

Reserving Campus Facilities

The purpose of this section is to acquaint student organizations with the services and facilities available at the University-Student Union and the Cal State L.A. campus and to outline the general policies and procedures governing facility use.

The best service and assignment of facilities is made with advance planning. The Union Reservations Office is located in the University-Student Union, room 401. The staff is available to assist you in making your event successful. It is suggested that you consult with the Union Reservations staff prior to making definite plans to ensure facility and equipment availability.

Organizations must be recognized to reserve facilities on campus. To maintain recognition, student organization members must complete a Student Organization Officer Information Form during the fall and spring quarters and attend the Student Organization Meeting each quarter. All existing reservations will be canceled if the form is not updated by the deadline (two weeks after the required Student Organization Meeting).

Recognized student organizations have the following benefits within the University-Student Union:

- Services provided at no charge:
 - Room rental with standard setup
 - Use of available University-Student Union equipment within the U-SU premises

- Services provided with a charge:
 - Room rental for events, which meet the Special Event Criteria A (i.e., the primary purpose of the event is for the solicitation of goods or services)
 - Any non-standard room setup
 - Subcontracted room services (such as linen rental)
 - Extended building hours and personnel fees (such as a Building Manager, or Audio/Visual Technician as designated by Union Reservations)
 - Facilities Operations charges
 - Public Safety charges

All reservations must be initiated and confirmed by the same authorized representative of the organization. The original signature on the reservation form constitutes continuing responsibility for the event and any changes made to the reservation, including incidental charges incurred during the event (i.e., equipment and fees). Rooms are available to the sponsor fifteen (15) minutes prior to the scheduled start of the event. Rooms will be locked immediately following the event unless arranged in advance with the Union Reservations Office. Events not confirmed by the specified deadlines are subject to cancellation.

Student organizations may request a facility by phone but must come to the Union Reservations Office in person to confirm and sign the reservation form. The organization's faculty advisor constituting responsibility must sign requests for events other than general meetings.

Reservations for regular meetings should be confirmed at least three (3) working days in advance. Reservations for major events can be requested up to one (1) year in advance and must be confirmed no later than seven (7) weeks prior to the event. Reservations for major events must be requested at least thirty (30) days in advance and must be confirmed no later than three (3) weeks prior to the event. Reservations should be signed within five (5) working days of the request. However, reservations will not be confirmed unless the organization has submitted an Event Registration Form for Student Organizations.

Changes to a reservation should be made at least three (3) working days prior to the event. Requests made after this time are subject to equipment and staff availability. All changes must be made by contacting the Union Reservations Office. All requests/changes made after noon of the day preceding the event shall be considered a "late add". Late Adds are subject to availability and may not appear on the "Today in the Union" (the U-SU Information Television System). Changes made within forty-eight (48) business hours of the event will be charged a \$25.00 fee per transaction.

Requests for reservation cancellations must be made by completing a cancellation form and may be submitted to the Union Reservations Office in person, through fax (323-343-5101), or e-mail (ureserv@cslanet.calstatela.edu). For

events without fees, sponsors should notify the Union Reservations Office at least forty-eight (48) hours prior to the event. For events with fees, the Union Reservations Office must be notified early to receive a refund. The timeline is as follows: More than thirty (30) days in advance, 100% refund will be given; less than thirty (30) days, but more than forty-eight (48) hours, a fifty percent (50%) refund will be given; and less than forty-eight (48) business hours, no refund will be given.

No Shows

For student organizations, the responsible person and their Faculty Advisor will be notified in writing of the No Show. For the second occurrence, all new reservation privileges will be suspended for a period of ten weeks. If the group wishes to retain reservation privileges, they must pay the total room rent per their rate category. Organizations will be charged for all equipment and setups requested but not used as a result of a No Show.

The following restricted areas may be reserved subject to the approval of the Executive Director or designee. Contact Union Reservations for more information.

Student Alumni Lounge

- The Student Alumni Lounge is not available for scheduling beginning the sixth week through finals week of each academic quarter.

Lester Hirsch Program Area

- See Union Reservations Policies and Procedures binder, U-SU room 401.

