office at: (818) 677-3283.&lt;br&gt; You will need to call at least 10 business days before event so that you give yourself ample time to obtain all required signatures.</td>
</tr>
<tr>
<td>2</td>
<td>Once you have obtained confirmation of the availability of the room</td>
<td>Download the reservation form at: <a href="http://www.csun.edu/~acrp/RoomRes.html">http://www.csun.edu/~acrp/RoomRes.html</a>&lt;br&gt; Obtain all required signatures.&lt;br&gt; You are required to complete the form with your University advisor’s and the MIC’s signature for all events.</td>
</tr>
<tr>
<td>3</td>
<td>After receiving all required signatures and have completed the room reservation form</td>
<td>Visit the MIC (located in the Sol Center, first floor in the University Student Union).&lt;br&gt; Fax the form to Academic Room Reservations at (818) 677-4933 or return it via campus mail to mail drop (MD) 8201.&lt;br&gt; 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).</td>
</tr>
<tr>
<td>4</td>
<td>Obtain the Room Confirmation</td>
<td>Your reservation will not be confirmed until you receive the form (with a reservation number) from Room Reservation.&lt;br&gt; Please be sure to keep a copy of the signed form with you during your event(s) - this validates your room usage.</td>
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</tbody>
</table>

If your event requires media equipment (e.g. data projector, DVD/VCR), please call Media Equipment Services at (818) 677-6363 to obtain a key to the audiovisual box. You will need to pick the key up in Oviatt 33 on the garden level of the Oviatt Library. You may also contact debbie.hellman@csun.edu.

The Media Equipment office is available to provide equipment and keys for student events; however they WILL NOT check-out items to students without prior authorization from a faculty or staff member. The faculty or staff member 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 A.S. chargeback forms are available at http://www.csunas.org/about/forms/

For more information on room locations and room descriptions please visit: http://www.csun.edu/~it/services/media/mediservequimain.html
**General Use of Campus Grounds**

**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. *(University Policies and Procedures 900-01).*

**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:**
A. On-Campus Individuals, Groups and 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 *(http://www.csun.edu/getinvolved/permits/)* 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.
B. 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* or [http://www.csun.edu/licensing/](http://www.csun.edu/licensing/).

**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.*

**Full Policy Available at the Following URL**
As part of an agreement with Matador Athletics, University Licensing and the Kinesiology Department, Associated Student Recreational (ASREC) Sports is responsible for Athletic Facility reservations for the ASREC Sport Centre, the Departments, Clubs and Organizations on the CSUN campus. As per the agreement, the ASREC does not charge any facility rental or maintenance fees. ASREC does, however, charge a student liaison fee for all Departments, Clubs and Organizations.

*Any off-campus entity or individual,* who requests usage of these facilities, must do so through the University Licensing department by contacting the University Licensing Manager, Heather Cairns at (818) 677-2744 or via email at heather.cairns@csun.edu

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### 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
- Baseball Field
- Softball Field

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### FACILITY RESERVATION REQUEST PROCEDURES

<table>
<thead>
<tr>
<th>Steps</th>
<th>What to do?</th>
<th>How to do it!</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Obtain dates and check availability of space</td>
<td>Contact ASREC Sports, at (818) 677-7008 or (818) 677-7919. They will determine whether or not to authorize the event. Once they authorize the event, they will contact all other appropriate University officials.</td>
</tr>
</tbody>
</table>

For more information on securing Athletic facilities and the associated cost, please see the *ASREC Sports Facility Reservation & Special Event Procedures located in the Permits and Policies* link by visiting [www.csun.edu/getinvolved/permits](http://www.csun.edu/getinvolved/permits)
The CSUN Plaza del Sol Performance 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 Performance Hall (PH) 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 A.S. chartered student club or organization.
- Your organization must have an A.S. 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 FACILITY RESERVATION REQUEST PROCEDURES

<table>
<thead>
<tr>
<th>Steps</th>
<th>What to do?</th>
<th>How to do it!</th>
</tr>
</thead>
</table>
| 1     | Select the date and determine that the Plaza del Sol Performance Hall is a suitable space for your event | Meet with club members and identify dates/times.  
Consider the time of year & target audience.  
Once date has been identified, a tentative date for your event will be approved; at that time, a Reservation Deposit Request will be issued accompanied by an estimate of event costs and forms for transfer of deposit from your on-campus account.  
This estimate will be based on information supplied on the application which will be considered “best information” at the time of the request.  
Review the Performance Hall Licensee Checklist and Scheduling Policy |
| 2     | To request an application | Call (818) 677-5768 or online at: [http://www.csun.edu/getinvolved/pdfs/LicAppStudent.pdf](http://www.csun.edu/getinvolved/pdfs/LicAppStudent.pdf)  
Completed applications may be sent to the Performance Hall [Mail code: 8393] or faxed to (818) 677-5472.  
Student-sponsored events will be given preference on Wednesdays and Thursdays. |
| 4     | Confirm the Reservation | In order to confirm your reservation, you must obtain the appropriate signatures (student representative, faculty advisor, A.S. accounting office representative) and return with properly executed forms by the due date as indicated on the form. |
| 5     | Producing Event | See instructions & guidelines below. |

PRODUCING YOUR EVENT

The Plaza del Sol Performance 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.
- The contract packet will be issued prior to this meeting and those involved will have an opportunity to clarify any article of any of the contract documents.

These documents must be returned with all appropriate signatures to the Plaza del Sol Performance Hall two weeks after the pre-production meeting.
Following these procedures will result in events that will reflect positively on both the Plaza del Sol Performance Hall and your organization. We look forward to providing a professional performing space for your events throughout the year.

**TYPICAL FEES AND OTHER EXPENSES FOR 2013-2014**

Fees are due at the time of reservation confirmation and are non-refundable and non-transferable. Additional information available at: [http://www.valleyperformingartscenter.org/assets/documents/about/facilities/rental/Rental-Rates-Summary-2.27.12.pdf](http://www.valleyperformingartscenter.org/assets/documents/about/facilities/rental/Rental-Rates-Summary-2.27.12.pdf).

