

Section 3 Event Planning, Reservations and Special Events

Event Planning

Event Registration Form for Student Organizations

Student organizations are required to complete an Event Registration Form for student organization events ([See Section 7](#)) This form is available in the Center for Student Involvement and online at www.calstatela.edu/usu/usuforms/csi/Forms/EventRegForm.pdf It must be completed for any student organization event held on or off campus. However, student organizations do not need to register general meetings. This form must be completed 10 working days in advance of the event. It must be completed before you confirm any reservation with the University-Student Union Meeting & Event Services office or University Catering or distribute publicity. If this form is not submitted ten days prior to the event and before publicity is distributed, the event may be cancelled.

Planning to have a Fundraiser?

If so, make sure to have your organization president and treasurer both sign and date the Statement of Policy Regarding Fund Raisers, on the back side of the form. For more information on Fundraisers, please [See Section 4](#).

A student organization must submit an Event Registration Form for any event they are affiliated with, sponsor, or co-sponsor. Here are some questions to determine if the organization should complete the form for an event.

Is the organization...

- Planning the event (reserving facilities, booking talent, etc.)?
- Contributing money toward the event?
- Represented on a committee that is planning the event?
- Allowing their name or logo to appear on publicity (printed or electronic)?
- Passing out fliers or assisting with the publicity for the event?
- Attending the event?
- Selling tickets to the event?
- Volunteering or staffing at the event?
- Including the event on a calendar?
- Discussing the event at a meeting and making plans to support it?

If the organization members answer “yes” to any of these questions, an Event Registration Form must be submitted.

The organization reserving space must be the primary organizer of the event and organization members must be present to supervise during the entire event. The sponsoring organization is responsible for the conduct of all participants as well as others drawn to the event. Organizations violating this policy will be subject to applicable rate charges and/or suspension of reservation privileges.

You can pick up an Event Registration Form in the Center for Student Involvement or online at: www.calstatela.edu/usu/usuforms/csi/Forms/EventRegForm.pdf

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If you expect your on campus event to have over 75 people in attendance, you must notify the Department of Public Safety in order to determine security needs, if any.

Food & Alcohol

Events Involving Food

Any time an organization wishes to sell or give-away prepackaged food and/or beverages not provided by University Catering to students, faculty, staff, and/or visitors a Temporary Food Facility Permit must be submitted with a completed Event Registration Form ([See Section 7](#)).

Here are some questions to determine if the organization should complete the Temporary Food Facility Permit for an event:

Is the organization...

- Planning an event on campus with food and/or beverages not provided by University Catering?
- Giving away or selling candy on campus?
- Selling bottled water or canned beverages for a fundraiser on campus?
- Giving away or selling any food not provided by University Catering on campus?

If the organization members answer “yes” to any of these questions, a completed Temporary Food Facility Permit must be submitted with the Event Reservation and Registration Form at least 10 business days prior to the event.

If the organization wishes to prepare/cook/BBQ food themselves, in addition to the Temporary Food Facility Permit, insurance must be obtained, and the members must have attended a Food Handling Workshop or view the Food Handling Workshop video.

Food Handling Workshops are held regularly. Information is provided on proper food handling, required safety measures, and restricted items that may not be sold on campus. Attendance at this meeting is required if organizations wish to prepare food on campus (i.e. BBQ)

Additionally, the organization agrees to read, understand, and comply with the Cal State L.A. Temporary Food Facility Guidelines governing food sales and service ([See Section 6](#)). Failure to comply with the rules may result in the loss of food and/or beverage selling/serving privileges and possible disciplinary action. For additional guidelines on serving food on campus, please see the following section.

Food Permit Process

The Temporary Food Facility Permit form is available in the Center for Student Involvement and at <http://www.calstatela.edu/univ/ehs/docs/temporaryfoodpermit.pdf>

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After completing the form, a student organization member must submit the permit for approval in **the following order:**

1. Center for Student Involvement (University-Student Union Room 204)
2. University Auxiliary Services, Inc. (The Golden Eagle, 3rd Floor)
3. Health and Safety Coordinator (Environmental Health & Safety Office, Corporate Yard Bldg., Room 244).

The Center for Student Involvement can also fax Food Permits to all of the other corresponding offices for your convenience. Please see the CSI front desk for more information on this service.

Organizations that prepare food on campus must obtain insurance for their event. Contact the Center for Student Involvement for more information.

Catering/Food Service:

In the event that an outside caterer or food service provider must be used, the sponsoring organization must obtain from the off-campus caterer the following three documents, to be attached with a Temporary Food Facility Permit:

- A copy of the caterer's license to do business in the County of Los Angeles.
- A copy of the caterer's Los Angeles County Health Department permit.
- A certificate of liability insurance in the amount of one million dollars or more naming California State University, Los Angeles and Cal State L.A. University Auxiliary Services, Inc. as additional insureds.

A complete copy of the California State University, Los Angeles Temporary Food Facility Guidelines is included in [Section 6](#). The following are examples of potentially hazardous foods and beverages prohibited from being prepared or sold:

- Pastries filled with cream or synthetic cream, custards, and similar products
- Sandwiches or salads containing meat, poultry, eggs, fish or seafood: i.e., potato, macaroni, chicken, ham, tuna deviled egg, or similar salads
- All home prepared foods: i.e., home canned foods, home cooked fish, meats, poultry including salads, casseroles, or sauces containing such products, homemade cakes, pies, or pastries which have a cream, whipped cream, or custard filling or icing.
- Beverages containing raw eggs or raw egg substitute.

