

FACILITIES/COMMERCIAL SERVICES POLICY

Subject: Reservation Priority Policy

References: Facility Use Policy

Policy: The reservation book for the following calendar year (January – December) shall be opened every year in March. Specific groups shall be granted a two week priority period to submit reservation requests prior to Meeting Services accepting requests from groups in lower tiers.

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

Priority Access

Tier 1: Highest priority shall be granted to specifically identified major events that: 1) directly support university business; 2) can only take place in the USU due to venue capacity and event needs; 3) are extremely difficult to accommodate with other reservations in place; and 4) have a long standing tradition of taking place in the USU.

- a. Associated Students: Senate Meetings
- b. Career Center: Spring and Fall Job Fairs
- c. CSUN Hillel: Rosh Hashanah and Yom Kippur
- d. Matador Involvement Center: Clubs and Organizations Recognition Conference
- e. Student Outreach and Recruitment: Discover Day, Preview Day, College: Making it Happen,
- f. Student Development: New Student Orientation, Transfer Orientation, International Orientation, Parent Day
- g. Panhellenic Council: Saturday-Sunday Sorority Recruitment
- h. Interfraternity Council: Monday Recruitment
- i. USU: Board of Directors Meetings, Sunny Days Camp, Matador Nights, Carnival, Student Retreats, Operations Trainings, U-Day, Year End Celebration

Tier 2: University Student Union and Associated Students for administrative and programming purposes-

-

Tier 3: Officially recognized student clubs and organizations.

Tier 4: CSUN campus departments.

Tier 5: Outside groups: Exceptions may be made for those off campus entities that frequently utilize USU facilities and those events which require advanced planning such as weddings, classes, church events and expos.

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