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

**DAILY FACILITY FEES**

<table>
<thead>
<tr>
<th></th>
<th>Mon-Thurs</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSUN Student Clubs/Orgs</td>
<td>$300.00</td>
<td>$450.00</td>
<td>$500.00</td>
<td>$400.00</td>
</tr>
</tbody>
</table>

**TICKETS:**

Licensees are required to use tickets printed by the Plaza del Sol Performance Hall or the A.S. Ticket Office. Tickets are required for all events in the PH 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 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 Risk Management.

**STAFF & SECURITY FEES**

<table>
<thead>
<tr>
<th>Service</th>
<th>First 8 hours per day</th>
<th>Over 8 but less than 12 hour per day</th>
<th>Over 12 hours in a day*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Tech Staff†</td>
<td>$16.00/person/hour</td>
<td>$24.00/person/hour</td>
<td>$32.00/person/hour</td>
</tr>
<tr>
<td>Student House Staff (flat rate for full house staff)</td>
<td>$64.00/hour</td>
<td>$96.00/hour</td>
<td>$128.00/hours</td>
</tr>
<tr>
<td>Performance Hall Stage/House Supervisors</td>
<td>$38.00/hour</td>
<td>$57.00/hour</td>
<td>$76.00/hour</td>
</tr>
<tr>
<td>University Stage Techs</td>
<td>$25.00/hour</td>
<td>$37.50/hour</td>
<td>$50.00/hour</td>
</tr>
<tr>
<td>Casual Labor/Technical House Staff†</td>
<td>$20.00/hour</td>
<td>$30.00/hour</td>
<td>$40.00/hour</td>
</tr>
<tr>
<td>Student Union Building Manager</td>
<td>$15.00/hour</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ticket Office Personnel (only if tickets are being sold through the Campus Ticket Office on the day of the event)</td>
<td>$15.00/hour</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus Police Officers (at the discretion of University Staff; if needed, must have a minimum of 2)</td>
<td>$60.00/hour</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*No work days over 16 hours are permitted by federal law. For additional information, please visit [http://www.valleyperformingartscenter.org/about/rental-facilities/](http://www.valleyperformingartscenter.org/about/rental-facilities/)*

**LABOR:**

Events require a **minimum** of two Regular full-time Performance 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 PH.**

**EQUIPMENT:**

Rental of the Plaza del Sol Performance 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.
RESERVATION PROCESS FOR: THE SIERRA CENTER CONFERENCE ROOM

Clubs and organizations have the option to reserve the Sierra Center Conference Room. The conference room is located in the Sierra Center, 2nd floor.

- **Room Rates**: Room fee is $50/hr, minimum 2 hour day and a $25 custodial fee.
- **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**: To reserve the room you will meet with Philia Antonio to fill out and complete the forms.
- **Payments**: May be made in either cash or credit card.

For more information, Philia Antonio may be reached at: philia.antonio.54@csun.edu or at (818) 677-2628.

RESERVATION PROCESS FOR: THEATRES THROUGH THE CINEMA, TELEVISION AND ARTS DEPARTMENT

Clubs and organizations also have the option to 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 at william.taylor@csun.edu to ensure space availability of the theatres. You may also call (818) 677-3091 or fax (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@csun.edu
- 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, who may be reached at: richard.greaver@csun.edu. You will be provided an estimate of the rental and labor costs for your event.

RESERVATION PROCESS FOR: THE UNIVERSITY CLUB

Clubs and organization are allowed to reserve the University Club for catering purposes for your event or for special banquets. The University Club is located on campus on Nordhoff St. between Zelzah and Lindley.

- **Rates & Menu**: All of the prices and room rates are listed in the catering menu available at http://www.csun.edu/~uclub99/.
- **Reserving the Room**: To reserve the room you will meet with Claudine Marshall to fill out and 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 Keren Aks, Club Manager at: keren.aks@csun.edu or at (818) 677-2076.
Clubs and organizations may also reserve facilities in Resident Housing (RH), located on the corner of Lassen Street and Zelzah Avenue. The facilities available include: lounges and classrooms.

## RESIDENT HOUSING RESERVATION PROCEDURES

<table>
<thead>
<tr>
<th>Steps</th>
<th>What to do?</th>
<th>How to do it!</th>
</tr>
</thead>
</table>
| 1     | Obtain a Reservation form to reserve a classroom or lounge | ☐ Contact Liberty Freeman at: lfreeman@csun.edu or (818) 677-6116.  
☐ Reservation will be made for small groups (50 or less). |
| 2     | Fill out a Reservation form                     | ☐ Contact appropriate person(s) for signatures in resident housing.  
☐ Please be advised that all of the events go through a screening process to review insurance, room set-up, food, availability and other elements of your event.  
☐ Please allow at least a week prior to the date of your event for processing. |
| 3     | Pay the reservation fee                         | ☐ Arrange payment with RH contact person.  
☐ Additional fees may apply for other contracts needed for your event, such as University Police Services. |

The following are the applicable fees for each department in the Residential Housing:
- 4 Smart Classrooms: 20 capacity
- Lounge Spaces: 35 – 40 capacity
- Lounges/Classrooms: $30 for 4 hours or less, $50.00 for over 4 hours
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 Meeting Services. There on after, the representative will be able to make additional room reservations using the On-Line Event Assistant (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 be charged a rental charge.

- University Recognized clubs/organizations may make several types of facility reservations by adhering to USU policies and procedures, which can be viewed at http://usu.csun.edu/OLEA.

**Room reservations for the USU or the SSU are made through Meeting Services:**

**Location:** Meeting Services is located on the East side of the USU, next to the International and Exchange Student Center.