Use of Alcohol at Student Organization Events

University Administrative Procedure 019, Use of Alcoholic Beverages, explains the restrictions beyond City and State laws that govern the possession and use of alcohol at University events. Student organization events are considered University events because organizations are affiliated with Cal State L.A.

An organization must submit a Request to Serve Alcoholic Beverages Form for any event held on or off campus where alcohol may be served or available for purchase/consumption.

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For more information on this procedure, contact the Center for Student Involvement. Organizations violating this procedure will be subject to administrative action ranging from probation to removal of university recognition. Individuals, who violate Procedure 019, are subject to institutional disciplinary

Written permission to use alcoholic beverages shall be subject to the following restrictions:

- The event shall not be open to the general public or to the general University community except when the event takes place within the Luckman, Fine Arts Complex, or the Golden Eagle. The event shall not be advertised or publicized as an event where alcoholic beverages are to be served.
- The chair of the event and the sponsoring organization are both responsible for compliance with applicable law, regulations, and University policies. No person under 21 years of age shall be in attendance, and no such person nor obviously intoxicated person shall be furnished, served, or given an alcoholic beverage.
- The sponsoring organization shall cease serving or consuming alcoholic beverages at the request of an appropriate University official.
- To request permission to serve alcoholic beverages, pick-up a “Request to Serve Alcoholic Beverages” form in the Center for Student Involvement . Complete the form and submit to the Center for Student Involvement along with a completed Event Registration Form. The request will be submitted for approval to the Associate Vice-President for Administration and Finance/Financial Services no later than ten working days prior to the proposed event. After the request has been reviewed, the Office of the Associate Vice President for Administration and Finance /Financial Services will notify the event chairperson of the status of the application.
- This is just a small portion of the procedure, please read the complete policy in [Section 6](#) to be certain that your organization will not be found violating Procedure 019.

If alcohol will be available at your event, you must provide the Department of Public Safety a copy of the approved “Request to Serve Alcoholic Beverages form” prior to the event.

So You Wanna Have an Event...

Here is the list of Frequently Asked Questions that many organizations members ask in regard to planning events on or off campus;

How do I know if I need to complete an Event Registration form?

If you answer yes to any of the following questions, you must submit an Event Form. Is your organization...

- Planning the event (reserving facilities, booking talent, etc.)?
- Contributing money toward the event?
- Represented on a committee that is planning the event?

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- Allowing their name or logo to appear on publicity (printed or electronic?)
- Passing out fliers or assisting with the publicity of the event?
- Attending the event?
- Selling tickets to the event?
- Volunteering or staffing the event?
- Including the event on a calendar? Discussing the event at a meeting and making plans to support it?

Do I need to fill out any forms if we are having an event?

Yes, in order to have any type of event on or off campus, your organization must submit a completed Event Registration Form.

If the event is on campus and food and/or beverages not provided by University Catering will be available, you must also submit a Temporary Food Facility Permit.

When do the forms need to be submitted?

All forms must be submitted at least 10 business days prior to the event and before any publicity is posted. It is a good idea to get it in earlier, to confirm reservations, publicity, etc.

Who needs to sign the Event Registration Form?

The Event Form must be signed by the student organization on-campus advisor, the student organization officer responsible for the event, and the Center for Student Involvement staff once it has been completed and reviewed.

If the event is a fundraiser, the organization President and Treasurer must sign the Statement of Policy Regarding Fund Raisers on the back side of the Event Form.

Where do I bring the forms?

Initially, you will bring all completed forms to the Center for Student Involvement, located on the second floor of the University-Student Union, room 204.

What is a Temporary Food Facility Permit?

The Temporary Food Facility Permit is a form required for all organizations to submit if they are planning an event ON CAMPUS, with food and/or beverages not provided by University Catering. Commonly referred to as the 'Food Permit,' this form requires the signature of 3 different entities on campus. Please note that the signatures must be obtained in the following order:

1. Organization Officer
2. Center for Student Involvement
3. University Auxiliary Services
4. Environmental Health and Safety.

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If we are having an event on campus serving only beverages, do we need to submit a Temporary Food Permit?

Yes. A Food Permit is required any time your organization will be serving any kind of food or beverages not provided by University Catering.

If our event is off campus, do we need a food permit?

No. A Food Permit is not required for off campus events.

If we have an event at an off-campus restaurant, do we need to complete any forms?

Yes, an Event Registration Form must be completed and submitted at least 10 business days prior to the event.

If our Organization is having a fundraiser, what forms do we need to complete?

Your organization must submit an Event Registration Form, with both the President and Treasurer's signatures under the Statement of Policy Regarding Fund Raisers. If the fundraiser is on campus, and involves food not provided by University Catering, a Food Permit is also required.

Do we need to complete an Event Form for general meetings?

No, an Event Form is required for any activity besides your organization general meeting.

If our Organization wants to have a BBQ, or prepare food on campus, what do we need to do?

In order to prepare food on campus, your organization must send at least one representative to a CSI Food Handling Workshop. This workshop can be scheduled with the CSI Front Desk. After attending this workshop, you must complete an Event Registration Form and a Temporary Food Permit at least 10 business days prior to the event.

In addition, your organization must purchase event insurance to cover the liability involved with serving prepared foods on campus. To obtain a rate quote for this insurance, contact the Center for Student Involvement. After you obtain the information on the insurance cost, your organization can decide if you wish to purchase the policy. If you decline the insurance, you may not prepare food on campus for that event. The insurance policy fee must be paid prior to the event. Consider applying for Associated Students, Incorporated (A.S.I.) funding to cover the costs of the insurance policy.

