

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

FACILITIES/COMMERCIAL SERVICES POLICY

SUBJECT: Room Rental Charges and Payment Schedule

REFERENCE: Reservations and Events Services Policy & Procedures

POLICY: All clients are required to submit a form of payment at least five (5) business days prior to the event date, except for check payments which must be submitted at least ten (10) business days prior to the event date. Groups that are over sixty (60) days past due on any University Student Union invoices will not be allowed to make further reservations until their account is up to date. Existing reservations for groups with invoices that are over sixty (60) days past due are subject to cancellation.

Officially recognized clubs and organizations receive a waiver of rental charges for up to two (2) spaces per week in standard setup. Each reservation can be a maximum of two (2) hours. Excluding the Northridge Center, Grand Salon, and the entire Red Ring Court.

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

Outside clients are required to pay a 25% non-refundable, non-transferable deposit of room rental charges within five (5) business days of initiating a reservation. If a deposit is not placed by the deadline date, the reservation will be subject to cancellation without notice.

All late add reservations and late reservation change requests are subject to a processing fee. Payment for all applicable charges is due at the same time that the late request is placed.

Room rental rates are recommended by the Assistant Director, USU Operations and approved by the USU Executive Director or designee, and any changes are to be reported to the Board of Directors during the annual budget process.

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

University Student Union, Inc.
Rental Charges and Payment Procedures

PROCEDURE: Acceptable Forms of Payment

Cash, Cashier's Check, Money Order: No restrictions for cash. The cashier's check and money order must be made payable to the University Student Union, Inc.


Check: Accepted up to ten (10) business days prior to the event date and must be made payable to the University Student Union, Inc.

Credit Card: Visa or Master Card only. Card holder must be present with valid picture identification.


Purchase Order: The total amount encumbered must cover all estimated event charges. This form of payment is available to CSUN clients only.

Direct Pay Stamp: Must be stamped directly onto a printed copy of the reservation. The stamp must indicate a requisition number and authorized signature. This form of payment is available to CSUN clients only.

AS Requisition Form: The total amount encumbered must cover all estimated event charges. This form of payment is available to CSUN clients only.



Debra L. Hammond, Executive Director



Date