### FACILITY RESERVATION REQUEST PROCEDURES

<table>
<thead>
<tr>
<th>Steps</th>
<th>What to do!</th>
<th>How to do it!</th>
</tr>
</thead>
</table>
| 1     | Fill out and complete the room reservation form | Obtain a form from: [http://usu.csun.edu/OLEA](http://usu.csun.edu/OLEA) and return to Meeting Services in the USU - OR -
|       |             | - Mail the form using campus mail drop (MD) 8272, |
|       |             | - Fax the form to (818) 677-4172, or |
|       |             | - By phone at (818) 677-3644 |
|       |             | For registered users, the Online Event Assistant at [http://usu.csun.edu/OLEA](http://usu.csun.edu/OLEA).
|       |             | Chartered clubs and organizations may make several types of facility reservations by adhering to USU policies and procedures, which can be viewed at: [http://usu.csun.edu/OLEA](http://usu.csun.edu/OLEA). |
| 1.5   | Registering online | To be able to reserve meeting rooms using the Online Event Assistant (OLEA), you must be a current e-board member of your club or organization, listed in the “Clubs and Organization Officer Information Form.” |
|       |             | There on after, the representative will be able to make additional room reservations using the OLEA. |
| 2     | Confirm date/time/location | Contact Meeting Services or the Satellite Student Union** |
| 3     | Pay reservation fee | University recognized clubs/organizations must pay in full at least ten (10) business days prior to the event date. |
|       |             | Payment includes: cash, cashier's check, money order, purchase order, and direct pay stamp. |

### EFFECTIVE JULY 1, 2008: RESERVATION LATE ADD AND LATE CHANGE POLICY & PROCEDURES

- 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 $50.00 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 $50 processing fee).

- All necessary event details, forms and signatures must be submitted along with full payment at the time of the late request.
**Ropes Course**
The Department Recreation and Tourism Management has a recently renovated Ropes Course on-campus. The Ropes Course is an alternative to traditional classroom learning by providing participants with an adventurous activity that requires utilization of goal setting and problem solving skills and strengthens their relationships with other team members.

**Rates, Hours, Participants:**
$40 per person – 4 hours
- Minimum number of participants: 15
- Maximum number of participants: 25

$80 per person – 8 hours
- Minimum number of participants: 15
- Maximum number of participants: 25+

**Resident Housing Reservation Procedures**

<table>
<thead>
<tr>
<th>Steps</th>
<th>What to do?</th>
<th>How to do it!</th>
</tr>
</thead>
</table>
| 1     | Contact the Department Recreation and Tourism Management to inquire about available dates | - Contact department at least one (1) month in advance, contacting the department in advance will better insure you are able to reserve your desired date.  
- Contact the Department Chair, Alan Wright at: **818-677-7601** or via email alan.wright@csun.edu to begin drafting a contract and rate agreement.  
- Be prepared with available dates, times, and number of participants. |
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 contact (818) 677-4236 or via email at mind@csunas.org

**POSTING SUBMISSION PROCESS**

- Requests must be submitted via online form at csunas.org/mind
- Online forms allows for upload of requested post
- Posting will appear on requested date and/or within 3 days of receipt
- Posting will be removed on the requested end date

**REGIONS AVAILABLE**

<table>
<thead>
<tr>
<th>Poster Region</th>
<th>Motion Region</th>
<th>Calendar Region</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Dimension</strong></td>
<td><strong>Dimension</strong></td>
<td>Please use the form on <a href="http://www.csunas.org/mind">www.csunas.org/mind</a> to submit your events</td>
</tr>
<tr>
<td>415 pixels by 636 pixels</td>
<td>716 pixels by 537 pixels</td>
<td>Include: Event Name</td>
</tr>
<tr>
<td>(Tip: You are limited to one poster submission per event and up to 3 slides/events max.)</td>
<td>4:3</td>
<td>Start Date</td>
</tr>
<tr>
<td><strong>File Type</strong></td>
<td><strong>File Type</strong></td>
<td>End Date</td>
</tr>
<tr>
<td>JPEG, PNG, GIF, TIFF</td>
<td>AI, EPS, PDF, MP4</td>
<td>Location</td>
</tr>
<tr>
<td>[Tip: This region is reserved for short video clips (max of 30s) and dynamic ads with motion. For static ads, please use the Poster Region. Keep in mind, there is no audio.]</td>
<td></td>
<td>Time</td>
</tr>
<tr>
<td><strong>File Type</strong></td>
<td><strong>File Type</strong></td>
<td>Website</td>
</tr>
<tr>
<td>JPEG, AI</td>
<td>MP4</td>
<td>General Info</td>
</tr>
<tr>
<td>PNG, EPS, GIF, TIFF</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**GENERAL POSTING POLICIES:**

- Message space will not be provided to off-campus entities (event must be taking place on campus)
- Messages of personal nature will not be posted
- Messages promoting any political figure and campaigns will not be accepted
- Messages must be submitted at least one week prior to the desired start date
- Posting requests will be taken on a first come, first served basis
- Posting requests must clearly include the sponsor organization name
- Posting requests are subject to space availability and content appropriateness
- Messages will be displayed for no longer than two weeks
- Posting requests can be resubmitted but request will be place in queue

**MIND LOCATIONS**

- Student Health Center
- Matador Bookstore
- Jerome Richfield Hall
- Manzanita Hall
- Oviatt Library—West Wing
- Oviatt Library—Central
- Bayramian Hall—Admissions South
- Bayramian Hall—Admissions North
- Bayramian Hall—Lobby
- Housing (Outdoor Mounting)
- Sierra Hall
- University Hall (Outdoor Mounting)
- Sequoia Hall
- Sierra Center
- University Student Union
- Satellite Student Union
### 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. *(University Policies and Procedures 900-04)*

### 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.

### Authorized Events & Activities

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

- 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.

- The sale or offering for sale of food products, wares, paintings, ceramics and the like, produced or handmade may occur on campus if:
  - All proceeds directly benefit an educational program; or
  - The sale or solicitation is authorized through a business arrangement with TUC; or
  - 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.

- 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.

- Advertisements offering for sale property owned by members of the campus community may be approved for posting on A.S. bulletin boards provided regulations issued by the A.S. 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.

- 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.
FACTS ABOUT SELLING & DISTRIBUTING FOOD ON CAMPUS!
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.

