

CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  
UNIVERSITY STUDENT UNION

FACILITIES & OPERATIONS POLICY

Facility Use Policy

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*Recommended by the Facilities and Operations Committee on May 8, 2023.*

*Approved by the University Student Union, Board of Directors on May 8, 2023.*

## Statement of Purpose

University Student Union (USU) facilities are operated to meet the USU mission of providing facilities and services to the California State University Northridge (CSUN) student body and community. This policy sets forth the conditions under which patrons of the USU may utilize the facility.

Facility use is defined as the use of a USU facility, including open-space areas by members of the CSUN community and general public.

Rental use is defined as the use of a USU facility, including all spaces owned and operated by the USU for an event or series of events or activities promoted and/or coordinated by Recognized Student Clubs & Organizations, Campus Departments and off campus organizations with prior approval. USU facilities may be available for use when that use is consistent with the mission of the USU and when the prescribed conditions are met.

Participation in the USU Student Recreation Center and use of the USU's facilities, as part of the USU and California State University, Northridge, is governed by the Student Conduct Code (<https://www.csun.edu/catalog/policies/student-conduct-code/>) and all other University safety, security, and facility standards.

Federal and/or state and/or CSU policy, procedures and/regulations will be fully enforced.

### 1.0 Use of USU and Associated Names

All patrons are prohibited from using the names of the USU at California State University, Northridge (CSUN) or any of its programs (Student Recreation Center, Oasis Wellness Center, Veterans Resource Center, Pride Center, DREAM Center), or any abbreviation thereof, to imply, indicate or otherwise suggest that any product, service, or organization is connected or affiliated with, or is endorsed, favored, or supported by, the USU at CSUN or any of its programs. In addition, patrons shall not display, advertise, or announce any USU at CSUN name or program in connection with any economic or commercial advertising or promotional activity.

### 2.0 General Facility Regulations

#### 2.1 Animals

No animals shall be permitted inside University facilities with the exception of those authorized by the responsible administrative Dean, Department Chairperson or Director for the specific needs of instructional program, or those animals that are service animals for persons with disabilities as defined by the Americans with Disabilities Act (ADA) as amended.

All animals on University property must be properly restrained at all times and are prohibited from running at large on the campus. It is the responsibility of the owner to clean up animal excrement on University property as well as to ensure the actions/behavior of the animal does not cause harm to individuals or University property. Service animals must be licensed in accordance with county regulations, wear a vaccination tag and be on a leash.

[\(CSUN Policy 800-05\)](#)

Assistance animals, sometimes called therapy, support or comfort animals, are not, in most cases, recognized by the American with Disabilities Act (ADA) as Service Animals. Such animals must follow the general policies regarding animals on campus unless they have been deemed service animals by Disability Resources and Education Services (DRES). ([CSU Guidance and Recommendations](#))

## 2.2 Facility Tours

Tours of public USU facilities excluding Student Recreation Center and Oasis Wellness Center are encouraged to be conducted by USU employees with the exception of CSUN sponsored outreach tours.

Tours for the SRC and Oasis Wellness Center should be conducted by an employee or pre-authorized staff and can be coordinated at the respective welcome desks.

## 2.3 Building Access

Only authorized users will be granted access to buildings outside of operating hours.

## 2.4 Smoke and Tobacco Free Facilities

Smoking is prohibited anywhere within the USU and CSUN campus per campus Smoking Policy. (<https://www.csun.edu/sites/default/files/350-60.pdf>)

## 3.0 Facility Access

### 3.1. Service Drives and Designated Loading Areas

The Service Drives and loading docks of all USU facilities serve as primary access points for all deliveries and are to be used only for loading and unloading of business related materials. Parking in these areas is prohibited in accordance with university parking regulations. (<https://www.csun.edu/parking/visitor-parking-information>)

## 4.0 Facility Safety

### 4.1 Surveillance

The USU records activities in and around the USU facilities in an effort to:

- Enhance safety and security of students, faculty, staff, employees and guests
- Protect the USU facility and personal property
- Deter theft and vandalism
- Assist law enforcement officers in investigation and prosecution.

Information and images obtained through the surveillance system shall be used exclusively for security and law enforcement purposes and only released in accordance with this policy. Any other use of the surveillance system is prohibited.

