

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

- | | | |
|---|--|--|
| <input type="checkbox"/> ASI Board of Directors | <input checked="" type="checkbox"/> ASI Professional Staff | <input type="checkbox"/> ASI Entity Leaders |
| <input type="checkbox"/> Student Union Student Employees | <input type="checkbox"/> Budget Support Staff | <input type="checkbox"/> ASI Entity Advisors |
| <input type="checkbox"/> Budget Allocation Spending Committee | <input type="checkbox"/> ASI Student Employees | |
| <input type="checkbox"/> ASI Entity Organization Members | | |

IV. Applicability

- | | | |
|---|---|---|
| <input type="checkbox"/> Board Members | <input type="checkbox"/> ASI Professional Staff | <input checked="" type="checkbox"/> Student Employees |
| <input checked="" type="checkbox"/> Students | <input checked="" type="checkbox"/> Staff | <input checked="" type="checkbox"/> University Administrators |
| <input checked="" type="checkbox"/> University Clubs/Orgs | | |

Student Union Spaces

These guidelines pertain to the following Student Union spaces:

- Coville Conference Room (1080)
- Meeting Room A (2021)
- Meeting Room B (2023)
- Dining Room (1129)
- Dining Room Stage (1130)
- Tree House Courtyard
- Game Room (1060)
- East Lounge
- North Lounge (2020A)

Guidelines

1. Student Union reservations can be arranged by going online to <http://www.csuci.edu/> and reserving through [25 Live](#). Please contact Conference & Events at events@csuci.edu or at 805-437-3900 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. 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.
4. All registered student organizations must request space through the SEAL Center, reservations may be made up to one semester in advance.
5. Only authorized representatives of a sponsoring organization or department may make reservations on behalf of the organization or department. The individual making the reservation(s) assumes all responsibility for the event.
6. Individuals looking to reserve a space in the Student Union must have an organization or department make the reservation for them. Individual reservations will not be accepted.
7. 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.
8. 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.
9. The Student Union cannot be used for academic classroom usage; however a professor may request to use the facility for a special event which is open to the entire CI student body.
10. Decorations and signage, including flyers and posters may not be affixed to windows. Only mounting putty may be used to affix decorations or event signage. Tacks, nails, or non-masking tape is not permitted.
11. Decorations and signage must not obstruct entrances or fire exits. All decorations and signage must be constructed of non-flammable material.
12. Candles, incense and/or any type of open flame within or adjacent to the facility is prohibited.

13. 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.
14. Users must return the requested space to its original layout. Each meeting room contains a guide of the original layout.
15. Any rearranging of furniture or resources must not obstruct entrances of fire exits.
16. Requestor is responsible for ensuring that the max capacity of the room is enforced. The max capacity can be found on 25Live.
17. Users are responsible for damages to the building, equipment or furnishings—and will incur all costs associated with repair or replacement.
18. Meetings are to adjourn no later than 15 minutes prior to the building closing unless prior arrangements have been made with ASI professional staff. Please reference the [Student Union website](#) for operating hours.
19. Campus food services must be given first right of refusal for any food or beverages provided during meetings, events or facility rental.
20. Service fees may be assessed for meetings requiring changes to existing room setups.
21. 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 Facility Specialist with any special requests and/or any changes or cancellations to the 25Live request.
22. Space reservations also include special room sets; extra trash/recycling bins, and AV/IT. These needs must be communicated to the ASI Facility Specialist and are available on a first-come, first serve basis.
23. Events occurring after 2 p.m. on Fridays through Sunday must request that Facility Services send a custodian to clean the reserved location. This can be requested on your 25Live event request.

The Student Union is funded by student fees. As such, if a registered CI student organization or event open and directed towards students is held within the regular operating hours, no usage fee will be charged. Events occurring during non-operating hours will incur an additional usage fee for staff coverage of the event/facility—for these fees and all other facility fees please refer to the **Facility Fee Schedule below**. Fees for these areas must be paid in full for the reservation to be finalized.

