

**UNIVERSITY STUDENT UNION, INC.  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**

**BUILDING POLICY/PROCEDURE**

**SUBJECT:** Reservation Co-sponsorship Policy

**REFERENCE:** Meeting Services Office Policy & Procedures

**POLICY:** The purpose of this policy is to identify who will be held responsible for event charges when multiple groups are sponsors.

Co-sponsorships must conform to the following:

The client reserving space must be the primary event organizer and contact person and must be present during the entire event.

Recognized Student Clubs and Organizations are not permitted to reserve space for the purpose of a campus department or off-campus client function.

In order for an event to be considered a Recognized Student Club & Organization sponsored event, at least ninety percent (90%) of event attendees must be students.

The primary sponsoring client is responsible for the conduct of all participants as well as others attending the event, and will be held responsible for any damages and/or fees resulting from the event.

The rental rate shall be based upon the rate applicable to the primary client, as outlined in the Room Rental Charges and Payment Schedule.

Exceptions to this policy may be made by the USU Executive Director/designee.

*Recommended by Facilities & Commercial Services Committee on March 9, 2009.  
Approved by the USU BOD on March 16, 2009.*