Surveillance system recording and/or monitoring shall be conducted in a professional,

ethical and legal manner.

Specific staff will have access and can share with law enforcement, attorneys, CSUN designated officials and others on a need-to-know basis.

Surveillance equipment will be configured and secured to prevent tampering and unauthorized viewing of recorded information and to maintain personal expectations for privacy in public areas.

#### 4.2 Lost, Stolen, or Damaged Personal Property

USU is not responsible for forgotten, lost, stolen, or damaged personal property. ([CSUN Lost & Found Policy](#))

#### 4.3 Hazardous Materials

Hazardous materials are not permitted in the USU. This includes but is not limited to powders or chemicals.

Hazardous or flammable materials are prohibited in meeting rooms.

#### 4.4 Weapons

Per [California Penal Code 626.9](#), firearms are prohibited in all campus facilities.

Any item resembling weapons used for props during performances, advertisement, and activities will be reviewed in consultation with Department of Police Services. ([CSUN 800-01](#))

#### 4.5 Recreational Wheeled Transportation

Right of way is to be given to pedestrians when operating recreational wheeled transportation.

The riding of bicycles, use of skateboards, or other recreational wheeled transportation is prohibited inside USU buildings. Recreational wheeled transportation must be parked in designated areas located outside USU buildings.

Per Use of Bicycles on Campus Grounds ([800-03](#)), property that appears to be abandoned may be discarded.

#### 4.6 Occupancy Capacities

Capacities at the USU and SRC spaces and pool areas will follow all state and university regulations. At no time shall the capacity of USU spaces exceed the posted limit. ([NFPA Code 16.1.7.2](#))

## 5.0 Facility Usage

All USU facilities are intended to be used for activities and programs which complement and do not interfere with the educational purpose of the university. Additionally, uses must comply with the intended use and design and adhere to all state law, university and USU policies.

#### 5.1 Public Spaces

Public spaces are areas in the facility that guests are allowed to congregate without the need for reservation or exclusive use during regular building hours. Activities within public spaces will not interfere with other guests.

Public spaces include but are not limited to:

- Plaza del Sol
- Games Room
- Lounges
- SRC Walkway
- Study Rooms
- Pride Center
- Veterans Resource Center

#### 5.2 Reservable Spaces

Areas within the USU facilities are available for reservations. Reservations for USU facilities are to be made with the Reservations & Event Services (RES) department through the online request portal. Reservations for the Games Room are to be made with the SRC Intramurals department through the online request portal. Reservations for SRC facilities including Oasis Wellness Center and Plaza Pool are to be made with the SRC department.

#### 5.3 Food and Beverage

Food may not be cooked or prepared by guests in the USU facilities. The sale of food or beverage items is prohibited. The USU is not responsible for the quality of foods or the health and safety of people consuming food products brought into the facility. Home-made items are strictly prohibited.

#### 5.4 Sale of Goods and Vendor Sales

The sale of goods by vendors is limited to the four designated Vendor Spaces located throughout the USU and can be reserved through USU Reservations & Event Services department. Proper documentation will be required before sales can occur.

#### 5.5 Storage of Event and Personal Property

The storage of event and/or personal property and equipment in the USU is only permitted in designated areas with prior approval. Items left unattended may be collected from the USU or Department of Police Services Lost and Found.

## 5.6 Time, Place, and Manner

The USU follows CSUN's Policy on Time, Place and Manner of Free Expression and the Use of Campus Buildings and Grounds (Interim) ([Policy No.: 900-19](#))

## 5.7 Adherence to Regulations, Policy and Laws

All other applicable University, federal, state, and local regulations, policies, and laws will apply to the use of the University Student Union.

## 5.8 Facility Fixtures and Displays

The display of any posted items in the USU must be approved in advance by the Reservations and Event Services Department. The display of any posted items in the Student Recreation Center (SRC) must be approved in advance by the SRC department.

### 5.8.1 Postings

Posting in the USU is reserved for campus affiliated groups, including campus-sponsored events occurring on and off campus. Postings for other purposes are reviewed on a case-by-case basis.

Advertisements posted by private parties are prohibited.

All unauthorized materials will be removed and will be discarded. Items affixed to an unauthorized location will be discarded and a fee per location may be assessed.

