



Space Reservation Request Policies and Procedures

This form is a request for the use of meeting space in the Cal State LA Housing and Residence Life Complex.

REQUIREMENTS

- Requests for space may be made by residents, university faculty/staff, recognized student clubs and organizations, and conference guests/groups. The representative reserving the space must be present at all times during the event. The sponsoring organization is responsible for the conduct of its participants and the care of all facilities.
- Organizations in violation with University policies and/or Housing policies outlined in the Housing and Residence Life Student Guide will be subject to applicable sanctions, charges and loss or suspension of reservation privileges. **See selected policies on page 2 and 3.**
- Events may be scheduled between 9am and 11pm based upon availability. Outdoor events must end by 10pm (or by Midnight on Friday and Saturday with prior approval). Events are not scheduled during midterms, finals or when campus is closed.
- Organizations are limited to ten reservations per semester (for an approximate 20 hours total).

STUDENT ORGANIZATIONS

- Student Organizations must complete an Event Registration Form at least 10 days but no more than 30 days prior to the event with Center for Student Involvement (CSI). The form is available at the CSI office located in the University-Student Union (U-SU) room 204.

TIMELINE

- Housing and Residence Life events and programs have priority until the second week of each semester. Other requests are on a first-come first-serve basis and subject to approval.
 - Requests should be submitted at least 15 days prior to your event. You will be notified of the approval status of your request no later than 10 days after your request.
 - In the event we are unable to accommodate your request, you may wish to reserve space elsewhere on campus.
- | | | |
|----------------------|--------------------|----------|
| Golden Eagle | GE Hospitality | 343-6770 |
| Classrooms, Walkways | Union Reservations | 343-2450 |

FURNISHINGS

- The Organization is responsible for restoring the room to its original condition, including furniture. If additional furnishings are requested, set-up and breakdown of equipment is the sole responsibility of the Organization.
- Emergency exits may not be blocked at any time.
- Audio-visual equipment is not available.

PUBLICITY

- All flyers / banners advertising your event in Housing must be approved by the Housing and Residence Life Student Relations and Outreach Coordinator, Maria Ruiz at least 10 days prior to the event. Contact the Housing and Residence Life to schedule a time to submit your publicity. Unapproved advertising is subject to removal.

FOOD PERMIT

- If you will be serving food, you must submit a copy of your food Permit obtained through the Department of Environmental Health and Safety. They may be reached at (323) 343-3531.

ATTENDANCE

- All events may be subject to the security staffing requirement of the University Police. All events that will have 50 or more attendees must be reviewed by University Police, located near parking lot 1 (323) 343-3700. Please contact the Crime Prevention/Special Events Coordinator or the Watch Commander for assistance. A written letter indicating the outcome of the review must be attached to this request form prior to submission.

RETAIN THIS COPY FOR YOUR RECORDS

**SPACE RESERVATION REQUEST
POLICIES AND PROCEDURES**

Residents and guests are expected to respect and take care of the facilities and equipment rented to them; they are expected to conduct themselves within acceptable and reasonable standards of good behavior, and to take individual responsibility for their actions. Consideration for others is the basic principle that needs to be followed by all residents/guests.

All residents and guests are expected to abide by the explicit and implicit intent of the following guidelines. Violation of any policy outlined in this section will result in disciplinary action as detailed in the section titled Student Conduct Process. This includes a range of sanctions including, but not limited to, community service projects, disciplinary probation and eviction. Organizations who are found in violation of any Housing and Residence Life policies may be subject to action including: immediate cancellation of event; removal of specific individuals from event; inability to make future reservations; and potential referral as appropriate to University Police, Judicial Affairs, and/or the Center for Student Development and Programs.

1. Earthquake Preparedness

In case of earthquake or other multi-hazard incident, the requesting parties should comply with the evacuation alarm and/or the directions of Housing and Residence Life staff. The Evacuation Site is Parking Lot 7. You will be given instructions by Cal State LA or Housing and Residence Life staff after your arrival in this area. Remain in Parking Lot 7 until you are accounted for and/or given permission to leave the scene and re-enter Housing.

2. Parking

- A. Temporary/Guest Parking Permits are available in the yellow dispenser located in Lot 7: these permits are valid only in Lot 7 and should not be used to park inside the fenced in residential parking area.
- B. The loop around the Phase I complex is a fire lane and is enforced as a NO PARKING area 24 hours a day. Parking Enforcement officers will cite cars parked in this area.

