

FACILITIES USE REQUEST FORM

1. This form **MUST** be completed and approved by scheduling at least **3 BUSINESS DAYS** prior to meetings, at least **2 WEEKS** prior to basic events, and at least **4 WEEKS** prior to major events: i.e. banquets, dances, conferences, etc.
2. A confirmation will be e-mailed to the sponsoring organization if the request is approved.
3. Organizations holding confirmed room reservations must notify the SMSU of cancellations no later than **2 BUSINESS DAYS** prior to standard meetings and no later than **10 BUSINESS DAYS** prior to all other events by submitting a complete Revision/Cancellation form.

Failure to complete this form or any deviation from this contract may nullify the event.

CLIENT INFORMATION

ORGANIZATION/DEPARTMENT

CO-SPONSOR

CONTACT PERSON

PHONE

FAX

BILLING ADDRESS

CITY

ZIP

EMAIL

EVENT INFORMATION

DATE OF THE EVENT

(If weekly request, please list all dates on the chart below)

TITLE OF EVENT

EVENT START TIME

EVENT END TIME

ROOM ACCESS START TIME

ROOM ACCESS END TIME

TYPE OF EVENT

MEETING

SPEAKER

BANQUET/RECEPTION

OTHER *(Please be specific)*

TOTAL ANTICIPATED ATTENDANCE

WEEKLY MEETING REQUEST DATES

SEPT.	OCT.	NOV.	DEC.	JAN.	FEB.	MARCH	APRIL	MAY	JUNE	JULY	AUG.

DAY OF THE WEEK FOR MEETINGS *(Check One)*

MON.

TUES.

WED.

THURS.

FRI.

SAT.

SUN.

WILL YOUR ORGANIZATION MEET DURING:
(Staff charges may apply if requested)

FINALS:

YES

NO

SCHOOL BREAKS:

YES

NO

DAYS / TIMES THE SMSU IS SCHEDULED TO BE CLOSED?

YES

NO

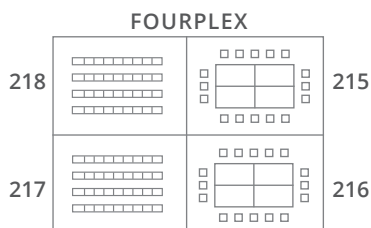
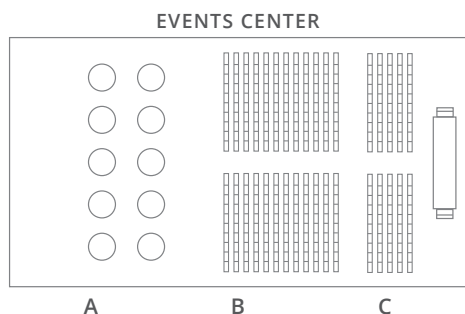
EVENT LOCATION

<input type="checkbox"/> EVENTS CENTER A	<input type="checkbox"/> EVENTS CENTER C	<input type="checkbox"/> SKYBOX 207/208	<input type="checkbox"/> FOURPLEX 215	<input type="checkbox"/> FOURPLEX 217	<input type="checkbox"/> THE BAY <i>(Only available after 6PM, Monday -Friday or any time on weekends.)</i>
<input type="checkbox"/> EVENTS CENTER B	<input type="checkbox"/> THE THEATER	<input type="checkbox"/> SKYBOX 210/211	<input type="checkbox"/> FOURPLEX 216	<input type="checkbox"/> FOURPLEX 218	

* If preferred room is not available, please indicate a second choice:

ROOM SETUP REQUEST

STANDARD SETUPS:



CUSTOM CONFIGURATION

(Please sketch your desired setup)

*Requesting a setup that deviates from the standard configuration will incur a charge.

EQUIPMENT REQUEST (Please specify quantities)

54" ROUND TABLES _____	CHAIRS _____	MICROPHONE (CABLED) _____	SMART CART _____ <ul style="list-style-type: none"> • COMPUTER • DVD • PROJECTOR • SCREEN (if applicable)
6' RECTANGLE TABLES _____	PODIUM _____	MICROPHONE (WIRELESS) _____	
OTHER (Specify) _____	WIRELESS CLICKER _____	MICROPHONE STANDS _____	

OTHER INFORMATION

IS FOOD BEING SERVED? <input type="checkbox"/> YES <input type="checkbox"/> NO <small>(Must be approved, see pg. 3)</small>	IS A MOVIE BEING SHOWN? <input type="checkbox"/> YES <input type="checkbox"/> NO <small>(Must provide licensing)</small>
IS ALCOHOL BEING SERVED? <input type="checkbox"/> YES <input type="checkbox"/> NO <small>(Must obtain permit Not available for student orgs)</small>	ADMISSION CHARGES/ DONATIONS? <input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, AMOUNT: _____
DO YOU NEED WI-FI ACCESS FOR OFF-CAMPUS GUESTS? <input type="checkbox"/> YES <input type="checkbox"/> NO	