A-frame, sandwich board and billboard signs may be placed no earlier than three (3) calendar days prior to an event and must be removed within 24 hours after event completion. It is the responsibility of the event client, USU tenant or vendor to place and remove all A-frame, sandwich board and billboard signs. The USU assumes no responsibility for loss, theft or damage of any A-frame, sandwich or billboard signs.

## 6.0 Facility Reservation Scheduling

### 6.1 Reservation Types

6.1.1 A Simple Reservation meets the following criteria:

1. Reservation access time must conform to established building hours.
2. Additional personnel is not required.

6.1.2 A Complex Reservation includes one or more of the following:

1. The reservation access time exceeds established building hours.
2. An admission fee is collected at the door and/or admission tickets are sold in advance of the program.
3. Personnel is required.

4. An event taking place in the following spaces: Northridge Center/ Northridge Center Complex, Grand Salon, Games Room, Pub Sports Grill, Plaza del Sol, Oasis Wellness Center, SRC Red Ring Courts, SRC MatArena, SRC Pool, Plaza Pool, and SRC Turf Field.

## 6.2 Reservation Priority

Groups are organized into one of five tiers and are each given a two-week priority to make requests. Calendar will open in August\* for the following fiscal year. Reservation calendar will be based on the fiscal year (July 1st- June 30th).

Requests from higher priority groups received after their designated request timeframe will be scheduled in the order they were received.

### Tier 1: Highest Priority Events

Categorized as events which fall into all of the following categories:

1. Can only take place in the USU due to venue capacity and event needs
2. Are extremely difficult to accommodate with other reservations already scheduled
3. Have a long-standing tradition of taking place in the USU

The following events are considered Tier 1:

- Associated Students – Senate Meetings
- Career Center – Spring & Fall Job Fairs
- Matador Involvement Center – Clubs & Orgs Recognition Conference
- Student Outreach – Explore
- Student Development – New Student Orientation, Transfer Orientation, International Orientation, Parent Day
- Panhellenic Council – Saturday and Sunday Sorority Recruitment
- Interfraternity Council – Monday Recruitment
- University Student Union – Board of Directors Meetings, Sunny Days Camp, Matador Nights, Carnaval, Professional Development Day, Operations Trainings, Year End Celebration
- Human Resources – Staff Service Awards & Recognition of Excellence

A letter of exception must be submitted for any events to be added to this tier.

Tier 2: University Student Union and Associated Students

Tier 3: Recognized Student Clubs and Organizations

Tier 4: CSUN Departments

Tier 5: Outside groups



*\* Subject to change*

### 6.3 Approved Guest Types

All guests are required to abide by University and USU policies and procedures.

- Recognized Student Clubs & Organizations  
Student clubs and organizations who have registered through the Matador Involvement Center.
- CSUN Departments  
CSUN Departments conducting CSUN related business and support functions.
- Off-Campus Groups
  - Other off campus groups and individuals whose events are consistent with the mission and purpose of the university.
  - Campus Community Members scheduling facilities for an off campus professional organization.

### 6.4 Request Process

The request timeline for Simple Reservations is no less than three (3) business days before the event date. The request timeline for Complex Reservations is no less than thirty (30) business days before the event date.

If request is received outside of the simple or complex event timelines, a \$50 processing fee will be automatically applied to the reservation.

Proper use of online portal request system is required. Requests submitted for alternate locations will be reviewed on a case-by-case basis.

Guest is responsible for noting and verifying event details; date(s), hour(s), room assignment(s) on the reservation summary.

Event promotion is prohibited until reservation paperwork is received confirming reserved date(s), time(s), and location(s).

### 6.5 Resolution of conflicts

In the USU, the Reservations & Event Services (RES) & Student Recreation Center (SRC) Departments are designated as the offices responsible for identifying potential conflicts while accommodating as many events as possible. The RES & SRC Departments shall assist groups in finding a resolution to conflicts which may cause disruptions to a group's event.

### 6.6 Facilities Rates and Service Charges

All fees for materials, additional custodial services, and supplies needed to restore facilities to normal use; police and parking services; technical services; event staff; and other types of assistance made necessary by the occurrence of the specific event shall

be paid by the guest. In the event changes need to be made to a reservation, changes must be made according to the deadline dependent on the event type (simple vs. complex).