If our event is in 9 business days, can't we just turn in the Event Registration Form?

No. An Event Registration Form must be submitted at least 10 business days in advance, no exceptions will be made. If your event date is 9 business days away, you may change the date of your event to reflect the 10 business day policy.

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Can we get funding for the event?

Depending on the nature and scope of your event, your organization may qualify for student organization funding through ASI. For more information contact ASI at 323-343-4778.

If our organization needs assistance in planning an event or conference, what do we do?

Come to the Center! Our staff is here to assist all organizations with various needs, from helping brainstorm activities, to doing an event checklist, and providing workshops. You may drop by the Center and make an appointment to discuss your event/questions.

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Union Meeting and Event Services

The purpose of this section is to acquaint student organizations with the services and facilities available at the University-Student Union (U-SU) and to outline the general policies and procedures governing facility use. The Union Meeting & Event Services Office is located on the third floor of the U-SU, in Room 306. All reservations and set-ups related to the University-Student Union are processed here. The best service and assignment of facilities is made with advance planning. The staff is available to assist you in making your event successful. It is suggested that you consult with the Union Meeting & Event Services staff prior to making definite plans to ensure facility and equipment availability.

Student Organizations must be in good standing and officially recognized by the University through the Center for Student Involvement. Only designated members listed on the Officer Information Form will be allowed to make reservations in U-SU facilities. With the exception of the organization's general membership meetings and walkway information tables, all reservations require a completed Event Registration Form as provided by the Center for Student Involvement.

General Statement and Guidelines

- Scheduling of all University-Student Union facilities and equipment is arranged through the Union Meeting and Event Services Office.
- All functions scheduled for use in the University-Student Union are subject to the approval by the Union Executive Director or designee.
- The Union Meeting and Event Services Office schedules space on a first-come, first-serve basis.
- The Union Meeting and Event Services Office reserves the right to:
 - o Reassign facilities in order to maximize efficient and effective use of its facilities.
 - o Cancel an event or modify the extent of services provided in the event of utility interruptions, campus emergencies, and threat of imminent danger or natural disasters.
- The Union Meeting and Event Services Office will make an effort to notify the sponsor if reassignment is necessary.
- Use of facilities must be consistent with all California State University, Los Angeles; University-Student Union; and California State University regulations.

Conduct and Responsibility of Sponsors

- Event sponsors are defined as U-SU Board of Directors, Administration, Programs and Tenants, ASI, Cal State L.A. Divisions, Departments and Offices, registered Cal State L.A. Student Organizations and off-campus groups or individuals.
- Applicable fees may apply and are dependent on the scope of any event.
- Sponsors using University-Student Union facilities must restore them to original condition.
- Sponsors reserving space in the University-Student Union are responsible for the behavior of their guests and members.
- No sponsor of any type may reserve space on behalf of another sponsor, group, or individual.
- It is agreed that any charges arising from the use of the University-Student Union facilities will be billed to the organization or individual indicated on the reservation confirmation, but will

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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 this agreement.

- It is understood that the sponsors using the University-Student Union agree to abide by all California State University, Los Angeles; University-Student Union; and California State University regulations.
- Sponsors using the University-Student Union facilities must have their reservation confirmation in his or her possession at the time of occupancy and present, upon request, as evidence that proper arrangements for occupancy have been made.
- Sponsors may not sell, sublease, or transfer reservations to another sponsor, group, or individual.
- The sponsor reserving the space must be the primary organizer of the event and must be present at the event to assist in event management and coordination.
- Sponsors violating the policy of reserving space on behalf of another sponsor, group, or individual, may be subject to applicable rate charges and/or suspension of facility reservation privileges.
- Student Organizations must be in good standing and officially recognized by the U-SU Center for Student Involvement. Failure to do so by the established deadline date will automatically void all reservation privileges and all standing reservations will be canceled.
- Event details must be finalized no later than ten (10) business days prior to the event date or will be subject to late fees to cover costs for unscheduled labor.
- Changes to event details including set-up, equipment and staffing must be submitted to the Union Meeting and Event Services Office no later than 48 hours prior to the event and will be subject to late fees.
- All sponsors must ensure that food and beverage items must be picked up and properly disposed. Direct cleaning expenses may be billed to the sponsor at the discretion of the on duty Building Manager if excessive cleaning of the room(s) is required above and beyond the normal cleaning conducted.
- Sponsors agree to indemnify, defend and hold the University-Student Union; California State University, Los Angeles; California State University and its officers, employees and agents harmless against all claims, loss or liability arising from damage to or destructions of property or injury or death to persons occurring because of or related to their reservation.
- The University-Student Union strongly encourages sponsors to obtain insurance, and may, at its sole discretion, require that insurance be provided for certain events.

General Reservations

- All reservation inquiries require a completed Meeting Room Request Form and/or Student Organization Event Registration Form. Space will not be placed on hold or entered in the operating system without proper forms having been submitted first. Incomplete forms will not be processed.
- Reservation requests can be made in person, via fax (for on-campus departments and off-campus sponsors only), or online.

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- Information such as the name of the sponsoring club, organization, department, or individual is required to determine group classification and applicable meeting space rental rates.
- Only authorized individuals that are specified on department contact lists may make reservations. This authorization includes the approval of fees and charges associated with any reservation. Please note that applicable fees may apply and are dependent on the scope of any event.
- Available hours for meeting room reservations are 7:30am – 9:30pm.

