

Matador Involvement Center Reserving Space on Campus

Location

University Outdoor Space

(i.e., Matador Square, Sierra Lawns, Matador Walk, OST Lawn, etc.)

Contact Information

Matador Involvement Center

818-677-5111

micevents@csun.edu

Hours of operation, Monday to Friday 8am to 5pm

How to Submit a Request

1. Go to the [Matador Involvement Center](#) webpage and select Reservations from the main menu.
2. Select Reserve an Outdoor Space or Table for a Recognized Student Organization
3. Submit the form with all required information.
4. Incomplete requests will not be considered

Submission Deadlines

- Requests for outdoor space can take seven (7) to thirty (30) business days to be processed.
- Request submitted less than seven (7) business days prior to the event may be denied.
- Recommend submitting requests at least fourteen (14) business days prior to the event.
- Events that require a fire permit, special event permit, or involve more than 100 individuals and will include selling and/or offering food must be submitted at least thirty (30) business days prior to the date of the event.

Location

University Student Union

(i.e., Northridge Center Complex, Grand Salon, Thousand Oaks room, Plaza del Sol, etc.)

USU Resources

- [USU Facility Use Policy](#)
- [USU Frequently Asked Questions](#)

Contact Information

USU Reservations and Event Services

(818) 677-3644

usuresrv@csun.edu

Hours of operation, Monday to Friday 8am to 5pm

How to Submit a Request

1. Go to the [USU Request a Space](#) webpage
2. Select the Request a Space button
3. Scroll down to Reservation Process
4. Select the appropriate tab (i.e., Simple Reservation or Complex Reservation) to submit a request through the Mazévo portal

Note: Only the President and Treasurer listed on the organization's Matasync page can submit a reservation request.

Submission Deadlines

- Please allow up to three (3) business days to process simple reservation request
- Submit complex reservation at least thirty (30) business days in advance

Location

Classrooms/Lecture Rooms

Contact Information

Academic Resources

(818) 677-3283

academicscheduling@csun.edu

Hours of operation, Monday to Friday 8am to 5pm

How to Submit a Request

Complete and submit the Lecture Room request form available on the [Academic Resources and Planning](#) webpage.

Note: Only students listed as an officer on the organization's Matasync page can submit a reservation request.

Submission Deadlines

A response will be provided within three (3) business days.

Location

Athletic Facilities

Contact Information

AS Sports Clubs

specialevents@csunas.org

Hours of operation, Monday to Friday 8am to 5pm

How to Submit a Request

1. Go to the [AS Sports Club](#) webpage
2. Select Special Events from the navigation menu
3. Next, select the Special Events Request form

Note: Only active recognized student organizations can submit a reservation request.

Submission Deadlines

- All special event requests should be submitted at least three (3) weeks prior to the event date.
- Event promotion is prohibited until the reservation is confirmed.

Location

Tabling

Contact Information

Matador Involvement Center

818-677-5111

micevents@csun.edu

Hours of operation, Monday to Friday 8am to 5pm

How to Submit a Request

1. Go to the [Matador Involvement Center](#) webpage and select Reservations from the main menu.
2. Select Reserve an Outdoor Space or Table for a Recognized Student Organization.
3. Submit the form with all required information.

Incomplete requests will not be considered and will be denied.

Submission Deadlines

- Submit request at least 7 business days in advance.
- Requests received less than 7 business days in advance may not be approved.
- RSOs must have an approved tabling request on file with the MIC to utilize one of the concrete tables.