Reservations may only be made by those Recognized Student Clubs & Organizations, Campus Departments or off-campus organizations that are in good financial standing with the USU.

In order to be in good financial standing, all outstanding balances for reservations must be paid within 90 days (see Section 6.9).

#### 6.6.1 Fee Waivers

The USU Executive Director/Designee will grant room rental fee waivers to select groups or programs which provide service to CSUN students at large with request.

1. University Student Union  
All fees will be waived except for direct costs incurred to support the event (i.e., outsourced charges)
2. Associated Students  
Only room rental fees will be waived. All other fees, including customized setup charges apply
3. Recognized Student Clubs & Organizations  
All fees will apply for reservations with the exception of student group meetings (Section 6.8)
4. Campus Departments  
Only room charges will be waived for the specific programs listed below. All other fees, including customized setup charges apply.
  - 1) New Student Orientation
  - 2) Transfer Student Orientation
  - 3) International Student Orientation
5. Personal Use  
Current CSUN faculty, staff, and students wishing to reserve a room for their own private/personal use will receive a 25% discount on outside room rental fees only. All other fees apply.
6. CSUN Alumni  
Alumni wishing to reserve a room for their own private/personal use will receive a 25% discount on outside room rental fees only. All other fees apply. Status will be verified with CSUN Alumni Relations.

#### 6.7 Reservations Authorization

To be authorized to make a reservation, student group contacts are required to attend the RES workshop taking place at the annual recognition conference conducted by the Matador Involvement Center. Student Clubs & Organizations must be recognized and in good standing with the USU and Matador Involvement Center. (EO 1068)

Campus advisors are not permitted to make reservations on behalf of the student groups.

Campus Departments are required to have a [Client Data Form](#) on file with the USU before a reservation can be made.

#### 6.8 Student Organizations Meetings

Officially recognized clubs and organizations receive a waiver of room rental charges for two meeting spaces per week for clubs and organization business. These rentals are not to exceed two hours.

Meetings should be for the club and organization business (general body meetings, executive board meetings, new member meetings, etc.).

Use of the Games Room, SRC studios and use of one court in the Red Ring Court for the purpose of practices are included in the waiver of room rental charges.

#### 6.9 Accounts on Hold

Customers with invoices issued by USU Reservation & Events and SRC Membership Services that are greater than 60 days past due are put on hold. These customers will no longer be eligible to rent meeting rooms, rent equipment, request personnel, or utilize SRC spaces until the past due invoice is paid in full.

#### 6.10 Policy Compliance

Failure to comply with these policies may result in potential loss of reservation privileges and penalty fines after review of incident.

Policy violations will be reported to the Matador Involvement Center for student clubs and organizations. Directors or Department Chairs will be contacted for CSUN Department policy violations.

#### 6.11 No Show

Guests who have reserved a space in the USU and do not arrive for their scheduled meeting within the first (15) minutes of their reservation will be considered a "No Show". For the first instance, guests will forfeit all payments made, all rental fees will be incurred, and a warning letter will be issued to guest. For the second instance, all rental fees will be incurred. In addition, guests will lose their reservation privileges and forfeit all applied payments to Reservations for a six-month time period.

### 7.0 Event Regulations

The following regulations will apply to reservations depending on the needs of the facility and the event.

#### 7.1 Event Cancellation

The USU reserves the right to cancel any event/reservation without notice if the required information and/or necessary approvals are not provided by the set deadline.

Contacts must use the online reservation portal to cancel a confirmed reservation at least two (2) working days in advance for simple reservations and at least thirty (30) working days in advance for complex events. If cancelling within 30 days, contacts will be required to complete an electronic cancellation form to complete process. Any related charges for rental, set-up, personnel or equipment will be incurred by guest for reservations canceled after determined timelines as noted above

The USU reserves the right to cancel an event in the event of utility interruptions, campus emergencies, threat of imminent danger, or acts of nature.

## 7.2 Event Set-up

Only authorized staff may conduct setups utilizing facility furniture and equipment. To ensure the health and safety of our guests, only authorized staff shall be permitted in areas where setup, teardown, repair, or maintenance is in progress.

