



RESERVATIONS AND EVENT SERVICES

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

Recognized Student Club/Organization Weekly Meeting Request Form

Organization Information

Recognized Student Club/Organization _____ E-mail Address _____

Meeting Coordinator _____ Day Phone Number _____ Cell Phone Number _____ Fax Number _____

Organization Mailing Address _____

Meeting Title _____

Meeting Entails Discourse Performance Rehearsal Physical Activity Live Music Refreshments
(Check all that apply)

Meeting Time Start _____ a.m./p.m. End _____ a.m./p.m.

Will your organization meet during: Finals Week? Yes No
 (If yes, fees may apply) Semester Break? Yes No
 Campus Holidays? Yes No

Room Preference _____ Second Choice _____ Expected Attendance _____

Setup Preference As is' Banquet Classroom Conference Theater
(Setup fees may apply)

[†] Room setup will be maintained standard.

Equipment (fees may apply)

Qty. _____ TV/DVD Qty. _____ Table 6' x 30" Qty. _____ Mic. Wireless Handheld Qty. _____ PA System
 Qty. _____ TV/VCR Qty. _____ Microphone Qty. _____ Mic. Wireless Lapel Qty. _____ Data Projector
 Qty. _____ Podium Qty. _____ Mic. Wireless Headset Qty. _____ Flip Chart Qty. _____ Screen
 Qty. _____ Other _____

List Dates for Meetings

Example	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
1 4	/	/	/	/	/	/	/	/	/	/	/	/
8	/	/	/	/	/	/	/	/	/	/	/	/
15	/	/	/	/	/	/	/	/	/	/	/	/
22	/	/	/	/	/	/	/	/	/	/	/	/
29	/	/	/	/	/	/	/	/	/	/	/	/

I understand that I must be a registered member of the organization and that this is not a reservation agreement. This is only a request and does not entitle usage of any rooms at the University Student Union, Inc. facilities.

Coordinator Signature _____ Date _____

Office Use Only Received: _____ Accepted By: _____



UNIVERSITY STUDENT UNION

California State University Northridge

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

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

Simple events:

- Conform to established building hours
- May have simple audio-visual equipment, (i.e. flipchart, TV/VCR, Data Projector)

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

Complex events:

- Exceed established building hours
- Require dedicated service personnel
- Require complex audio-visual equipment, (i.e. Concert PA)
- Require a non-standard room setup and/or facility use
- Request/require a policy exception
- An admission fee is collected at the door and/or admission tickets are sold in advance of the event.
- Complex events may include but are not limited to dances, concerts, fashion shows, talent shows, conferences, banquets, variety shows, comedy shows, lectures, and guest speakers.

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

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

Due to the high volume of requests received daily, Meeting Services office staff:

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