FACTS, RULES & REGULATIONS

- Recognized employee groups and recognized student organizations that wish to conduct fundraising bake/food sales on campus must obtain permission through the Matador Involvement Center (MIC).
  - The “food” section of the Field Space Reservation Form, and the Permit to Solicit Funds, must be completed and then signed by the Director of Environmental Health and Safety, Ron Norton, ron.norton@csun.edu.

- 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.

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

- 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.

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.

- 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 at the URL listed below) or on a temporary basis at locations permitted by the MIC or USU, provided:
  a. Such published materials are not already available for sale at the campus bookstore;
  b. 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);
  c. 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 TUC.

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.

FORMS

Field Space Reservation Form or Permit to Solicit Funds (Available in the MIC)

FULL POLICY AVAILABLE AT THE FOLLOWING URL

On-Campus Solicitation of Donations & Non-Commercial Fundraising

**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 (University Policies and Procedures 750-03).

**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. Fundraising activity conducted through University Advancement are exempted from this policy.

<table>
<thead>
<tr>
<th>Step</th>
<th>What to do!</th>
<th>How to do it!</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Obtain an application for a permit &amp; the appropriate event and space reservation form</td>
<td>Visit the MIC or online at: <a href="http://www.csun.edu/getinvolved/permits/">http://www.csun.edu/getinvolved/permits/</a></td>
</tr>
</tbody>
</table>

- All recognized University employee groups, recognized student organizations and clubs, and individual students and employees must obtain the appropriate event and space reservation.

<table>
<thead>
<tr>
<th>Step</th>
<th>What to do!</th>
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</thead>
<tbody>
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<td>Visit the MIC or online at: <a href="http://www.csun.edu/getinvolved/permits/">http://www.csun.edu/getinvolved/permits/</a></td>
</tr>
</tbody>
</table>

- All recognized University employee groups, recognized student organizations and clubs, and individual students and employees must obtain the appropriate event and space reservation.

**Violations**
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.

**Forms**
Field and Space Reservation Form

**Full Policy Available at the Following URL**
[http://www-admn.csun.edu/vp/policies/750_stu_affairs/750-03.pdf](http://www-admn.csun.edu/vp/policies/750_stu_affairs/750-03.pdf)
Selling/Offering Potentially Hazardous Food

OFFERING/SELLING HAZARDOUS FOOD PROCEDURES

<table>
<thead>
<tr>
<th>Steps</th>
<th>What to do?</th>
<th>How to do it!</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Obtain a Request for Authorization to offer/sell potentially Hazardous Food</td>
<td>□ Visit the MIC to pick-up the form or online at: <a href="http://www.csun.edu/getinvolved/pdfs/2011_Request%20for%20Authorization.pdf">http://www.csun.edu/getinvolved/pdfs/2011_Request%20for%20Authorization.pdf</a>.</td>
</tr>
<tr>
<td>2</td>
<td>Review the proper guidelines for selling/offering potentially hazardous food</td>
<td>□ Visit the MIC to pick-up the form or online at: <a href="http://www.csun.edu/getinvolved/pdfs/FoodSafetyGuidelines.pdf">http://www.csun.edu/getinvolved/pdfs/FoodSafetyGuidelines.pdf</a>.</td>
</tr>
<tr>
<td>3</td>
<td>Submit request</td>
<td>□ Request must be submitted to the Environmental Health and Safety department five (5) business days before the date to offer/sell Potentially Hazardous Foods. Please call ahead: (818) 677-2401.</td>
</tr>
<tr>
<td>4</td>
<td>Once form has been submitted and approved, return it to the MIC to obtain the appropriate location reservation form.</td>
<td>□ When form is approved and authorized, the club MUST have the approved form on-hand the day(s) the event is distributing food. □ Club will be subject to inspection by authorized University personnel, insuring the organization has Environmental Health &amp; Safety approval.</td>
</tr>
</tbody>
</table>

POTENTIALLY HAZARDOUS FOOD (PHF)

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

- Poultry, egg, pork or beef products
- Potato, macaroni, fish or chicken salads
- Meat and fish sauces
- Milk and dairy products
- Cooked pasta and vegetables
- Casseroles, soups, and vegetable juices
- **Prohibited Food**
  - 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)*
  - Note: You may not prepare potentially hazardous foods at home!
- *Food obtained from an approved source (i.e. restaurant or cafeteria) must be licensed through the Los Angeles County Health Department.*
- Persons who are handling food must not handle money and vice versa
- List of event food handlers must be provided
- 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 (above 135°F) and cold food cold (below 41°F).
- Environmental Health and Safety will randomly survey event to insure the guidelines are followed correctly and infractions will be reported to the MIC

For the full list of guidelines visit http://www.csun.edu/getinvolved/pdfs/FoodSafetyGuidelines.pdf.
**Public Meeting, Rallies, Performances, and Similar Events**

**Policy**
The use of campus buildings 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 (University Policies and Procedures 900-02).

**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.

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**RESERVING PUBLIC MEETINGS, RALLIES, & PERFORMANCES PROCEDURES**

<table>
<thead>
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<tr>
<td>On-Campus Individuals, Groups, and Organizations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Obtain an application for Permit</td>
<td>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 from the Matador Involvement Center (MIC)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Events held within <strong>University Student Union</strong> or <strong>the Satellite Student Union</strong> from the University Student Union Meeting Services Office (<a href="http://usu.csun.edu/olea/">http://usu.csun.edu/olea/</a>).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Events held within academic buildings from the <strong>Room Reservations Office</strong> (818) 677-3283 (<a href="http://www.csun.edu/academic.resources/RoomRes.html">http://www.csun.edu/academic.resources/RoomRes.html</a>).</td>
</tr>
</tbody>
</table>
| 2 | Schedule a date and time | Contact appropriate venue and schedule date/time. [
TIP: Depending on event, you may need to book venue in advance, anywhere from 6-3 months to ensure your event gets on calendar] |  
| 3 | Confirm date and time | Obtain signatures. |  
| 4 | Pay the appropriate venue | Submit forms to the MIC. |  

**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, [http://www.csun.edu/licensing/](http://www.csun.edu/licensing/) for a Permit Application

**Full Policy Available at the Following URL**
The following guidelines are offered to assist students in planning organizational social events. Careful thought and planning should surround each and every event in which a fraternity/sorority accepts the responsibility of acting as a special hosting.