The guest shall accept the USU facility in the condition the guest finds it. Under no circumstances may the equipment (i.e., staging, audio equipment, furniture) or facilities be altered.

Reservations & Event Services/Student Recreation Center has the right to determine what equipment is and is not necessary to enhance a reservation. The USU reserves the right to remove equipment if it is being misused.

## 7.3 Food and Beverage

Guests may provide food and beverages at events taking place in the USU only with prior approval from the Reservations & Event Services department. Guests may provide food and beverages at events taking place at the Games Room, Student Recreation Center Pool, Plaza Pool, and Oasis Wellness center only with prior approval from the SRC.

Events hosted by Student clubs and organizations, Associated Students, University Student Union, Student Housing and events funded by student fees and other student fee based events are exempt from this requirement ([Catering Policy](#)). Exceptions can be made through The University Corporation. Reservations & Event Services reserves the right to ask for documentation showing the exception.

Guests may use an outside restaurant, caterer, deli, or store-bought pre-packaged goods to provide food and beverages at events scheduled in USU facilities. Required paperwork (outlined in the Terms of Agreement) is to be submitted to have an outside caterer approved.

Food may not be cooked or prepared in the USU facilities. The sale of any food or beverage items is prohibited. The USU is not responsible for the quality of foods or the health and safety of people consuming food products brought into the facility. Only

approved caterers can prepare items including but not limited to nachos, cotton candy, and popcorn.

#### 7.4 Audio Visual Equipment

Audio Visual (AV) equipment is available to guests who have a reservation taking place in the USU facilities. Events taking place in rooms designated as Special Venues will require an Audio Visual Technician to be present to setup, operate, and teardown AV equipment.

RES Department has final approval on what AV equipment can be brought in by outside vendor.

#### 7.5 Reservation Equipment for Use Off Premises

USU property shall generally not be available to individuals or groups for use on premises other than the USU. The USU Executive Director/Designee is authorized to apply certain exceptions for:

- USU sponsored and operated activities or events
- Associated Students sponsored and operated activities or events
- Special events or programs which support the general mission of the USU
- When requested equipment is surplus in nature and not needed to support the day-to-day operations of the USU

Deposits may be required and charges may be incurred.

#### 7.6 Copyright

Public showing of a film or video game requires a license. This includes personally owned copies of films or video games and streaming services including but not limited to Netflix, Hulu and Disney+. Proper licensing fees must be paid to the distribution company before films or video games made for personal or public use can be publicly shown. ([17 U.S.C](#))

#### 7.7 Storage

Storage space will be provided as available and by prior arrangement with the Reservations & Event Services/Student Recreation Center Departments.

Items left in the University Student Union after the reservation period ends shall become property of the USU unless previous arrangements have been made with the RES/SRC Department and are subject to being discarded.

Any and all items contracted by guest through a vendor are the responsibility of the guest.

The USU shall not be responsible for any guest-owned items that are stolen, or damaged either before, during or after an event, or that are left behind at the conclusion of an event

#### 7.8 Public Safety

Department of Police Services (DPS) will assess events involving crowd control, cash handling, and high-profile speakers/ subject matter. DPS has final approval on security needs for events. Security may be required for other complex events and deployment is at the discretion of the University Chief of Police/designee and the USU executive Director/designee.

Security must be scheduled at least thirty (30) business days prior to the event date. The RES Office will coordinate through the Department of Police Services for all required security.

Fees will be assessed with a content neutral viewpoint and will not consider the public's potential reaction to an event.

#### 7.9 Facility Personnel

The USU reserves the right to assign personnel to an event in the facilities as deemed necessary. Any associated costs may be incurred by guest.

#### 7.10 Late Add and Late Changes

All reservation requests and requests for changes received beyond the request timelines for simple and complex reservations will be accommodated if time and staffing allow.

Late add and late changes are subject to a processing fee per transaction along with applicable fees for the services added.

#### 7.11 Amplified Sound

Amplified sound is permitted within the USU. Amplified sound must be approved in advance and must remain below 90dBC when measured at 30 feet from the speaker.

Public performances with amplified sound shall refrain from the use of foul language.

Amplified sound should only be heard within the reserved event space and shall not interfere with other scheduled events.

#### 7.12 Decorations

Decorations that may cause damage to facilities are not permitted. Damage caused by the use of decorations will result in repair or cleaning fees.