Co-Sponsorships

- When groups falling into two different fee categories elect to co-sponsor an event, the higher facility rate shall be used to determine fees.
- The organization reserving space must be the primary organizer and contact person for the event. Event sponsors and organization members must be present during the entire event.
- Student Clubs and Organizations recognized by the Center for Student Involvement are not permitted to reserve space for the purpose of a campus department or off-campus function.
- At least fifty-one percent (51%) of event attendees must be students for the event to be scheduled as a Student Club and Organization sponsored event.
- The sponsoring organization/individual is responsible for the conduct of all participants as well as others attending the event.

Student Organization Reservation Procedures

General Reservation Information

Reservations must be made in person in the Union Meeting & Event Services Office, Room 306 (office hours are Monday-Friday, 8:00am – 6:00pm). Events other than a general meeting or walkway tabling will require both sides of the Event Registration Form to be completed in full (i.e. on-campus facility request section, appropriate signatures, acknowledgement by CSI, etc...). **All** inquiries to use any on-campus facility will require a completed Event Registration Form.

A completed Event Registration Form should have the following information:

- Name of sponsoring student organization
- The specific date and time of the reservation (an alternate date and time is also suggested)
- Name of event (i.e., name of speaker or subject of event)
- Type of event (i.e., workshop, mixer, conference, movie, etc...)
- The attendance count
- Rooms needed and setup desired (i.e., theater style, classroom, banquet, conference, etc...)
- Does event carry a registration/admission fee, or if donations are being accepted.
- Audio/visual requirements
- Decorations or banners/signs to be displayed



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- Information on food service (all events where food is served require an Event Registration Form and a Temporary Food-Permit-unless the food is provided by UAS Catering).

*Please note that applicable fees may apply and are dependent on the scope of the event.

Reservation Confirmations

Once a reservation is confirmed, the person making the reservation will be contacted for confirmation and signature. A copy of the Reservation Confirmation will be given to the customer and the signed copy of the Reservation Confirmation will be kept on file in the Union Meeting & Event Services Office.

- Reservations requiring Payment, Ticket Agreements, Alcohol Serving Permits, Catering Approval, or Insurance are considered “tentative” until all appropriate documents and approvals have been obtained.
- Reservations are subject to automatic cancellation if the supporting documents are not submitted by the established deadline date.

Reservation Confirmations will reflect an estimate of charges (if applicable). The charges noted on the Reservation Confirmations are **estimates only**, and final charges may be significantly different depending upon the scope of the event. In some cases a deposit or pre-payment of the estimated charges may be required prior to when full payment is due (see below for more info).

Reservations must be confirmed in person in the Union Meeting & Event Services Office, U-SU Room 306. **All reservations are considered tentative until the Union Meeting & Event Services Office has received a signed copy of the reservation confirmation.** Reservations not confirmed within two (2) business days after the sponsor was contacted will be automatically cancelled.

Please note that a reservation is NOT official and/or confirmed unless a Reservation Confirmation has been generated by the Union Meeting & Event Services Office and signed by the individual making the reservation.

Set-Ups

All meeting rooms have standard setups. Special setups can be provided in all rooms except the following: U-SU Theater 106, Board Room North 303, Boardroom South 303A and the El Monte Room.

Equipment

A variety of equipment is available for use by student organizations during meetings and programs held in the U-SU building. All arrangements for equipment use must be made through the Union Meeting & Event Services Office. The following equipment is available at no charge provided that it is used during regular

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operating hours and on U-SU premises. Equipment is based on availability and is reserved on a first come, first serve basis.

Audio Visual Equipment

- Video Projector
- Overhead Projector
- Projector Screen
- DVD/VHS Player
- Podium with microphone
- PA with wireless microphone
- PA with 4 channel
- Follow-spot/spotlight with 5 gel colors (red, blue, yellow, lavender, pink)
- Electric Piano
- R2 10 Channel Board:
 - PA with CD/MP-3 Player
 - Wireless Microphone
 - Two Monitor Mixes

Event Equipment

- Chairs
- Tables
- Lectern
- Easel
- Flipchart
- Dance Floor (LA Room only)
- Table Skirts
- Risers
- US Flag
- CA Flag

Tables

- 6'X18"
- 6'X30"
- Round (60" and 66" diameter)
- Cocktail Tables (30" diameter)

Weekly/ Bi-Weekly Meetings

Student Organizations requesting reservations for weekly or bi-weekly meetings (series reservations) may submit their request beginning on the Monday of the eight (8th) week of each quarter for the following quarter. Only two series reservations may be submitted per student organization, per quarter.

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These types of reservations do not require an Event Registration Form and must meet the following criteria:

- Weekly/bi-weekly meetings must be held in one meeting space only.
- Weekly/bi-weekly meetings dictate that the meeting is held on the same day, same time and same location, based on availability.
- Weekly/bi-weekly meetings cannot exceed two (2) hours in duration.

Complimentary Reservation Benefits for Recognized Student Organizations

- A maximum of five (5) additional complimentary reservations can be made per quarter and are applicable for single use room, one-time single events, and are based on availability.
- Single use room reservations cannot exceed four (4) hours in duration.
- One-time single events are allowed up to a maximum of four (4) meeting rooms and cannot exceed four (4) hours in duration.
- If the one-time single event occurs on two (2) consecutive days then the two (2) days are considered as two (2) complimentary reservations
- Unlimited reservations for one (1) U-SU Walkway table can be made
- Unlimited reservations for the U-SU Plaza Stage can be made. Certain restrictions do apply.