Every off-campus event must be registered with the Matador Involvement Center, utilizing the “Off-Campus Events Registration” form at least 72 hours prior to the event. It is suggested that event be registered as soon as the event is thoroughly planned so that revisions can be incorporated into the event if appropriate.

EVENT PLANNING

Once the “Off-Campus Event Registration” form is completed, the event planner must meet with an Activities Coordinator in the Matador Involvement Center. The event planner should be prepared to discuss, in detail, the following arrangements:

A. 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 cannot promote the use of alcohol.

B. The method that is being utilized to obtain the event guest list. The guest list must be at the entrance to the event at all times.

C. The procedures that are to be utilized in checking the identification of each person attempting to attend 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 wrist bands to identify persons of legal age is present at the event. The use of wristbands to identify persons of legal age is encouraged.

D. The type and quantity of Non-Alcoholic Beverages (NABs) that will be provided.

E. The type and quantity of food that will be served.

F. The arrangements that have been made to respond to intoxicated persons at the events, should alcohol be present. This, includes, but is not limited to, persons who become intoxicated and unruly at the event, and persons who attempt to leave the event in an intoxicated state.

G. The actions that the organization has taken to notify and work with neighbors to promote positive ongoing community relations.

H. The specifics of implementing the organization’s written plan for hosting social events, should alcohol be present.

Following submission of the “Off-Campus Event Registration,” the event planner must attend an Off-Campus Event meeting with the Activities Coordinator, held weekly in the Matador Involvement Center. Follow-up with the fraternity/sorority advisor may be required.

For specific references to these policies, please contact the Fraternity & Sorority Life Advisor in the Matador Involvement Center. Questions about guidelines may be addressed to the Office of the Vice President of Student Affairs.

CONSULTATION WITH THE MATADOR INVOLVEMENT CENTER & DEPARTMENT OF POLICE SERVICES

Following the consultation in the Matador Involvement Center, the event planner must meet with a representative of the Department of Police Services (Campus Police). The event planner should be prepared to discuss, in detail, the following arrangements:

- 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 for this person must be provided. Additionally, the names of the persons who will be acting as servers and as monitors should be available.
- The measures that the organization is prepared to take to respond to complaints during the events.
- The arrangements that the organization has made for providing safe transportation from the event for guests.
### 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. 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 as outlined in these guidelines.

### DESIGNATED PARKING LOT:
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.

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 only operates a pay-per-drink bar. No free distribution of alcohol is allowed and no admission paid by guest can include alcohol.
- A maximum 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
Refer to [http://www.csun.edu/getinvolved/fraternity/bus_guidelines.htm](http://www.csun.edu/getinvolved/fraternity/bus_guidelines.htm) for the practices for the following events:

- **Level A Event**: Non-Alcohol events such as chapter retreats, brotherhood/sisterhood events.
- **Level B Event**: Events include alcohol at destination. Chapter date parties, formals, 1 guest to active member ratio not to exceed 250.
- **Level C Event**: Events include alcohol at destination. Chapter sponsored parties that include a higher ratio than 1 guest per active member not to exceed 600.

### 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.

**Full Guidelines Available at the Following URL**
[http://www.csun.edu/getinvolved/fraternity/bus_guidelines.htm](http://www.csun.edu/getinvolved/fraternity/bus_guidelines.htm)
**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 polices 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 policies of Student Housing (https://housing.csun.edu/pdf/Student_Handbook_2012-13.pdf).

- 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 policies of the University Student Union (http://usu.csun.edu/reservations/eventplanning/pdf/Policy-AlcoholService.pdf).

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.

**Full Policy Available at the Following URL**

**To Sponsor Events with Alcoholic Beverages Please See the Campus Alcohol Policy**

- Request for Use of Alcohol Instructions

- Request for Alcohol Form
Police Services and Parking Services

POLICE SERVICES REQUIREMENTS FOR POLICE DETAILS AND SPECIAL EVENTS ON CAMPUSS

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

- **PARKING ENFORCEMENT OFFICER DETAIL**
  For large events with special parking needs beyond what 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.

- **COMMUNITY SERVICE ASSISTANT (CSA)**
  The Department of Police Services employs approximately (40) forty 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. However, student staff may be assigned to special events as “eyes and ears” security coverage for door monitoring or similar tasks, to augment police security services. The decision whether or not to utilize student CSAs will be assessed on a case by case basis. Community Service Assistant coverage requires a (7) seven day notice.

NOTICE PERIOD FOR THE REQUEST OF SERVICES

Contract agreement between the California State University System and the Statewide University Police Union (SUPA), require:

- A fourteen (14) day notice period to police officers for overtime details
- All requests for police services must be received by the University Police at least fourteen (14) days prior to the event.

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, 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.

- 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
- The Department of Police Services works closely in event planning with all campus organizations to provide a reasonably safe environment for special events; HOWEVER, the final decision on all event security measures and police services staffing levels is the responsibility of the Chief of Police.

FACTS:

- Any request for police services which is under the fourteen (14) day contractual requirement may be denied by the Department of University Police Services, thus prohibiting the event from taking place if the event requires police details
- Requests for parking officer detail coverage require a twenty-four (24) days notice
**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 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.

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 our Detail Sergeant, Jim Stotler at (818) 677-6215 or Captain Alfredo “Fred” Fernandez (818) 677-3961.

