



**RESERVATIONS AND
EVENT SERVICES**

Tel. (818) 677-3644 • Fax (818) 677-4172
Hours: 8 a.m. – 5 p.m., Mon. – Fri.
csun.edu/usu/reservations

CSUN Client Data Form

Department Information

Department Name

Primary Phone Number

Department Email

Department URL

Contact Information

Please list all department contacts permitted to make reservations.

Contact Name

Contact Title

Contact Email

Contact Phone Number

Contact Fax

Contact Name

Contact Title

Contact Email

Contact Phone Number

Contact Fax

Contact Name

Contact Title

Contact Email

Contact Phone Number

Contact Fax

Contact Name

Contact Title

Contact Email

Contact Phone Number

Contact Fax

Contact Name

Contact Title

Contact Email

Contact Phone Number

Contact Fax

Form continues on back

Contact Name

Contact Title

Contact Email

Contact Phone Number

Contact Fax

Contact Name

Contact Title

Contact Email

Contact Phone Number

Contact Fax

Contact Name

Contact Title

Contact Email

Contact Phone Number

Contact Fax

Contact Name

Contact Title

Contact Email

Contact Phone Number

Contact Fax

Contact Name

Contact Title

Contact Email

Contact Phone Number

Contact Fax

Authorization

The above listed individuals are permitted to make reservations and are financially responsible for them.

The person signing below must be the Director of Financial Operations for academic-based departments or a Director for program-based or administrative-based departments.

Print Name

Signature

Date

Phone Number

Email Address



**RESERVATIONS AND
EVENT SERVICES**

Tel. (818) 677-3644 • Fax (818) 677-4172
Hours: 8 a.m. – 5 p.m., Mon. – Fri.
csun.edu/usu/reservations

CSUN Client Data Form Addendum

☐ Addition ☐ Remove

Department Information

Department Name

Primary Phone Number

Department Email

Department URL

Remove

Contacts listed will be removed from the authorized contact list for the department specified above.

_____	_____	_____
_____	_____	_____

Addition

Contacts listed will be added as authorized contacts for the department specified above.

Contact Name

Contact Title

Contact Email

Contact Phone Number

Contact Fax

Contact Name

Contact Title

Contact Email

Contact Phone Number

Contact Fax

Authorization

The above listed individuals are permitted to make reservations and are financially responsible for them.

The person signing below must be the Director of Financial Operations for academic-based departments or a Director for program-based or administrative-based departments.

Print Name

Signature

Date

Phone Number

Email Address

CSUN®