Free Speech Area

- The Free Speech Area is the only designated public free speech area on campus. Users must comply with all University and University-Student Union policies and procedures. Amplification will be permitted on Tuesdays and Thursdays from Noon until 2:00 p.m. or 5:00 – 7:00 p.m.

The Pit

- Student organizations must negotiate the details of the proposed event with the area supervisor of The Pit (contact this person through the Union Reservations office).

Set-ups:

All rooms have standard setups. Special setups can be provided in all rooms except the Board Room, El Monte Room, Maxwell Theatre, and Alumni Lounge. Special setups can be provided in the Lester Hirsch Program Area only during extended building hours. Fees will be charged for special setups and will not be waived (see Appendix B).

Equipment:

A variety of equipment is available for use by student organizations during meetings and programs. All arrangements for equipment use must be made through the Union Reservations Office. The following equipment is available at no charge provided that it is used within the U-SU premises. Equipment is reserved on a first come, first serve basis and based on availability.

Presentation Materials:

Lectern
Podium
Podium w/microphone
Easel
Flipchart
Chalkboard
Overhead Projector
35mm Slide Projector
Projector Screen

Tables:

6'X18"
6'X30"
Round (5' diameter)

Miscellaneous:

- Chairs
- Tables
- Electric Piano
- Upright Piano
- Table Skirts
- Riser
- TV/VCR
- Tape Player
- US Flag
- CA Flag
- Spotlight
- PA System w/CD Player

Equipment available with a service fee:

Linen: \$3.00 per piece (color assortment chart available at the Union Reservations Office)
Band PA: \$8.50 per hour (A. V. Technician)

Audio-Visual Equipment:

Organizations using University-Student Union sound and lighting equipment will be charged for a technician to setup and check all equipment prior to program and, if necessary, to operate the equipment during the event. Charges will be made for all preparation, event, and take down time.

Requesting Meeting Space in Housing

In order to request meeting space in Housing, student organizations must complete a Space Reservation Request Form. The group will also be responsible for reading, understanding and adhering to the Space Reservation Request Policies and Procedures, which are included with the Space Reservation Request Form.

When making a request, it is on first come, first serve basis and subject to approval by the Conference Coordinator.

Submit completed Space Reservation Request Forms at least 15 business days prior to the event. Approval of requests not received within 15 business days prior to the event is at the sole discretion of Housing Services.

Requests for space can be made by Residents, University Faculty/ Staff, recognized Student Organizations and Conference Guests. Some charges may apply.

Guest Housing

All those who are interested in staying in Conference/Guest Housing will be required to fill out a Request for Conference Space. If an organization would like to reserve guest housing for someone outside the group, do so by completing the Request for Conference Space for the guest(s). Submit the completed Request for Conference Space to the Housing Services Office at least 15 business days prior to the request date. Last minute requests may not be granted. Requests for Conference Space will be reviewed on a first come, first serve basis and are subject to available space. If approved, a 10 percent deposit is required to confirm the reservation. Conference/Guest Space is available year-round with summer being our busiest season.

Guidelines for Campus Facility Reservation (Areas Outside of the University-Student Union and Housing)

Student organizations may reserve facilities on campus based on availability. Some facilities may charge fees. To reserve a facility located outside of the University-Student Union, please complete a reservation form. These forms are provided in the Union Reservations office, University-Student Union, room 401. The Union Reservations staff will contact the venue coordinator and reserve the facility if it is available. Often, the Union Reservations staff will be able to confirm availability of a facility within five to seven business days. The following is a list of available facilities across the California State University, Los Angeles campus.

Classrooms within the:

- Biological Sciences Building
- Electronic Classrooms
- Engineering and Technology Building

- King Hall
- Physical Education Building
- Physical Sciences Building
- Salazar Hall
- Simpson Tower

Additional Facilities include:

- Student Affairs Building
- Student Housing Complex
- John F. Kennedy Memorial Library Bridge
- Luckman Fine Arts Complex
- Arena Theatre (seats 99)
- Music Hall (seats 200)
- State Playhouse (seats 400)
- Dance Studio (King Hall 5th floor)
- Music Patio
- Music Building - classrooms