**SPECIAL EVENT PLANNING INVOLVING PARKING SERVICES**
When planning a “special event” of any kind that involves the use of campus parking, you are encouraged to comply with the following recommendations:

- **Contact the Parking Office in the planning stage for your event regarding your parking needs.**
- **Advise your participants about the rules and regulations relative to parking on the CSUN campus. A CSUN parking permit is required to park on campus.**
- **The cost of a CSUN daily parking permit is $6.00. This will allow the vehicle to park in students’ lots only, unless other arrangements have been made. For instance, parking may be arranged for a group to park in the same lot in spaces provided by the participants.**
- **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.**
- **The parking permits for an event must be generated by the Special Events Coordinator.**
- **For further information, please call Vena Jordan at (818) 677-2157 or Capt. Alfredo “Fred” Fernandez at (818) 677-3961.**

Complete the Special Event Planning Worksheet located at: [http://www-admn.csun.edu/parking/events/Special_Events.htm](http://www-admn.csun.edu/parking/events/Special_Events.htm)
Dissemination of Information

**Handbills, Circulars, Petitions, Surveys, Questionnaires, & Other Forms of Written Materials**

**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.

**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 (University Policies and Procedures 750-01).

**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, http://www.csun.edu/getinvolved/pdfs/Application_to_Distribute&_Post_Information_09-10.pdf.

**Sample Copy:**
Sample copies of the literature to be distributed must be submitted to the MIC.
- One stamped copy must be processed by each distributor and produced upon request.
- The stamped copy will serve as a permit to distribute.

**Clean Up:**
It is expected that all organizations and individuals disseminating materials will take all possible precautions to preserve the beauty and order of the campus. All materials on University grounds need to be picked up.

**Distribution:**
- 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.
- **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.
- Associated Students, Inc. 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 with the Matador Involvement Center staff. **Only one flyer per board for each event is allowed.** All others will be immediately removed.
- Any materials posted covering other materials will be removed.
- Materials posted by University recognized groups and departments must not conflict with policies of the State of California nor 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 only be used to designate the location of the event.

**Locations:**
- Literature may be distributed in all outside areas of campus and is prohibited in buildings.
- Distribution of literature, setting up of tables or similar furniture may not limit traffic, interfere with classes or students studying in the library.
- 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.

**Distribution Time:**
- Literature can be distributed up to 4 weeks from the date of approval.
- After 4 weeks, literature needs to be re-approved for distribution.

**Full Policy for Posting of Literature and Full Policy for Distribution of Literature**
**Posting Printed Material**

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 (University Policies and Procedures 750-02).

A privilege enjoyed by University Recognized and Associated Students, Inc. chartered clubs, organizations and University departments is the publicizing of events and activities on campus.

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.

**PROCEDURES FOR POSTING**

The following are the procedures for posting on campus:

1. The time limit for posting on Associated Students, Inc. boards is three weeks for A.S. Sponsored events and two weeks for others. On-going services sponsored by A.S. may be posted indefinitely as space provides. The time limit for University Student Union boards is two weeks for all groups.

2. A list of approved bulletin board locations is available in the Matador Involvement Center or by visiting [www.csun.edu/getinvolved](http://www.csun.edu/getinvolved).

3. Other bulletin boards and display areas such as classrooms have been reserved for departmental, and faculty use. They are not for A.S. 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 x 17, and must be stamped “APPROVED FOR POSTING” by the Matador Involvement Center, University Student Union, Room 121. 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. Associated Students, Inc. 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 with 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 University Recognized and A.S. chartered groups and 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 only be used to designate the location of the event.

**Non-Commercial Notices:**

Individual students may place personal, non-commercial notices on 3 x 5 cards, as space permits, on A.S. 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.
# Procedures for Billboards, Booths & Banners

## Procedures Governing Billboards and Booths on Campus:

1. **Only University Recognized 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.

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 4 feet x 8 feet or 8 feet x 4 feet**. Support structures may not exceed 2 feet x 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) 4 to 5 business days prior to the start of the desired display period.
- Banners are hung for a period not to exceed 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 4 to 5 business days prior to the requested installation date.
- Application shall be submitted to CSUN Facilities, Planning, Design and Construction Office (FPDC) located in University Hall, Room 325.

### Mounting on Light Posts

- Refer to Policy located at FPDC or MIC.

### 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 FPDC.
Sidewalk Chalking

Chalking on the grounds of California State University, Northridge will be permitted in designated time, place and manner. All University recognized clubs and organizations and University departments must complete an “Application for Permit to Chalk” 10 business days before the actual event or activity, only one (1) permit per academic semester may be issued to a club/organization/department.

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</thead>
<tbody>
<tr>
<td>1</td>
<td>Pick-up an application for Permit to Chalk</td>
<td>❑ Visit the MIC. Applications are available at the front desk and online: <a href="http://www.csun.edu/getinvolved/permits">www.csun.edu/getinvolved/permits</a>&lt;br&gt;❑ An “Application for Permit to Chalk” must be approved prior to any chalking of University grounds. A diagram of the proposed chalking must be submitted with each request.&lt;br&gt;❑ Only University Recognized Clubs and Organizations and University Departments will be allowed to chalk.&lt;br&gt;❑ Associated Students, Inc. elections committees, candidates or personnel cannot use chalking as a campaign tool&lt;br&gt;❑ Only one (1) reservation per week will be authorized for each location.</td>
</tr>
<tr>
<td>2</td>
<td>Once you have received approval</td>
<td>❑ Chalking will be allowed for a maximum of 3 consecutive days.&lt;br&gt;❑ The area chalked must be completely cleaned up by the end of the 3rd day&lt;br&gt;❑ A Physical Plant Management Service Chargeback form must be submitted. The organization will be billed in the event that the clean up is not completed</td>
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Chalking will be permitted in the following locations:<br>❑ Cleary Walk<br>❑ Matador Walk (no chalking permitted in the section of Matador Walk in front of the Oviatt Library)<br>❑ Sierra Walk<br>❑ Mike Curb College Arts Walk (no chalking permitted adjacent to the VPAC)<br>❑ Only one (1) location will be designated per permit. Only water soluble chalk may be used for chalking. Chalk may be obtained from the Matador Involvement Center.
**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.