Unused complimentary reservations cannot be carried over to the next quarter. Student organizations may request additional reservations above their complimentary reservations by submitting a written request to the U-SU Executive Director or designee at least one (1) month prior to the requested date. There is no charge for audio/visual equipment; however labor, security, or cleaning fees may be assessed depending on the scope of the event.

U-SU Walkway and Plaza Information Tables

Student Clubs/Organizations in good standing and officially recognized by the University through the Center for Student Involvement, may reserve a table on the Union Walkway or Plaza to provide the campus community with information regarding their club/organization, its activities or issues of concern.

The University-Student Union does not provide equipment (i.e. tables, chairs, canopies) to locations outside of the U-SU Plaza, Walkway, and Free Speech Area.

Walkway & Plaza Table Parameters

- Tables must be reserved through the Union Meeting & Event Services Office at least ten (10) business days prior to the date of the tabling event.
- Clubs/Organizations are prohibited from approaching or attempting to stop individuals on the walkway. Representatives must distribute information from behind their reserved table.

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- Club/Organizations are prohibited from soliciting donations unless the event was reserved as a fundraiser.
- Food and beverages may not be dispensed without prior approval from the Union Meeting & Event Services Office, U.A.S. Campus Dining Services, and the Environmental Health and Safety Department. Required forms are available at the Union Meeting & Event Services Office.

Cancellations and No Shows

The Union Meeting & Event Services Office reserves the right to cancel reservations without notice if required permits, event details, or payments have not been submitted by deadlines specified above. With regards to tabling, any club arriving more than two hours late for a walkway reservation will be considered a No-Show.

Cancelling Reservations with No Charges

- Reservations must be cancelled by the individual whose name appears on the reservation confirmation, no later than forty-eight (48) hours prior to the event.
- Reservations cancelled within forty-eight (48) hours of the event will be considered a No-Show.

Cancelling Reservations with Charges

- Reservations cancelled more than ten (10) business days in advance will not be invoiced.
- Reservations cancelled less than ten (10) business days in advance, but more than forty-eight (48) hours will be invoiced for fifty percent (50%) of meeting space rental fee.
- Reservations cancelled less than forty-eight (48) hours prior to the event, will be invoiced in full. If a purchase order has been deposited in lieu of payment, the sponsor will be billed for the total charges.

No-Show Procedure

The following procedures will be enforced for recognized clubs/organizations in the event of a No-Show.

- First Occurrence- the Union Meeting & Event Services Office will send a letter of warning to the student organization and advisor outlining the No-Show policy. A copy of this letter will also be sent to the U-SU Center for Student Involvement.
- Second Occurrence- the Union Meeting & Event Services Office will send a letter of warning via email to the student organization outlining the No-Show policy. The Center for Student Involvement will be copied on this email. Cancellation of ALL existing reservations in U-SU facilities, and suspension of all new reservation privileges for a period of ten (10) weeks will occur. If the club/organization wishes to reinstate reservation privileges, they must pay first percent (50%) of the on-campus meeting space rental fee for reserved space.
- Third Occurrence- the Union Meeting & Event Services Office will send a letter of warning to

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the student organization and advisor outlining the No-Show policy. A copy of this letter will also be sent to the U-SU Center for Student Involvement. Cancellation of ALL existing reservations in U-SU facilities, and suspension of any new reservation requests for a period of ten (10) weeks will occur. If the club/organization wishes to reinstate existing reservations, they must pay the full on-campus meeting space rental fee for the reserved space. However, payment of this fee will not reactivate the club/organization's privileges to make new reservations for a period of ten (10) weeks.

U-SU Plaza Stage

The U-SU Plaza Stage is the only designated public free speech area on campus. It is available for public use on a first-come, first-served basis without a reservation for non-amplified public and free speech activities unless previously reserved. Users must comply with all University and University-Student Union policies.

Student Organizations and other on-campus entities may reserve the U-SU Plaza Stage for programming through the Union Meeting & Event Services Office. Equipment (tables, chairs, microphone, and sound system) can be arranged at the time the reservation is made and changes can be made no later than two (2) days prior to the event. Equipment rental fees may be in effect if applicable.

Reservations for the U-SU Plaza Stage are not available during Help Week or Finals Week or when there are concurrent or conflicting events on the campus. Amplified sound (of any kind) in this area will be permitted on Tuesdays, Wednesdays and Thursdays from Noon until 2:00 p.m. or 5:00 p.m. - 7:00 p.m. There can only be one amplified sound event per day, and no more than two per week.

After Operating Hours Service Fees:

Organizations using University- Student Union sound and lighting (available in the U-SU Theater only) equipment will be charged \$13.00 per hour for a technician to set up and check all equipment prior to the program and, if necessary, to operate the equipment during the event. Charges will be made for all preparation, event, and take down time. Events that take place during normal operating hours will not incur any charges.

Decorations

Decorations must be approved in advance by the Union Meeting & Event Services Office. Please follow these guidelines:

- NO CONFETTI, GLITTER, RICE, OIL, LAMPS OR OPEN FLAMES ARE ALLOWED.
- Candles may be allowed provided the candles and flame are enclosed in proper holders. ALL candles/holders must be approved by the Union Meeting & Event Services Office and are subject

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- to inspection by the Operations Director or designee on the day of the event.
- Decorations may not be obstructing entrances or fire exists.
- All decorations must be constructed of non-flammable materials.

Organizations should be aware that for liability reasons, the U-SU cannot provide ladders over six (6') feet tall for decorating purposes. If other equipment is needed, a U-SU employee will be required to assist the organization and applicable labor charges must be paid by the organization.