GUESTS

PERCENTAGE OF GUESTS WHO ARE STUDENTS _____ % VS _____ % VS. CSUSB FACULTY/STAFF _____ % VS. OFF-CAMPUS _____ %
WILL THERE BE ANY GUESTS UNDER THE AGE OF 18 WHO ARE NON-CSUSB STUDENTS? <input type="checkbox"/> YES <input type="checkbox"/> NO
THIS EVENT IS INTENDED FOR <small>(Check as many as apply)</small> <input type="checkbox"/> MEMBERS <input type="checkbox"/> STUDENTS <input type="checkbox"/> FACULTY/STAFF <input type="checkbox"/> PUBLIC

REQUESTOR'S INFORMATION

REQUESTOR'S NAME		SIGNATURE	
EMAIL	PHONE	DATE	
FOR STUDENT ORGANIZATIONS: ADVISOR'S NAME		SIGNATURE	
ADVISOR'S E-MAIL	PHONE	DATE	
FOR STUDENT ORGANIZATIONS: OFFICE OF STUDENT ENGAGEMENT SIGNATURE		PHONE	DATE

DINING SERVICES APPROVAL

If you will be serving food at your event, this form must be approved by dining services.

Note: Red punch is prohibited in the SMSU.

DINING SERVICES <i>(Please Print Name)</i>	SIGNATURE	DATE
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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.

UNIVERSITY POLICE APPROVAL

If your event meets any of the following criteria, University Police will be notified and officers may be assigned at a cost to you:

- All dances and concerts
- Alcohol is being served
- Event is advertised and promoted off-campus
- Has potential to attract over 150 attendees

GENERAL POLICY REGARDING THE USE OF FACILITIES

The SMSU makes its facilities available for use by student organizations, campus organizations and offices, and approved off-campus organizations to the maximum extent consistent with its mission. However, the SMSU reserves the right to prohibit any event that may involve potential liability, property damage, or campus/community disruption.

It is the responsibility of the scheduled entity to ensure that any activity conducted during its event will be in accordance with all pertinent SMSU and University regulations and policies, as well as any Federal, State, and local statutes.

RESTRICTIONS

1. Facility users may not move or cover any light fixture in any of the facilities.
2. Under no circumstances is the user to block any door with furniture, etc. This is in violation of fire codes and could present a fire hazard.
3. Under no circumstances are candles or any other fire device allowed in any of the facilities.
4. Under no circumstances is scotch tape or tacks allowed on any surface in any of the facilities.

PARKING

The California Administrative code requires campus visitors to pay for parking. Daily permits are available at the dispensers at the main entrances. To arrange for a permit in advance for sponsored guests, speak with the Scheduling Coordinator.

BILLING

All on campus groups will be billed after the event. Payment in full will be required in advance for all off campus groups.

HOLD HARMLESS

Individuals scheduling facilities shall indemnify and hold harmless the Santos Manuel Student Union of California State University, San Bernardino, CSUSB, The Trustees of the California State University, the state of California and all its departments, boards, commissions and its officers, employees, volunteers and agents from any and all losses and cost or damages of any kind in connection with the operation of the vendor, and from any and all claims and losses occurring or resulting to any person, firm or corporation, who may be injured or damaged by the use of equipment or materials at said event, or by actions of the vendor, organization, its agents, servants or employees.

CONDUCT AND RESPONSIBILITY

Groups using facilities must restore them to their original condition

It is agreed that any charges arising from the use of the SMSU will be billed to the organization or individual indicated, but will remain the obligation of the individual until paid. This will include any theft or property damage occurring from the use of the facility under the provisions of the agreement.

For CSUSB recognized student clubs and organizations, an officer of the organization using the facilities must have the reservation confirmation in his/her possession at the time of occupancy and present it, upon request, as evidence that proper arrangements for occupancy have been made.

Off-campus groups must provide proof of insurance naming the SMSU, The University, and the state of California as additional insured with a general liability of not less than one million dollars (1,000,000.00 U.S.). A copy of the certificate of insurance with attached endorsement must be presented to the scheduling office at least one (1) week prior to the event. Insurance may be obtained by the Scheduling Coordinator.

All flyers, posters and banners in the SMSU must be approved and posted by the SMSU staff. Posting outside the SMSU area must be approved by the Office of Student Engagement.

By signing your name, you agree to the above General Policy Regarding the Use of the Facilities:
