

California State University, San Bernardino
Office of Housing & Residential Life
Space Reservation Policy

Please initial all

- 1. Reservations are limited to CSUSB Housing and Residential Life Staff Organizations; CSUSB Departments; CSUSB affiliated Organizations.
- 2. A reservation request must be submitted at least one week in advance. Late reservations may not be approved.
- 3. All reservations shall be alcohol, smoke & tobacco free. There shall be no exceptions to this rule.
- 4. All Office of Housing and Residence Life policies are in effect and must be followed.
- 5. Participation is limited to 50 for inside locations and 150 for outside locations.
- 6. UPD approval is needed if either/or: more than 100 participants are expected; the event is being advertised off-campus; if the event is a party/dance/concert.
- 7. Outside locations may not be reserved during Housing sanctioned quiet hours (Sunday-Thursday 10pm-8am & Friday-Saturday 12am-8am).
- 8. All events must be open to resident participation, there may not be any "closed events."
- 9. Space may only be reserved by recognized departments / student organizations. Student organizations will need approval from SLD.
- 10. CSUSB affiliated organizations will be allowed to reserve the use of a Housing location only ONE time each academic quarter.
- 11. CSUSB Departments; CSUSB affiliated Organizations will be asked for a \$50 deposit (in the form of a check or money order). The deposit will be returned after the event only if there are no damages or clean-up charges.
- 12. CSUSB Departments; CSUSB affiliated Organizations will be allowed to reserve the use of a Housing location only in co-sponsorship with a Residence Life staff member (i.e. RA, professional staff). The staff member must be available and visible for the entire event.
- 13. Table, chairs, room set-ups or other equipment are not available through the Office of Housing and Residence Life.
- 14. Tables, chairs and equipment originally located in the reserved location are not to be removed. At the conclusion of your event, all furniture should be returned to its proper location.
- 15. Prior approval is required to have food and/or drinks present at the event. Approval is needed by dining services and environmental health and safety.
- 16. All trash/recyclables must be removed and deposited in one of the outside dumpsters.
- 17. The reserved location must be returned to the condition it was found prior to the event.
- 18. The organization/department will be responsible for any damages and/or cleaning charges related to the event.
- 19. The Office of Housing and Residence Life holds the right to refuse reservations.
- 20. The Office of Housing and Residence Life holds the right to "shut-down" an event and keep the deposit if it is not meeting expectations and/or policies are being violated.

**Office of Housing and Residential Life - CSUSB
Space Reservation Form**

Event Name: _____ Date of Event: _____

Description of Event: _____

Set-up Time: _____ Start Time of Event: _____ End Time of Event: _____ # of Participants: _____

Group Responsible for Event: _____

Event Coordinator/Person Responsible: _____

Contact E-mail: _____ Contact Phone Number: _____

Contact Address: _____

Housing Co-sponsors Name (i.e. RA, HC, PC, Pro-Staff): _____ Phone #: _____

SLD Approval (student orgs only - must be recognized on-campus group): _____

UPD Approval (needed if attendance expected is over 100; event is being advertised off-campus; or event is a dance/concert):

Name Signature Date

Will food be served? Yes No If yes, approval is needed from Dining Service

Dining Service: _____

Name Signature Date

Food to be provided by Dining Services ____ Dining Services approves group serving: _____

(A Food Event Notification form is **required** for events involving food and/or beverage not provided by Dining Services in which the campus community (staff, faculty, students) have been invited. To obtain this form, go to <http://adminfin.csusb.edu/ehs/Forms.htm>. For any further questions, call campus Environmental Health & Safety at (909) 537-5179)

Deposit: \$50 check made out to CSUSB Office of Housing and Residence Life: Received Not Received

Requested Location:

- Inside (Limited to: 50 Participants)*
- Village Square
 - University Village Multi-Purpose Room

- Outside (Limited to: 150 Participants)*
- Village Square Pool Area
 - Serrano Village Quad
 - University Village Pool Area*
- *No Amplified sound in these areas

As a representative of my organization, I acknowledge reading the reservation CSUSB OHRL reservation policies and agree to abide by them: _____

Signature Date

Office Use Only:

Date Received: _____	Received By: _____
Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No	Reason if Not Approved: _____
Date Approved: _____	Approval By: _____
Date of Confirmation: _____	<input type="checkbox"/> Phone <input type="checkbox"/> Email