It is the sponsoring organization's responsibility to remove all decorations. Failure to do so will result in the assessment of a cleaning fee. Groups may take prior arrangements to pay applicable cleaning fees for the U-SU staff to remove decorations. Any damages to the facility as a result of decorations will be charged to the sponsoring organization.

Dance Procedures

Parameters

- Student organizations in good standing and officially recognized by the University through the U-SU Center for Student Involvement may hold dances in the U-SU.
- Student organizations must submit a completed Dance Rules and Regulations form (attachment 9) and an Event Reservation and Registration Form as provided by the Center for Student Involvement.
- These forms are available in the Union Meeting & Event Services Office, Room 306
- Dances may only be held in the Los Angeles Room (maximum capacity is 300)
- Dances are limited to Friday and Saturday evenings only.
- Only one (1) dance per evening and weekend will be allowed.
- Student organizations in good standing and officially recognized by the University through the Center for Student Involvement may hold only one dance per quarter.
- No dances will be held during Help Week or Finals Week.
- All reservations must be for a minimum of four (4) hours and may not go past 12 a.m.
- Cal State L.A. students with a valid student identification card can bring two (2) guests.
- Ticket prices specified on the Dance Rules and Regulations Form cannot be changed once the form is processed.
- Complimentary tickets are included in the maximum capacity.
- There is no exception to the maximum capacity due to fire and safety codes.

Reservation Procedures and Follow-up

- Student organizations may make dance reservations nine (9) months in advance. If the nine-month cut-off falls on a weekend, the following business day will apply. Dance reservations will not be accepted if the request is made less than thirty (30) business days before the event date.

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- All dance reservations are considered tentative until the Dance Rules and Regulations Form is completed.
- A meeting will be scheduled through the Union Meeting & Event Services Office to discuss details of event and associated fees. Union Meeting & Event Services, University Police, and two (2) of the sponsoring organization's officers must be present at the meeting.
- Union Meeting & Event Services will generate a Reservation Confirmation for this event.
- The charges noted on the Reservation Confirmation are **estimates only**, and final charges may be significantly different depending upon the scope/outcome of the event.
- The sponsoring organization will be required to pay for all personnel, security, cleaning and extended building hours expenses. These expenses will be debited from the gross ticket sales collected on the night of the event. The sponsoring organization will be issued a check for the balance. Check processing will take approximately ten (10) business days. If the amount collected from ticket sales does not cover expenses, the sponsoring organization will be required to pay the difference.

No Admission Charge Dances

Student organizations that wish to sponsor a dance but will not be charging admission must follow the same parameters and procedures as stated above. The U-SU Executive Director or designee will review the proposal and make appropriate changes and recommendations before the event can be approved.

Staff Requirements will be identical to those for dances with an admission charge. Changes in staffing requirements are at the discretion of the U-SU Executive Director or designee in consultation with the Union Meeting & Event Services Coordinator and University Police.

Pre-payment for staff expenses must be submitted no later than ten (10) business days prior to event. Failure to pre-pay all estimated expenses by the deadline date will result in automatic cancellation of the dance.

Advertising

All advertising must conspicuously specify the dance policies (only two guests per Cal State L.A. student, ID required, event start/end time, and ticket prices). A reservation confirmation generated by the Meeting & Event Services office and all other applicable forms must be signed and approved before announcements, flyers and invitations can be distributed. If promotional material is disseminated before the reservation process is completed, the dance will be cancelled and the sponsoring group will lose dance privileges for 10 weeks.

Dance Facilitators

The sponsoring organization must provide four (4) dance facilitators. Two (2) will be positioned at the ID Check/Hand- Stamp/ Wristband table, and two (2) by the search area/metal detectors (if applicable).

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Dance Security

A minimum of three (3) University Police Officers and four (4) Peer Officers is required for all dances. The numbers may be revised at the discretion of the University Police. Expenses will be paid for by the sponsoring organization.

Estimated Dance Charges

Student Union Fees

- Personnel Fees \$45.00 per hour
- Extended Building Hours Fee* \$45.00 per hour
- Cleaning Fee \$150.00 (Friday night dance and/or catered dance)
- Setup Fee \$100.00

*Fee may be waived for fundraising events only.

Estimated Security Fees

- University Police Officers (3) \$85.00 per hour, per officer
- Peer Officers (4) \$11.00 per hour, per officer
- Administration Fee 7.5% of total security fees or \$50 (whichever is greater)

Additional Dance Information

For additional information and to obtain an extensive list of policies and estimated charges, stop by the Union Meeting & Event Services Office.

All dances are subject to the general U-SU Cancellation Policy (refer to Reservations-Cancellation and No-Show section above).

Dance Advertising

All dance advertisements must specify that admission is only open to Cal State L.A. students with identification and that each Cal State L.A. student can bring up to two (2) guests. Additionally, parking is restricted and enforced 24 hours a day. Each car must display a valid Cal State L.A. parking pass or a valid hourly pass.

Obtaining Student Organization Special Event Insurance

Please be aware that student organization events are not covered for liability or other insurance by California State University, Los Angeles or the University-Student Union. Student organization officers or the advisor may be held personally liable. If the student organization would like to purchase Special Event insurance for a particular event, please contact the Center for Student Involvement for the appropriate forms.

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How to Schedule a Food Truck Fundraiser in the U-SU Plaza

Guidelines

- Food Truck Fundraisers (FTF) can be scheduled in the U-SU Plaza from 11am – 5pm, Monday-Friday.
- A reservation for Plaza North will include one canopy, one table, and two chairs (pending availability).
- Each recognized student club or org can submit one FTF request per quarter.
- One FTF hosted by a student club or organization is allowed per week.
- Up to two (2) food trucks maximum are allowed per event.