Fees:

Student Union Facility Fees and Room Capacity

All rates and charges are subject to change without notice. Groups will be charged repair or replacement costs if equipment is damaged or lost and cleaning costs will be assessed if the event warrants. **Moreover, there's a possible extra charge of \$10.75 an hour for two Student Union event staff employees. A minimum of two hours are required for**

Category Key			
A	B	C	D
Campus Departments, University Self Support Organizations, Foundation, UGC	Community Colleges/Public School Districts, Organization using the University's facilities for charitable purposes (requires official agreement with University)	Events not approved for reduction in rent and all off campus organizations	ASI, Student Organizations, and events organized primarily for CI students

Student Union												
	Capacity				Fee				Category			
	Regular Set	Chairs only	Rounds	T-8	Daily	Hourly ¹	Daily ²	Hourly ^{1,2}	A	B	C	D
Available Year Round												
Meeting Room A (2nd Floor)	Square Conference for 12	29	NA	NA	\$200	\$50	\$300	\$75	50%	75%	100%	No Fee
Meeting Room B (2nd Floor)	Square Conference for 12	29	NA	NA	\$200	\$50	\$300	\$75	50%	75%	100%	No Fee
Coville Conference Room (1st Floor)	Square Conference for 40	84	NA	NA	\$400	\$100	\$500	\$150	50%	75%	100%	No Fee
Tree House Courtyard	Rod iron tables/chairs for 38		25 (200 seats)	37 (74 seats)	\$450	\$125	\$550	\$175	50%	75%	100%	No Fee
Only available on non-academic days												
East Lounge ⁴	51	NA	NA	NA	\$200	\$50	\$300	\$75	50%	75%	100%	No Fee
Student Organizations Area	14-26	NA	NA	NA	\$200	\$50	\$300	\$75	50%	75%	100%	No Fee
Tree House Lounge	16	NA	NA	NA	\$200	\$50	\$300	\$75	50%	75%	100%	No Fee
Dining Area (includes dining seating, platform, and lobby lounge) ^{3,4}	80	150	NA	NA	\$400	\$100	\$500	\$150	50%	75%	100%	No Fee
Game Room ⁴					\$500	\$125	\$600	\$175	50%	75%	100%	No Fee
Miscellaneous Student Union Charges												
No show or less than 48 hours notice of cancellation									50%	50%	50%	

1. Two Hour Minimum
2. Use outside of normal business hours including weekends
3. Food charges additional
4. Available to Category D during the academic year

Fees by category:

- Category A: Campus Departments, University Self Support Organization, Foundation, UAS- will be charged 50% of the fees for any events/meetings that are not open to and/or directed towards CI students or events outside of the regular operating hours. A meeting that has ASI/Student Union representation may request to waive the fee during

operation hours, if the event is in line with the purpose of ASI or the entity represented. The decision will be made by the ASI Facility Specialist.

- Category B: Community Colleges/Public School Districts, Organization using the University's facilities for charitable purposes- will be charged 75% of the fees for any events/meetings that are not open to and/or directed towards CI students or events outside of the regular operating hours.
 - Category C: Events not approved for reduction in rent and all off-campus organizations- will be charged 100% of the fees for all meetings no matter the target audience or purpose.
 - Category D: ASI, student organizations, and events organized primarily for CI Students- will not be charged a fee if the event/meeting is open and/or directed towards the CI students and is within the regular operating hours.
1. Any location used during non-operating hours will incur a facility fee. This fee can be found above depending on the requested location(s). The fee includes the following:
 - a. The location requested
 - b. The utilities being used in the building (water, electricity, gas, etc.). It is the requestor's responsibility to note the needed utilities that are not regularly available outside of hours of operation on their 25Live reservation:
 - i. Lights
 - ii. HVAC system (AC, ventilation, and heating)
 - iii. Shutting off the Sprinkler system in the Tree House Courtyard
 - c. The Student Union resources requested on 25Live, except the ASI stage. The stage has a \$250 flat rate to all entities outside of ASI.
 2. Two Student Union Event Staff must be at events occurring during non-operating hours. The requestor is responsible for paying a \$10.75/hour fee for a minimum of two hours for both event staff. The event staff is in charge of the following:
 - a. Opening and closing the requested location
 - b. Setting up, monitoring, and taking down any requested Student Union audio visual equipment
 - c. Setting up and taking down the ASI stage, if requested in the Student Union
 - d. Ensuring that the building is safe and working accordingly
 - e. Ensuring that the requestor has rearranged any moved furniture, cleaned up and that all patrons have evacuated the building at the end of the event.
 3. Reserving the Student Union Tree House Courtyard does not automatically mean that the Lighthouse Café is also reserved for restrooms. Both locations would need to be reserved and would be charged separate facility fees.
 4. Reserving the Student Union Tree House Courtyard only would still incur a facility fee, since the reservation may be taking the space away from students. Please note our operating hours when reserving the Tree House Courtyard.
 5. All fees apply to any ASI entity or ASI/Student Union collaboration requesting space outside of non-operating hours.

Exception Clause

Exceptions of these guidelines and fees may be made by the ASI Executive Director. In the absence of an Executive Director, the ASI Assistant Director may make the exceptions.

Procedures Approved By:

ASI Executive Director
(Print Name)

(Signature)

(Date)