

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

**FACILITIES/COMMERCIAL SERVICES POLICY**

**SUBJECT:** Reservation and Event Services Fee Waiver

**REFERENCES:** Facility Use Policy

**POLICY:** The University Student Union (USU) is committed to being a partner in supporting the academic mission of the university. The USU will grant room rental fee waivers to select groups or programs which provide service to CSUN students at large.

The following departments and specific programs will receive waivers.

University Student Union

- USU only sponsored events: All fees waived except for direct costs incurred to support the event (i.e. outsourced personnel charges).
- USU co-sponsored events: Charges will not be waived. Funds are to be transferred from the USU co-sponsorship account to Reservation and Event Services.

Associated Students

- Associated Students only sponsored events: Only room rental fees will be waived. All other fees, including customized setup charges apply.
- Associated Students Recreation and Outdoor Adventures: All fees waived except for direct costs incurred to support the event (i.e. outsourced personnel charges).

Officially Recognized Clubs and Organizations

Per the Room Rental Charges and Payment Schedule, Clubs and Organizations are allowed two (2) weekly rentals for no longer than two hours each without a room rental charge. All other fees, including customized setup charges apply. Excludes the Northridge Center, Grand Salon, and the entire Red Ring Court.

Campus Departments

- Only room rental charges will be waived for the specific programs listed below. All other fees, including customized setup charges apply.
  - New Student Orientation
  - Transfer Student Orientation
  - International Student Orientation

Personal Use (CSUN Faculty, Staff and Students)

- Current CSUN faculty, staff and students wishing to reserve a room for their own private/personal use (i.e., weddings, birthdays, retirement celebration, etc.) will receive a 25% discount on outside rental fees only. All other fees apply. A current CSUN picture identification card will be required as proof of eligibility.

CSUN Alumni

- CSUN Alumni wishing to reserve a room for their own private/personal use (i.e., weddings, birthdays, retirement celebration, etc.) will receive a 25% discount on outside rental fees only. All other fees apply. Alumni status will be confirmed with the CSUN Alumni Office.

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

*Recommended by the Facilities & Commercial Services Committee on December 4, 2012.*

*Approved by the USU BOD on January 28, 2013*