3. Alcohol

- A. The intent of this policy is neither to encourage nor to endorse the use of alcoholic beverages, but to describe the permitted and prohibited use of alcoholic beverages in the Housing and Residence Life complex. The University is committed to maintaining an environment for its students that is predominantly free of the use of alcoholic beverages and in full compliance with federal and state laws. The requesting parties who violate laws or University policies concerning alcoholic beverages shall be subject to criminal prosecution and/or institutional sanctions.
- B. Alcoholic beverages are not to be consumed in public areas, such as the Community Centers, recreation areas, balconies, sidewalks, etc., except when approved as outlined in the California State University Los Angeles Administrative Procedures regarding Alcoholic Beverages (# 019).

4. Disorderly Conduct

A. Any behavior or expression that disrupts or obstructs the administrative, educational, or communal nature of the Housing and Residence Life complex is prohibited. This includes irresponsible behavior that may be disruptive or dangerous to persons or property or otherwise create health or safety problems. This also includes encouraging or provoking others to engage in abusive or irresponsible behavior.

5. Drugs and Drug Paraphernalia

Possession, sale or use of illegal drugs or controlled substances, as well as possession of drug paraphernalia, as those terms are used in the California Penal Code and the Health and Safety code, is prohibited. Furthermore, inappropriate or illegal behavior while under the influence of drugs or controlled substances is also a violation of the policy.

6. Failure to Comply

- A. Requesting parties are required to comply with University officials or Housing and Residence Life staff when such an official is working within the performance of their duties. Interfering with staff in the performance of their duties is prohibited.
- B. Failing to provide required information and/or providing false information to staff is prohibited.

7. Falsification

Providing false information, forgery, alteration or misuse of University documents, records or identification is prohibited.

8. Firearms, BB-Guns, Pellet Guns and Weapons

Possession of any firearm (including BB-Guns, Pellet Guns and Starter pistols) is a felony and is prohibited on the premises of the University (Section 626.9, California Penal Code). This statute applies to the residential community, all licensees, guests, and visitors. The University prohibits deadly weapons, ammunition, knives, fireworks, explosives, and dangerous chemicals. Plastic guns or weapons which could be interpreted as actual weapons are not allowed.

9. Gambling

Gambling in any form is prohibited. Games ending in profit, monetary or otherwise, are not allowed.

10. Identification

Upon the request of University staff, requesting parties shall identify themselves and present valid identification. Failure to provide immediate identification may require that a person leave the area and the premises.

11. Noise

- A. Noise (including, but not limited to, stereos, televisions and conversations) not associated with daily living should not interfere with the sleep or study of others at any time. Designated quiet hours are in effect from 10:00 pm-9:00 am, Sunday through Thursday, and 12:00 am-8:00 am on Friday and Saturday. During Quiet Hours any noise emanating from an apartment or public area is prohibited. The Neighborhood (Westside) and the Scholars Community a 24-hour quiet policy.
- B. Although there are set quiet hours, residents and guests are expected to be courteous of their noise level at all times.
- C. During Final Exams a 24-hour quiet policy is in effect beginning on the Friday before Finals Week begins through the end of the last day of finals.

12. Smoking

- A. As outlined in the California State University Los Angeles Administrative Procedures regarding the University Smoking Policy (#006) which references a concern for the health of all members of the University community, smoking is not permitted in all enclosed indoor areas on campus or in any building on campus, with the exception of specially posted smoking areas approved by the Risk Management and Environmental Health and Safety Director. This includes all inside environments and exterior areas that are encompassed by the building footprint. **This includes open balconies, foyers, stairway landings, rooftops and pedestrian bridges between buildings that begin and end at the building entrance/exit.**
- B. Smoking is prohibited within twenty (20) feet of an outside entrance to a building, building opening (window, door, etc.) or mechanical ventilation system air-intake.
- C. There are three designated smoking areas in the housing complex. The first is located on the west side of the Phase II near the metal benches next to the basketball court. The second is located in the alcove adjacent to the access road by the stairs leading to Lot 7A, and the third is located on near the Housing loop exit where the umbrella table is located.

