Student Union Reservation Guidelines

I. Purpose
In order to have organized and concise reservations throughout the Student Union.

II. Background
The Student Union is funded by student fees. As such, these guidelines were created to uphold the fiduciary responsibility associated with the management of student fees. In addition, be purposeful with the usage of the Student Union.

III. Accountability
- ASI Board of Directors
- Student Union Student Employees
- Budget Allocation Spending Committee
- ASI Entity Organization Members
- ASI Professional Staff
- Budget Support Staff
- ASI Entity Leaders
- ASI Entity Advisors
- ASI Student Employees

IV. Applicability
- Board Members
- Students
- University Clubs/Orgs
- ASI Professional Staff
- Staff
- Student Employees
- University Administrators

Student Union Spaces
These guidelines pertain to the following Student Union spaces:
- Coville Conference Room (1360)
- Meeting Room A (2021)
- Meeting Room B (2023)
- Dining Room
- Dining Room Stage
- Tree House Courtyard
- Game Room
- East Lounge
- North Lounge

Guidelines
1. Student Union reservations can be arranged by going online to [http://www.csuci.edu/](http://www.csuci.edu/) and reserving through 25Live. Please contact Diana Ballesteros at [Diana.ballesteros@csuci.edu](mailto:Diana.ballesteros@csuci.edu) or at 805-437-8932 for assistance.

2. Reservations for Student Union space are available on a first-come, first-serve basis; however, priority will be given for ASI business and registered CI student organizations.
3. Reservations must be confirmed or released within ten (10) business days of the original request. No more than two (2) tentative dates may be scheduled for the same event.

4. In order to accommodate as many users as possible, the Student Union staff reserves the right to adjust space assignments according to the number of guests expected and the type of event. Adjustments to space assignments will be done only upon consent of the requester and with adequate advance notice so as not to negatively impact the event or participants.

5. The Student Union cannot be used for academic classroom usage; however a class may request to use the facility for a special event which is open to the entire CI student body.

6. All items must be removed at the end of each event/meeting. Users will incur a $50 charge if space requires cleaning by the Student Union staff.

7. Users must return the requested space to its original setting. Each meeting room contains a guide of the original setting.

8. Users are found responsible for damages to the building, equipment or furnishings—and will incur all costs associated with repair or replacement.

9. Meetings are to adjourn no later than 15 minutes prior to the building closing unless prior arrangements have been made with Information Desk staff. Please reference the Student Union website for operating hours.

10. Campus food services must be given first right of refusal for any food or beverages provided during meetings, events or facility rental.

11. Service fees may be assessed for meetings requiring changes to existing room setups.

12. Special room setup must be requested at least three (3) business days in advance of the event. It is the requestors’ responsibility to contact the ASI Administrative Assistant with any special requests and/or any changes or cancellations to the 25Live request.

13. Space reservations also include special room sets; extra trash/recycling bins, and AV/IT. These needs must be communicated to the ASI Administrative Assistant and are available on a first-come, first serve basis.

14. Registered student organizations may request a series reservation for the same meeting room at the same time on the same day each week per semester. In order to better accommodate student organizations, each organization is allowed a maximum of 2 hours per meeting. All series reservations will be made on a first-come, first-served basis. All registered student organizations must request space through the SEAL Center located in the Student Union second floor, room 2037.
15. Reservations may be made up to one semester in advance.

**Student Union Facility Fees**

The Student Union is funded by student fees. As such, if a registered CI student organization or event pertaining to ASI business is held within the regular operating hours, no usage fee will be charged. Events occurring during non-operating hours will incur a usage fee for staff coverage of the event/facility—for these fees and all other facility fees please refer to the [Facility Fee Schedule](#). Fees for these areas must be paid in full for the reservation to be finalized.

Procedures Approved By:

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ASI Executive Director
(Print Name)  (Signature)  (Date)