



## FACILITY RESERVATION REQUEST

FOR CURRENTLY RECOGNIZED STUDENT CLUBS/ORGANIZATIONS  
AND ON-CAMPUS DEPARTMENTS

All students submitting a Facility Reservation Request Form **must have attended a Blueprints workshop**. Faculty/Staff are not required to attend Blueprints. Please submit all facility reservation requests to a minimum of **five (5) business days** and a maximum of **12 months** in advance.

**For major events such as dances, concerts, cultural shows, step shows, carnivals, etc., complete the Special Event Request form.** If you are not certain if your event requires this form, please ask the SORC staff.

Please read all instructions carefully to determine which section(s) are required to complete.

**Name of Organization/Department:** \_\_\_\_\_  
*(Do Not Abbreviate)*

**Name of Event:** \_\_\_\_\_

**Date(s) of Event:** \_\_\_\_\_  
*(Include the day of the week)*

**Time of Event:** \_\_\_\_\_  
*(Include set up and break down time)*

**NAME OF PERSON SUBMITTING REQUEST / CONTACT PERSON**

**Name:** \_\_\_\_\_

**Specific Title/Position in Organization:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **CSU E-mail Address:** \_\_\_\_\_

**EVENT DETAILS: DESCRIBE THE PURPOSE OF YOUR EVENT AND THE ACTIVITIES THAT ARE PLANNED**

Include details such as use of amplified sound, any displays, performances, vendors, expected attendance, vehicles requiring escort onto campus, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**TYPE OF EVENT:** Check ALL sections that apply. Complete the indicated sections, and review and initial appropriate guidelines.

- Non-Food/Beverage Event: *Complete Section 1*
- Food/Beverage Distribution/Sale Event: *Review and complete Sections 2, 4, 5*
- Event with Amplified Sound: *Review and complete Sections 4*
- Vendor Event: *Review Sections 3*
- Fundraiser Event: Section 19731 of the Government Code prohibits the use of State University facilities for fundraising for political purposes. The use of State University facilities for personal financial gain is also prohibited. Funds raised must be used for University related purposes consistent with the approved mission of the organization and objectives of the fundraising event. *(President's Directive 6)*  
All funds collected in the name of the student organization must be deposited in an ASI account the day following the fundraising event. The University does not recognize off-campus bank accounts for student organizations at CSUF. *(President's Directive 6)*  
University policy requires organizations engaging in on-campus fundraising activities to submit an **Income and Expense Report** listing revenues and expenditures by item. This form must be submitted to the Student Organization Resource Center within five (5) business days after each fundraising activity. *(President's Directive 6)*
- Other: \_\_\_\_\_

### SECTION 1: NON-FOOD/BEVERAGE LOCATION(S) REQUESTED

- Titan Walk Way: *Table(s) # Requested* \_\_\_\_\_
- \*No student organization will be allowed to occupy an area for more than twelve (12) days a month total, nor more than three (3) consecutive days in a week.**
- Central Quad     Quad NE Corner     Quad NW Corner     Quad SE Corner     Quad SW Corner
- Engineering and Computer Science (ECS) Lawn     Titan Walk Lawn North     Titan Walk Lawn South
- Building Walkway, Breezeway and/or Patio: \_\_\_\_\_     KHS Mall North     KHS Mall South
- SGMH courtyard: *Space # Requested* \_\_\_\_\_
- \*Classroom(s) UH    MH    KHS    ECS    EC    SGMH    LH    H    Classroom Capacity Requested \_\_\_\_\_
- \*Student Organization Resource Center does NOT provide access to Smart Room Technology Cabinets**
- Other \_\_\_\_\_
- Sports Fields:**  East Rec Field     West Rec Field     Titan Track     Titan Gym     KHS Gym (KHS 204)  
 Softball Field     Tennis Court

### SECTION 2: FOOD/BEVERAGE LOCATION(S) REQUESTED

- EC Southwest Main Entrance     Titan Walk Bake     UH Quad     Humanities West Patio
- Engineering Quad     Titan Walk Table     EC Quad
- HOT FOOD LOCATION REQUESTED** *(e.g. BBQ)*
- Central Quad     Student Recreation Center (SRC)Lawn     Engineering Computer Science (ECS) Lawn     Sports Fields

### SECTION 3: VENDOR GUIDELINES

Food and non-food vendors must submit the following documents **2 weeks** prior to the event:

1. A Certificate of Liability Insurance with endorsement
2. Copy of Business License
3. Proof of Worker's Compensation Coverage

Refer to "Vendor Guidelines" handout for additional information (can be obtained at the SORC).