Instructions

1. Complete an Event Registration Form and submit it at least ten (10) business days in advance of your event.
2. Complete a Temporary Food Permit and attach the following documents:
 - a. Copy of Food Truck's Menu
 - b. Copy of Food Truck's Tax Registration Certificate
 - c. Copy of Food Truck's Public Health Operating Permit
 - d. Attach Copy of Food Truck's Seller's Permit
 - e. Attach Copy of Food Truck's Certificate of Liability Insurance
 - f. Liability Insurance must include the University-Student Union, Cal State L.A., University Auxiliary Services, the California State University, Los Angeles, the Trustees of the California State University, the State of California, and their officers, employees, and volunteers, are named as Additional Insured.
3. Obtain the necessary signatures for the Temporary Food Permit from the Sponsoring Organization Chairperson, the Center for Student Involvement, University Auxiliary Services, and Environmental Health & Safety.
4. Visit Union Meeting & Event Services (U-SU 306) to check for availability and make a reservation. Bring your completed Event Registration, approved Temporary Food Permit, and other pertinent documents with you. Pending availability, you'll be issued a Reservation Confirmation to sign and confirm the event.
5. Take a copy of the signed Reservation Confirmation to Public Safety to purchase an Inter-Campus Permit. This permit is required to gain access to Plaza North (the designated space for food trucks) on the day of your event.

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Requesting Meeting Space in Housing

Housing Space Reservations

All those who are interested in reserving programming space will be required to fill out a Space Reservation request form no more than 30 days before the event. You can review the policies, procedures, and access the reservation form at this link:

<http://web.calstatela.edu/univ/housing/documents/form/CSULA%20Housing%20-%20Space%20Reservation%20Form.pdf>

Don't forget! If you are planning to have any type of event in Housing, or any other area on or off campus, you must complete an Event Registration Form with the Center for Student Involvement.

Guidelines for Campus Facility Reservation

Student Organizations must be in good standing and officially recognized by the University through the Center for Student Involvement. Only designated members listed on the Officer Information Form will be allowed to make reservations. With the exception of the organization's general membership meetings and walkway information tables, all reservations require a completed Event Registration Form as provided by the Center for Student Involvement.

How to Request a Classroom on Campus

Guidelines

- University classrooms can be requested for use by student clubs and organizations for weekly/bi-weekly meetings only.
- Each club is allowed one series reservation per quarter.
- The maximum meeting duration is two (2) hours each.

Instructions

- Visit Union Meeting and Event Services (U-SU Room 306) to pick up a Meeting Room Request Form.
- Indicate your classroom preference by noting the specific room you'd like to use or "any room in _____ building." For example: KH 1234 or Any room in King Hall.
- Once submitted, allow up to ten (10) business days for processing. This time is required because the request gets faxed over to the department that schedules classrooms for the campus and we have to await their response.
- Union Meeting & Event Services we will notify you via phone on the status of the request, after we receive it back from the scheduling office.
- Reservation confirmations must be sign in U-SU 306 within two (2) business days of you being contacted. Requests not confirmed during this time frame will be cancelled. Keep a copy of your confirmation with you at all times during your meeting.

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Special Rooms

To request a movement/dance room in PE 123 or PE 134, please note the following instructions:

- Submit a copy of your completed Event Registration Form to Cheryl Sugiura in the School of Kinesiology and Nutritional Science in room PE 206 to inquire about availability.
- Cheryl will contact your advisor to confirm their knowledge of the event/meetings and verify the details.
- After obtaining an acknowledgement from your advisor and pending availability, she will submit a formal request for the room to the Scheduling Office.
- She will contact you to notify you of the status of your request and/or issue a confirmation of the room assignment.
- Please allow up to ten business days for this process.
- Contact the College of Arts and Letters in MUS 228 to inquire about reserving the dance studios in King Hall.

The following is a list of available facilities throughout the 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:

Golden Eagle Building
 Student Affairs Building
 Student Housing Complex
 Luckman Fine Arts Complex
 Arena Theatre (seats 99)
 Music Hall (seats 200)
 State Playhouse (seats 400)
 Dance Studio (King Hall 5th floor)
 Music Patio

Security at Campus Events

Student Organizations may request the Department of Public Safety to provide security at their on campus events. The Department of Public Safety will provide services for a fee. Please contact the Department of Public Safety at 323-343-3700 at least 14 business days prior to the event to determine costs and

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appropriate scheduling of officers.

Estimated Security Fees:

University Police Officers	\$85 per hour, per officer
Peer Officers	\$11 per hour, per officer
Parking Officers	\$45 per hour, per officer
Administration Fee	7.5% of total security fees or \$50 (whichever is greater)

If you expect your event to have over 75 people in attendance (or 50 people for Housing Services), you must notify the Department of Public Safety in order to determine security needs, if any.

If alcohol will be present at your on or off campus event, the Department of Public Safety must receive a copy of the approved “Request to Serve Alcoholic Beverages” prior to the event.

Special Events

Barbecues, Food Fairs, and Bake Sales:

Any time an organization wishes to sell or give-away food that is not pre-packaged (i.e. a BBQ, carne asada sale, or other prepared food sale) to students, faculty, staff, and/or visitors:

1. A **Temporary Food Facility Permit** must be submitted ([See Section 6](#)),
2. Some circumstances will require the group to purchase insurance.
3. And the members must have attended a Food Handling Workshop. These workshops are held at the beginning of the fall quarter. Information is provided on proper food handling, required safety measures, and restricted items that may not be sold on campus.

