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**

<table>
<thead>
<tr>
<th>SEPT.</th>
<th>OCT.</th>
<th>NOV.</th>
<th>DEC.</th>
<th>JAN.</th>
<th>FEB.</th>
<th>MARCH</th>
<th>APRIL</th>
<th>MAY</th>
<th>JUNE</th>
<th>JULY</th>
<th>AUG.</th>
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</table>

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

- MON.
- TUES.
- WED.
- THURS.
- FRI.
- SAT.
- SUN.

**WILL YOUR ORGANIZATION MEET DURING:**

- FINALS:
  - YES
  - NO

- SCHOOL BREAKS:
  - YES
  - NO

- DAYS / TIMES THE SMSU IS SCHEDULED TO BE CLOSED?
  - YES
  - NO
**Event Location**

- Events Center A
- Events Center C
- Skybox 207/208
- Fourplex 215
- Fourplex 217
- The Bay
  - (Only available after 6PM, Monday-Friday or any time on weekends.)
- Events Center B
- The Theater
- Skybox 210/211
- Fourplex 216
- Fourplex 218
- Events Center A
- Skybox 207/208
- Fourplex 215
- The Bay
  - (Only available after 6PM, Monday-Friday or any time on weekends.)

**Room Setup Request**

**Standard Setups:**

- **Events Center**
  - A
  - B
  - C

- **Fourplex**
  - 218
  - 215
  - 217
  - 216

**Equipment Request** (Please specify quantities)

- 54" Round Tables
- 6' Rectangle Tables
- Chairs
- Podium
- Microphone (Cabled)
- Microphone (Wireless)
- Computer
- DVD
- Projector
- Screen
- Other (Specify)
- Wireless Clicker
- Microphone Stands
- Smart Cart

**Custom Configuration**

(Please sketch your desired setup)

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

**Other Information**

- Is Food Being Served?  
  - Yes
  - No
  - (Must be approved, see pg. 3)

- Is a Movie Being Shown?  
  - Yes
  - No
  - (Must provide licensing)

- Is Alcohol Being Served?  
  - Yes
  - No
  - (Must obtain permit)
  - (Not available for student orgs)

- Admission Charges/Donations?  
  - Yes
  - No
  - If Yes, Amount: __________

- Do you need Wi-Fi access for off-campus guests?  
  - Yes
  - No

**Guests**

- Percentage of guests who are students: ____________ % vs. CSUSB faculty/staff: ____________ % vs. off-campus: ____________ %

- Will there be any guests under the age of 18 who are non-CSUSB students?  
  - Yes
  - No

- This event is intended for (Check as many as apply)  
  - Members
  - Students
  - Faculty/staff
  - Public
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

(Please Print Name) SIGNATURE

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

<p>| | |</p>
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<tbody>
<tr>
<td>1.</td>
<td>Facility users may not move or cover any light fixture in any of the facilities.</td>
</tr>
<tr>
<td>2.</td>
<td>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.</td>
</tr>
<tr>
<td>3.</td>
<td>Under no circumstances are candles or any other fire device allowed in any of the facilities.</td>
</tr>
<tr>
<td>4.</td>
<td>Under no circumstances is scotch tape or tacks allowed on any surface in any of the facilities.</td>
</tr>
</tbody>
</table>

### 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:**