



Department Rejuvenation Space Request Form and Use Agreement

Name: _____ CWID: _____

Email: _____ Campus phone: _____

Cell and/or emergency contact: _____

Manager name/phone: _____

Please check one:

Faculty	Staff: <i>(Please check one)</i>	Student	Campus Visitor	Job Applicant						
<input type="checkbox"/>	<table style="display: inline-table; border: none;"> <tr> <td style="text-align: center; font-size: small;">CSUF</td> <td style="text-align: center; font-size: small;">ASC</td> <td style="text-align: center; font-size: small;">ASI</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>	CSUF	ASC	ASI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CSUF	ASC	ASI								
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>								

I am requesting to use the Rejuvenation Space checked below and the times indicated. I wish to start on
 Start date: _____ Anticipated end date: _____.

I will use _____ (room #/space) on: M ___ T ___ W ___ TH ___ FRI ___.

Times: _____

If a Campus Rejuvenation Space is needed, please contact the appropriate representative below.

	CALIFORNIA STATE UNIVERSITY FULLERTON	LACTATION REQUESTS	AMERICANS WITH DISABILITIES/DISABILITY ACCOMMODATION REQUESTS
FULLERTON CAMPUS	Students	Chalea Forgues or Vanessa Almanza Women's Center – University Hall 205 (657) 278-3928	Darlene Serrano or Rosalind Blackstar University Hall 120 (657) 278-3112
	State Employees & Job Applicants	Chalea Forgues or Vanessa Almanza Women's Center – University Hall 205 (657) 278-3928	Contact your search committee chair or recruiter. If unavailable, contact Alisha Brown (657) 278-2824 or Cassandra Newby (657) 278-5626 College Park 700
	ASC Employees & Job Applicants	Chalea Forgues or Vanessa Almanza Women's Center – University Hall 205 (657) 278-3928	Rosario Borrromeo (657) 278-4116 or Maile Sagiao (657) 278-4117 Auxiliary Services Center 135
	ASI Employees & Job Applicants	Chalea Forgues or Vanessa Almanza Women's Center – University Hall 205 (657) 278-3928	Stephanie Spencer (657) 278-7630 or Yvonne Castillo (657) 278-2384 Titan Student Union 227
	Visitors	Contact your event coordinator. If unavailable contact Chalea Forgues or Vanessa Almanza Women's Center University Hall 205 (657) 278-3928	Contact your event coordinator.
IRVINE CAMPUS	Students State Employees ASC Employees ASI Employees Visitors Job Applicants	Alfreda Hart or Charlene Keith CSUF Irvine Front Desk (657) 278-1601	Alfreda Hart or Charlene Keith CSUF Irvine Front Desk (657) 278-1601

Scheduling:

- The Space is for a maximum of 30 minutes at a time unless prior accommodations are made.
- To accommodate department needs, please adhere to your allotted time scheduled. If additional time is needed, please contact your manager.
- Should you no longer have a need for the Space before your designated end date or should you need an extension, please notify your manager.
- Working mothers wishing to express milk during work hours should contact your HRDI, HR or Benefits department for details. Nursing mothers are responsible for notifying their direct supervisor/manager if they use any additional time beyond their usual break or meal times. CSUF States employees, please refer to the CSU technical letter HR/Salary 2011-05: <http://www.calstate.edu/HRAAdm/pdf2011/TL-SA2011-05.pdf>.

Space use and cleaning

- If the Space is occupied during your scheduled time, please contact your manager.
- If you find the Space is not clean prior to use, please notify your manager immediately for another Space. You may also contact the Women’s Center at (657) 278-3928 for a Rejuvenation Space.
- No other individuals are permitted in the Space at any time, unless your manager gives prior approval.
- Please remove your trash from the Space.
- Please ensure the door closes to secure the Space before and after each use.
- The University is not responsible for lost or stolen items left in the Space.
- To conserve energy, please turn off the lights after each use.

I acknowledge that I have read this form and agree to abide by these guidelines. I understand and agree that my failure to adhere to these guidelines may result in the loss of my access to the _____ (room #/space).

Print Name *Signature* *Date*

You are approved to use the space at the time(s) indicated above.

Print Name *Signature* *Date*

=====
Representative's Use Only

End Date *Representative's Signature* *Date*