13. Soliciting/Posting

- A. No solicitors or salespersons (including religious proselytizing) have permission to call at a unit unless invited in advance by the licensee. Licensees are requested to notify the Housing and Residence Life Office or Public Safety (University Police) if solicitors or salespersons are seen conducting business.
- B. No one is permitted to distribute or post materials without specific permission from the Housing and Residence Life Office. Materials not approved by the Housing and Residence Life Office will be removed.

14. Trash Removal—excessive amount

The University maintains a contract with a private firm for the removal of all trash and garbage. Trash containers are located on the outside perimeter of the access road and surrounding the Phase II complex. The containers are for residents and guests requesting to use our facility. Receptacles should not be used to dispose of hazardous materials or furniture.

15. Vandalism

- A. Vandalism to public or private property is prohibited. Requesting parties will be charged for any damage to or loss of University property. If the individual(s) responsible for the damages cannot be determined, the charges will be assessed to the requesting parties.
- B. Intentional or malicious destruction of university, public or private property is prohibited. Requesting parties will be charged for any damage to or loss of university property. If the individuals(s) responsible for the resulting damages cannot be determined, the charges will be the charges will be assessed to the requesting parties.

16. Violence and Harassment

- A. Behavior or expression which is interpreted as abusive or threatening to any member of the community is prohibited. This includes, but is not limited to, physical or sexual assault, verbal threats and/or harassment, and all types of communication via phone, email, and internet forums.
- B. Hate Motivated Crime: Any act of intimidation, harassment, physical force, or threat of physical force directed against any person or family, or their property or advocate, motivated either in whole or in part by hostility to their real or perceived race, ethnic background, national origin, religious belief, sex, age, disability, or sexual orientation is prohibited.

Should you have any questions, please call the Housing and Residence Life Office at (323) 343-4800.

SPACE RESERVATION REQUEST FORM

Circle One: Sun Mon Tue Wed Thu Fri Sat

Check Request(s): Lounge Conference Room
 Game Room Computer Lab

Reservation Date Reservation Start Time Reservation End Time

Event Title Expected Attendance

Sponsor Name (Organization / Faculty / Staff / Conference

Person Responsible for Space, Title Phone Number

Email Address

Campus Address

Faculty Advisor Faculty Phone Number

Student Organizations: Have you attached an approved **Event Registration Form**? Yes No
Will there be food at this event? Yes No

If yes, have you submitted a copy of your approved **Food Permit** to Housing and Residence Life? Yes No

Have you **submitted all publicity** to the Housing and Residence Life Student Relations and Outreach Coordinator for review? Yes No

What form of publicity will you be using?
 None Flyer Poster Other _____

If over 50 people, have you **contacted University Police**? Yes No
 Security / Police Required Security / Police not required

Do you expect any off-campus participants Yes No
If yes, how many do you expect? _____

What role do they play at your event?
 Guest Speaker Performer Invited Guests

How would you classify this event?
 Class/Workshop/Educational Program Meeting
 Dinner/Banquet Social Event, Specify: _____
 Other

By submitting and signing the Space Reservation Request Form, you, the Requesting Parties, agree to all terms and conditions therein. Incomplete request forms will not be considered.

Signature _____ Date _____

OFFICE USE ONLY (do not write below this line)

Event Approved Event Not Approved Staff Signature _____ Date _____

Reason: _____

<u>Room(s) Needed</u>	<u>Seating Capacity</u>	<u>Standard Set-Up</u>
__Phase II Lounge	40	Sofas Theatre Style
__Phase II Conference Room	18	Board Room
__Phase II Game Room	n/a	n/a
__Phase II Dining Room		
__Phase I Computer Lab	10 work stations	n/a

<u>Equipment Rental Fees</u>	<u>Off Campus Rate</u>	<u>Student Rate</u>
__All Standard Set-Ups (As Is)	No Charge	No Charge
__Podium	\$10.00	No Charge
__Chair	\$ 1.00	No Charge
__Round Table	\$ 7.00	No Charge
__6' Table	\$10.00	No Charge
__Panel Table	\$ 8.00	No Charge

<u>Space Rental Fees</u>	<u>Off Campus Rate</u>	<u>Student Rate</u>
__Phase II Lounge	\$300.00	No Charge
__Phase II Conference Room	\$200.00	No Charge
__Phase I Game Room	\$225.00	No Charge

Total Charges _____