I have read and understand these guidelines     INIT

**SECTION 4: AMPLIFIED SOUND / EQUIPMENT GUIDELINES** (Check appropriate box)

- Amplified sound will be provided by the University Conference Center.
  - Audio equipment (technician, microphone, speakers, etc.) for amplified sound **MUST** be reserved from the University Conference Center, TSU-121 at least **2 weeks** prior to the event. The cost for a technician is \$11.00 per hour. Cost is subject to change.
- Amplified sound will be provided by the organization/department, **NOT** by the University Conference Center.
  - Amplified sound that is provided by the organization/department still requires having a technician monitor sound level.
  - Amplified sound is permitted from 12:00pm – 1:00pm **ONLY**. Restricted to the Central Quad
  - Tables/Chairs can be checked out free of charge from the TSU Information Desk with a student ID and the club's AS account number.

**SECTION 5: REQUIRED FOR FOOD/BEVERAGE DISTRIBUTION:**

Has the person submitting this request attended Food Handling Training?       YES       NO

What food(s)/beverages will be served? \_\_\_\_\_

Where will the food(s)/beverages be obtained? \_\_\_\_\_

Where will the food(s)/beverages be prepared? \_\_\_\_\_

How will the food(s)/beverages be prepared? \_\_\_\_\_

How will the food(s)/beverages be stored after cooking and served? \_\_\_\_\_

What type of food/beverage protection equipment will you be using to ensure potential hazardous foods are kept hot or cold during holding time? \_\_\_\_\_

**BAKED GOODS GUIDELINES**

- Baked Items: cookies, brownies, cupcakes, muffins, croissants, doughnuts, etc. can not contain cream, whipped cream, or custard filling and/or icing. All items must be individually wrapped. **No store-bought baked goods are allowed.**

**HOT/COLD PREPARED FOOD DISTRIBUTION GUIDELINES**

- If food is being obtained from an off-campus commercial vendor, student organizations/departments may be required to provide additional documentation as directed by Environmental Health & Instructional Safety.
- No more than one (1) food distribution is allowed per approved designated location.
- Individuals may be required to attend a Food Handling Training per Environmental Health & Instructional Safety. A schedule of trainings is available in T-1475. For more information go to: <http://ehis.fullerton.edu/SafetyTraining/FoodHandlersTraining.aspx>
- If hot-prepared food distribution is approved, individual must wear their food handler permit at all times during the event.
- **Signature and approval required by the Environmental Health & Instructional Safety and by Food & Vending prior to submitting this facility reservation request.**

**To be completed by Environmental Health & Instructional Safety** (Signature not required for sale of baked goods)

Attendance to Food Handling Training Required:     Yes     No      Additional Documentation Required:     Yes     No

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Environmental Health & Instructional Safety · (657) 278-2124 · T-1400

**SECTION 6: FOOD & VENDING**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Food and Vending · (657) 278-7293 · TSU – 121

**Read Carefully and Sign. I understand the following:**

- My reservation is not approved until I receive confirmation via email from the SORC. All requests are subject to consideration of “time, place, and manner”. The SORC reserves the right to cancel or void my reservation request if it does not comply with university policies and/or the reservation details are not finalized.
- I or a member of my organization/department must be present during this activity scheduled.
- I may not drive onto campus for loading or unloading between 8:30am – 3:00pm without prior approval from the SORC. I have read and understand the Restrictions to Driving on the Interior of Campus available at the SORC.
- Failure to comply with the provisions set forth in the president’s directives may result in the suspension of campus privileges.
- It should be recognized that instructional programs have priority in scheduling University facilities.

**Name of Person Submitting Request/Contact Person** (*please print*): \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR SORC OFFICE USE ONLY**

**NOTES:**

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**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Associate Dean of Student Life Programs · (657) 278-7622 · TSU-245

Event Approved/Scheduled:  Yes      Confirmation Number \_\_\_\_\_       Tentative       ESPM

No      Comments \_\_\_\_\_

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