Additionally, the organization agrees to read, understand, and comply with the Cal State L.A. Temporary Food Facility Guidelines governing food sales and service ([See page 62](#)). Failure to comply with the rules may result in the loss of food and/or beverage selling/serving privileges and possible disciplinary action.

Books and Cal State L.A. Merchandise Sales:

The University Bookstore, operated by Barnes and Noble College Bookstores, Inc. is contracted by University Auxiliary Services as the exclusive textbook vendor at California State University, Los Angeles. The University Bookstore is also the exclusive on-campus seller of other items typically sold in college bookstores, such as general books, educational supplies, notebooks, stationery, desk and room accessories, gift items, class and alumni rings, jewelry, and clothing, including any and all such items bearing a Cal State L.A. emblem, logo, insignia or other identifying marks. Student groups should consult with the General Manager of the University Bookstore before engaging in the sale of any merchandise for the purpose of fund-raising. Such consultation will ensure that there are no violations of the contract with the University Bookstore and University Auxiliary Services.

Conferences, Conventions, and Workshops

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If your organization is planning on a conference, convention, or workshop, there are a few things that you want to make sure you have on your checklist. As with any special event, remember to submit your Event Registration Form at least 10 working days before the event. Submitting the form a few months in advance will allow your organization ample time to confirm reservations, begin publicity, and planning for the particular event. You may want to consider what arrangements your organization will make for parking, refreshments, hospitality to guest speakers, etc. For more information on planning such events, or assistance, please drop by the Center for Student Involvement.

Conference/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 form. 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% non-refundable deposit is required to confirm the reservation. Conference/Guest Space is only available in the summer. For more information please visit the Housing Services Website at:

<http://web.calstatela.edu/univ/housing/documents/form/CSULA%20Housing%20-%20Guest%20&%20Visitor.pdf>

Obtaining Student Organization Special Event Insurance

Please be aware that student organization events are not covered for liability or other insurance by California State University, Los Angeles or the University-Student Union. Student organization officers or the advisor may be held personally liable.

Please be aware that the following types of student organization events will require Special Event insurance:

- BBQs or events where food will be prepared on campus
- Sports tournaments

The insurance policy fee must be paid prior to the event. If your student organization is required to purchase Special Event insurance for a particular event, please contact the Center for Student Involvement for more information.

Fundraisers

Fundraisers are considered student organization events and as such Event Registration Form must be submitted to the Center for Student Involvement at least ten days prior to the event date. When your organization submits that form, the Center staff will be happy to answer any questions you have regarding the legality of your planned fundraiser.

For more information on how to successfully put on a fundraiser event and the University policies and procedures that govern student organization fundraising events, please refer to Section 4

Section 3 Event Planning, Reservations and Special Events

Event Planning Resources

Program Planning Checklist

Prior to the event (as early as possible)

- Complete an [Event Registration Form](#) for Student Organizations
- Select date, time, and location for event (make reservations).
- Determine budget.
- Select artist, performer, and/or program.
- Brainstorm publicity and advertising plans.
- Determine whether performer will require audio-visual equipment (microphone, sound system, etc.) or a special set-up (chairs arranged in a semi-circle; podium required) and make arrangements to reserve these items.
- If food and beverages are necessary, fill out the Temporary Food Facility Permit form for prepackaged food/beverages and upon approval order these items.
- Contact performer about any special arrangements they require.

4 Weeks in Advance

- Distribute publicity materials.
- Confirm facility set up and audio-visual with appropriate personnel.
- Confirm food and beverage order.
- Review budget versus expenses to ensure that you are on target.
- Recruit volunteers to help out with event.
- Plan what responsibilities each volunteer will have and discuss with volunteers. (Don't forget to have people volunteer for set-up and clean-up crew.)
- Determine whether having an evaluation of the event filled out by the audience would be helpful. If so, prepare one and have it photocopied. Be aware that you may need to provide pencils.
- Prepare payment for performer, food service, etc.

Day of the Event

- Decorate the facility. (You may wish to hang your organization banner to show who is sponsoring the event.)
- Greet performers when they arrive.
- Greet audience as they arrive.
- Introduce performers.
- Start the event on time.
- After the event is finished, clean up facility and assist performers with packing up their materials.

Follow Up (within 1 week after the program)

- Confirm that all performers and services have been paid.
- Send "Thank You" notes.
- Congratulate yourself and your organization members on a successful program!

Section 3 Event Planning, Reservations and Special Events

Common Program Planning Pitfalls

No one plans to fail. Many fail to plan! The following are guidelines as to why some student organization programs fail. Keep these in mind so your organization can avoid costly mistakes.

- Choice of Topic:
 - Not of general student interest
 - Students not involved in planning
 - Perception (fault with the design of the publicity)

- Poor Design of Program:
 - Not well planned
 - Not setting good goals
 - Reaching the wrong group

- Poor Publicity:
 - Not eye catching
 - Not enough info
 - Too cluttered
 - Not distributed far enough in advance
 - Not creative or informative
 - Poorly placed publicity

- Choosing a poor location:
 - Too far from students
 - Too cold/too hot - uncomfortable
 - Little known location
 - Many distractions

- Choice of Facilitators:
 - Poor interpersonal skills
 - Not knowledgeable
 - Poor speaker/unprepared
 - Lack of understanding about the topic
 - Doesn't show up to perform

- Timing:
 - Conflict with academics
 - Conflict with other activities, religious holidays
 - Wrong time of the day
 - Length of the program