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### PROCEDURES TO SECURE MATADOR SQUARE

<table>
<thead>
<tr>
<th>Steps</th>
<th>What to do?</th>
<th>How to do it &amp; 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 & 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. |
Establishing Banking Services

BANKING

- 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., Inc. Clubs and Organizations which violate this policy will have an administrative review as defined in the Code of Ethics for University Recognized Clubs and Organizations. Student groups wishing to open off-campus bank accounts must obtain their own Federal Tax ID as outlined by the Federal Government. For more information visit http://www.irs.gov/charities/charitable/index.html.

- 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 http://www.csunas.org. If you have questions regarding this policy, please contact Vicki Allen, Assistant Director for Student Involvement, in the Matador Involvement Center.
The fiscal year for clubs and organization is July 1 through June 30.

There are two (2) types of funding available for student clubs and organizations:
- Annual allocation (current annual budget information is available at http://www.csunas.org/)
- Supplemental funding (or the budget amendment form is available at http://www.csunas.org/)

- Student clubs and organizations seeking funding for their annual budget need to report to workshops that are held in the month of October.
- During these workshops, student leaders receive instructions on how to fill out the application and on what is and is not fundable.
- The application for the following year is due in the middle of November.
- Once your annual allocation budget application is submitted, you present it to the Finance Committee at a hearing in January.
- Once it is reviewed, the Finance Committee recommends a budget to the A.S. President, and then to the Senate.
- For a full description of the annual allocation process, refer to the AS Budget Language at: http://www.csunas.org/finance

The annual allocation funding takes place in the fall semester of the school year. Below is the process:

**SUPPLEMENTAL FUNDING**
Supplemental funding is available for new funding, or to transfer or change the purpose of existing funding. To access the application and further explanation of the instructions on how to submit the applications please refer to http://www.csunas.org/finance

The supplemental funding application process can take four (4) weeks. Please review the process below:
- WEEK 1: The Budget Amendment Request Form is due by 12:00 p.m. every Wednesday.
- WEEK 2: After you have submitted your budget application, the A.S. Finance Committee meets to discuss and make recommendations the following Monday. **Your attendance at this meeting is required.**
- WEEK 3: The following Tuesday at 2:00 p.m., the A.S. Senate considers the recommendations made by the Finance Committee.
- WEEK 4: If your request is approved, visit A.S. Financial Services Office in Bayramian Hall 240 to complete forms to access your funds.

**REQUEST FOR FUNDING:**
A.S. requires three (3) signatures to complete the process of the application.
1. Officer of the organization (should also be listed on the University Recognition Documents);
2. The Club/Organization Advisor; and
3. Sponsoring A.S. Senator (please leave plenty of time to discuss the proposal).

- For a complete listing of A.S. Senators and Cabinet members, please visit: http://www.csunas.org/studentgovernment/officers

**SEEKING MODEST FUNDING ($500 OR LESS)**
Clubs and organizations seeking a modest ($500) amount of funding for event insurance, travel or for interpretive services, may request funds without necessarily requiring an A.S. Finance Committee and Senate review. Requests may be made to the Director or Assistant Director of Finance at financedirector@csunas.org. Forms are also available at the website and in the Central Office.
## 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 A.S. Budget Language.

### REIMBURSEMENTS

- **Reimbursements are not allowed on Personal Services.**

- Submit: Original invoices, receipts, order forms, memos, etc. that identifies the purchase must be attached. Advances must have the appropriate advance request form filled out and attached to the disbursement.

- The expenditure request must be approved by the department advisor, and forwarded to A.S. Accounting and Financial Services (A&FS).

- All signatures must be in blue or black pen; signature stamps will not be accepted. The expenditure request (see sample attached) 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 A.S. A&FS, or mailed

- Checks are normally issued within five working days of receipt of the expenditure request by A.S. A&FS. 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 pm on the date issued. Whenever possible, checks marked “mailed” are sent to the post office the day after they are issued.

### PURCHASE ORDERS / 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.**

**PURCHASE ORDERS**

The expenditure request is used as a purchase requisition form. It is available on the A.S. website: www.csunas.org. 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 A.S. 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.
## Obtaining Services from Campus Services Providers

<table>
<thead>
<tr>
<th>Steps</th>
<th>What to do</th>
<th>How to do it &amp; What to Consider</th>
</tr>
</thead>
<tbody>
<tr>
<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 A.S. website <a href="http://www.csunas.org">www.csunas.org</a>. Go to forms, chargeback’s, and locate the appropriate form for the service you want.</td>
</tr>
<tr>
<td>2</td>
<td>Complete the requisition, including chart fields.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Print the requisition, and obtain your University advisor’s signature.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>The requisition is forwarded to A.S. A&amp;FS for processing.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Once received by A.S. A&amp;FS, 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>
</tr>
</tbody>
</table>

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 A.S. A&FS for the increase.
- The invoice will be sent to A.S. A&FS, 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.

## University Chargeback

To obtain University Chargeback forms visit [http://www.csunas.org/forms/index.php](http://www.csunas.org/forms/index.php) under Financial Forms click Chargeback. The following is a list of the most commonly used chargeback forms:

- Campus Security Services (CSA)
- Physical Plant Management (PPM)
- National Center on Deafness (NCOD)
- Quickcopies/Reprographics Requisition
- Parking - Guest Reservations
- University Postal Services Requisition
A.S. Tax ID Number

**HOW TO USE THE A.S. TAX ID NUMBER TO BE ELIGIBLE TO RECEIVE TAX-DEDUCTIBLE DONATIONS.**
As a privilege of chartering by the Associated Students, Inc., student organizations obtain access to the A.S. 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 A.S. 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 A.S. may do so as well. To do so, the following sets of principles must be in effect:

<table>
<thead>
<tr>
<th>Principle</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>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 A.S. The A.S. can accept a VCR but not a handgun. Attending a television taping would be acceptable but a wine-tasting event would not.</td>
</tr>
<tr>
<td>2.</td>
<td>The donation must be intended for a use that is similarly compatible with the educational mission of both the organization and the A.S. Cash to support a high school conference or an item to be awarded at a concert would be acceptable. Support for a party would not.</td>
</tr>
<tr>
<td>3.</td>
<td>It is important to remember that the donation is a donation to the A.S., and so all aspects of the donation must be compatible with the A.S. mission. Any cash donations MUST be deposited into an A.S. agency or budget fund. Any donated goods are considered the property of the A.S.</td>
</tr>
</tbody>
</table>

**TO ACESS THAT STATUS, PRIOR TO ACCEPTING THE DONATION,**
groups must prepare a brief, three-paragraph memorandum or email, to include:

- 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;
- The nature of the solicitation and the kind and value of the donation itself, and
- 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 A.S. Central Office in the USU. The group and the donor complete that form for each donation and submit it for approval to the A.S. Central Office.

