

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: *(Please check one)* Student Campus Visitor Job Applicant

CSUF ASC ASI

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

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\_ W \_ \_ TH

\_ FRI \_.

Times:

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

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|  | **LACTATION REQUESTS** | **AMERICANS WITH DISABILITIES/ DISABILITY ACCOMMODATION REQUESTS** |
| **All Students** | Hilda Pelaez (657) 278-4505 or Cherie Mathew (657) 278-4802Title IX and Gender Equity – College Park 205  | Ana Quiroz or Lori PalmertonGordon Hall 106 (657) 278-3112 |
| **CSUF State Employees & Job****Applicants** | Hilda Pelaez (657) 278-4505 or Cherie Mathew (657) 278-4802Title IX and Gender Equity – College Park 205 | Contact your search committee chair or recruiter. If unavailable, contact Griselda Marquez (657) 278‐5187 or Kelynn Mullally (657) 278-5333College Park 700 |
| **ASC Employees & Job Applicants** | Hilda Pelaez (657) 278-4505 or Cherie Mathew (657) 278-4802 Title IX and Gender Equity – College Park 205 | Bertha Leon (657) 278-4120 or Rosario Borromeo (657) 278‐4116 Titan Hall 135 & 136 |
| **ASI Employees & Job Applicants** | Hilda Pelaez (657) 278-4505 or Cherie Mathew (657) 278-4802Title IX and Gender Equity – College Park 205 | Yvonne Castillo (657) 278‐2384 or Sharon Johnson (657) 278-7060Titan Student Union 227 |
| **Campus****Visitors** | Contact your event coordinator. If unavailable contact, Hilda Pelaez (657) 278-4505 or Cherie Mathew (657) 278-4802 Title IX and Gender Equity – College Park 205 | Contact your event coordinator.  |

**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/HRAdm/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 Title IX and Gender Equity at (657) 278-2121 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*

 Revised 8/2021