All decorations and signage must not obstruct entrances or exits.

Glitter, confetti, aerosol string, or other items which have the potential to permeate the carpet; flower petals, flammable materials or items, or large items containing water are prohibited.

Open flames, including candles, are not permitted in the facilities.

## 8.0 Rental Fees/Security Deposits

Guests are required to pay or submit a promise to pay for the full rental fee as stated in the cost estimate. The fee is due fifteen (15) days prior to reservation date.

A non-refundable rental deposit based on 25 percent of the facility rental must be received within five business days of the facility request for off campus guests. Facilities will not be held without receipt of this deposit. Payment of the balance of the fees owed is due fifteen days prior to the event date.

Events requested within the fifteen days will have a due date determined by the Reservations & Event Services or Student Recreation Center office. Guest must pay all fees by that established due date.

## 9.0 Guest Sponsorship

The guest reserving space must be the primary event organizer and must be present during the entire planning process and event as the main contact.

Recognized Student Clubs and Organizations are not permitted to reserve space for other student groups, a campus department or off-campus guest. In order for an event to be considered a student group event, at least eighty percent (80%) of event attendees must be CSUN students.

When groups fall into two different fee categories elect to co-sponsor an event, the higher facility rate shall be used to determine fees.

## 10.0 Alcohol Service

Alcoholic beverages are limited to wine, champagne, and beer. The serving and consumption of alcoholic beverages shall be permitted only in the area(s) designated for the scheduled event.

Alcoholic beverages may be served in the USU under the supervision of The University Corporation (TUC), Chartwells or by entities possessing a valid California Department of Alcohol Beverage Control license 58 – Caterer's Permit only.

The service of alcoholic beverages shall be in conformance with the guidelines contained in the [University policy on the Use of Alcohol and Illicit Drugs \(900-06\)](#) and the Sale and Service of Alcoholic Beverages at or in Conjunction with University Intercollegiate athletic events, and Advertising of Alcoholic Beverages on Campus and at University Athletic Facilities (Executive Order 1109)

The sale of alcoholic beverages is strictly prohibited by entities other than TUC and Chartwells.

Alcohol is strictly prohibited at all dances.

All local, state, and federal laws concerning alcoholic beverages are applicable and are enforceable on campus by the Department of Police Services. Any change to existing local, state, and federal law, CSU regulations and California State University Northridge policy supersede this policy.

#### 11.0 Dances

Dances sponsored by officially recognized student clubs and organizations or groups composed of students (Associated Students, Residence Hall Association, USU Programs) must be held in the University Student Union (USU) facilities.

A dance must be the only event taking place within the facility with the exception of the Performance Hall.

Dances intended to generate a profit and/or exceed 500 participants are not permitted.

Dances will be reviewed and can be approved or denied consistent with the guidelines noted above.

#### 12.0 SRC Event Regulations

Events taking place in the Games Room must use the space in its original layout.

All events taking place in the Student Recreation Center must be recreational in nature. Events taking place in the Student Recreation Center (SRC) will require all participants to be current, active SRC members. Non-SRC members wishing to access the SRC for an event will be required to sign the Student Recreation Center Release of Liability and associated forms.

Events involving minors must be pre-approved by the Student Recreation Center. Additional insurance coverage limits, background checks, and parent/guardian-signed Release of Liability and associated forms may be required for such events.

#### 13.0 Insurance

The USU reserves the right to request [insurance documentation](#) at prescribed levels for any organization utilizing the USU's facilities.

##### 13.1.1 Sexual Molestation Liability and Background Check

Any short-term or long-term rentals, reserved through Reservations & Event Services or the Student Recreation Center, where services are "provided for and/or directly works with children and minors", may require, in addition to proof of general liability insurance, proof of Sexual Molestation Liability (SML) insurance and background checks for those who work directly with minors and children.

SML may be included as part of a general liability policy or it may be a separate stand-alone policy. Criminal background checks are required for any individual



who “provides services for and/or directly works with children and minors”. The USU reserves the right to ask for copies of the results.

14.0 Exceptions

Request for exceptions to any section of this policy will be coordinated through either the RES Department or Student Recreation Center. Exceptions may be made by the USU Executive Director/designee.