- **Processing such donations** bears a cost to the A.S. 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. (Taxidpolicy0607)
**ADMISSIONS AND RECORDS**
Bayramian Hall 100  
818/677-3700  
Mailcode: 8207

**ALUMNI RELATIONS**
University Hall 305  
818/677-2137  
Mailcode: 8385

**ASSOCIATED STUDENTS, INC.**
University Student Union 100  
President: Christopher Woolet  
Vice President: Talar Alexanian  
818/677-2477  
Mailcode: 8260  

Accounting Office  
Bayramian Hall 240  
818/677-2389  
Mailcode: 8350

Children’s Center, Sandy Abrams  
18343 Plummer St.  
818/677-2012 x3596  
Mailcode: 8278

Coordinator of Student Leadership, Leanne Vincent  
University Student Union 100  
818/677-2477  
Mailcode: 8260

General Manager, David Crandall  
University Student Union 100  
818/677-3640  
Mailcode: 8260

Government Secretary, Brenda Lacy  
University Student Union 100  
818/677-2477  
Mailcode: 8260

Liability Insurance, David Crandall (Clubs & Orgs)  
University Student Union 100  
818/677-3640  
Mailcode: 8260

Liability Insurance, Trent Morgan (Sports Clubs)  
University Student Union 100  
818/677-7919  
Mailcode: 8260

Recreation Sports  
Redwood Hall 100  
818/677-3225  
Mailcode: 8260

Recycling Coordinator, Cyndi Signett  
University Student Union 100  
818/677-4262  
Mailcode: 8260

Student Productions and Campus Entertainment  
University Student Union 100  
818/677-2477  
Mailcode: 8260

Ticket Office  
University Student Union  
818/677-2488  
Mailcode: 8319

**ATHLETIC DEPARTMENT**  
818/677-3208  
Mailcode: 8276

**CAMPUS ACTIVITIES / MATADOR INVOLVEMENT CENTER**
- Clubs & Organizations  
  818/677-5111  
  Mailcode: 8344
- Greek Life  
  818/677-5111  
  Mailcode: 8344
- Community & Volunteer Opportunities
- Leadership Programs

**CAREER CENTER**  
University Hall 105  
818/677-2878  
Mailcode: 8241
<table>
<thead>
<tr>
<th><strong>CATERING / ORANGE GROVE BISTRO</strong></th>
<th>818/ 677-2076</th>
<th>Mailcode: 8271</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DISABILITIES RESOURCES &amp; EDUCATIONAL SERVICES</strong></td>
<td>Bayramian Hall 110</td>
<td>818/ 677-2684 (V/TTY)</td>
</tr>
<tr>
<td><strong>ENVIRONMENTAL HEALTH AND SAFETY &amp; RISK MANAGEMENT</strong></td>
<td>Corp Yard 218, Halsted</td>
<td>818/677-2401</td>
</tr>
<tr>
<td><strong>INTERNATIONAL AND EXCHANGE STUDENT CENTER</strong></td>
<td>University Student Union</td>
<td>818/677-3053</td>
</tr>
<tr>
<td><strong>NATIONAL CENTER ON DEAFNESS</strong></td>
<td>818/ 677-2611</td>
<td>Mailcode: 8267</td>
</tr>
<tr>
<td><strong>PHYSICAL PLANT MANAGEMENT (PPM)</strong></td>
<td>Etiwanda &amp; Plummer (next to Art Buildings)</td>
<td>818/ 677-2222</td>
</tr>
<tr>
<td><strong>POLICE SERVICES</strong></td>
<td>DPS, 9222 Darby Ave.</td>
<td>818/ 677-2266</td>
</tr>
<tr>
<td><strong>ROOM / FACILITIES RESERVATIONS</strong></td>
<td>University Hall 270</td>
<td>818/677-3283</td>
</tr>
<tr>
<td><strong>STUDENT HEALTH CENTER / LIVING WELL LOUNGE</strong></td>
<td>818/677-3666</td>
<td>818/677-5762</td>
</tr>
<tr>
<td><strong>SUNDAIL, DAILY</strong></td>
<td>818/ 677-2998</td>
<td>Mailcode: 8258</td>
</tr>
<tr>
<td><strong>UNIVERSITY STUDENT UNION</strong></td>
<td>818/677-2251</td>
<td>Mailcode: 8272</td>
</tr>
<tr>
<td><strong>Board of Directors</strong></td>
<td>818/677-6032</td>
<td></td>
</tr>
<tr>
<td><strong>Building Managers</strong></td>
<td>818/677-6020</td>
<td>Mailcode: 8272</td>
</tr>
<tr>
<td><strong>Reservations and Events Services</strong></td>
<td>USU/SSU Room Reservations</td>
<td>818/677-3644</td>
</tr>
</tbody>
</table>
Matador Involvement Center (MIC) Staff

Vicki Allen, Assistant Director for Student Involvement
Dr. Jamison Keller, Activities Coordinator, Fraternity & Sorority Life
Augie Garibay, Activities Coordinator, Clubs & Organizations
Justin Weiss, Activities Coordinator, Volunteer Program & Services
Jennifer Villarreal, Activities Coordinator, Leadership Programs
Colleen Frenck, Administrative Support Assistant

For assistance and support, contact:
Matador Involvement Center (MIC)
18111 Nordhoff Street
Northridge, CA 91330-8344
(818) 677-5111
www.csun.edu/getinvolved