☼ General Reservation Request ☼

Student Recreation & Wellness Center, Event Reservations, CSULB

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Client Type: ☐ Registered Student Organization ☐	CSULB De	partment/Staff Organiza	ation 🗖 Off-campus
Name of Organization/Department or Individual:			
Address:			
City:	State:	Zip:	
Primary Contact:			
E-Mail:	Phone #		
Signature:			
Date(s) of the Event:	_	☐ Banquet with 6' table	oom Theatre/Lecture Classroom Hollow
Event Time:			Custom (by approval only) Easel Stanchions Other
Room(s) Requested: Type of Event: Conference Workshop Reception Outreach Social Recreational Event Panel Seminar Speaker/Lecture Private		System Microphone _	□ Smart Panel activation
Estimated Attendance: Must have 75% of audience CSULB Students to qualify for students rates; 75% faculty/staff for faculty staff rate; otherwise you will be assessed off-campus rates	- or	Additional Comments:	
Type of attendees: □ CSULB Students % □ CSULB Faculty/Staff % □ Off -Campus	%		
Will there be food/beverages at your event? Yes No Breakfast Lunch Dinner Appetizers Refreshments *No food in SRWC			
Will you require parking arrangements? \square Yes \square N	10		
Type of entertainment present at event (i.e., band, DJ):	,		

Rental Rates

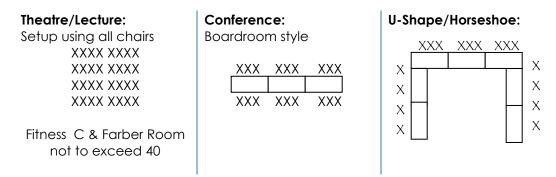
Information to help you plan a successful event!

The Student Recreation & Wellness Center has various rooms to offer. Below is a list of rooms and the capacities:

	Intended Audience						
	CSULB STUDENTS	Dept/ Faculty/ Staff/ Alumni		Off-Campus			
		Per 3	Each	Per 30	Each		
		Hour	Add'l	Hour	Add'l		
		Block	Hour	Block	Hour		
Pool Deck & Spa (Minimum Guests 75 Sections 25)	N	\$120	\$40	\$255	\$85		
Sand Volleyball Court		\$45	\$15	\$90	\$30		
Pool Deck, Spa, & Volleyball Court	j O	\$165	\$55	\$345	\$115		
Events scheduled after 8:00 PM require 2							
lifeguards and additional lighting fee	-	# /O	ФОО	¢100	C 40		
Racquetball Courts (2)	-	\$60	\$20	\$120	\$40		
Cardio/Fitness 1st Floor	R	\$90	\$30	\$180	\$60		
Main Gymnasium (all 3 courts)	<u> </u>	\$270	\$90	\$450	\$150		
Main Gymnasium (Court A, B, or C)	_	\$90	\$30	\$150	\$50		
MAC Gymnasium (both courts)	E	\$210	\$70	\$375	\$125		
MAC Gymnasium (Half – A or B)		\$105	\$35	\$188	\$63		
Farber Fitness Room	N	\$75	\$25	\$180	\$60		
Group Fitness Room B		\$75	\$25	\$180	\$60		
Pura Vida Fitness Room	_	\$75	\$25	\$180	\$60		
Personal Training Area 2 nd Floor		\$45	\$15	\$90	\$30		
Track		\$75	\$25	\$150	\$50		
Spinning Classroom	1 A	\$75	\$25	\$150	\$50		
Cardio/Fitness 2 nd Floor	1	\$75	\$25	\$180	\$60		
Cardio Theater] L	\$60	\$20	\$120	\$40		
Rock Wall		\$90	\$30	\$120	\$40		
Full Building Buyout (Special Approval)		\$1,350	\$450	\$2,400	\$800		
Available During Non Operating Hours			•		•		
Entry Plaza (in front of SRWC)	F	\$105	\$35	\$225	\$75		
Vendor table (1 6' table and 2 chairs)	1	\$30/Day		\$65/Day			
Off Campus must provide Liability Insurance w/ Endorsement	E						
Appropriate Permits if Selling (CA or LB)	_						
Deposit (refundable) for Private Events	E			\$3	00		

FACILITY RATES DO NOT INCLUDE EQUIPMENT, PERSONNEL, OR SET-UPS

Room Styles:



- Audio visual equipment offered: (for detailed description ask an Event Coordinator for info)
 Smart Room system, Small sound system, DVD players, VCR players, LCD projectors, Microphones, Extension
 Cords
- Physical Setup equipment offered: (for detailed description ask an Event Coordinator for info)
 6' Tables, Chairs, Table skirting, A-frame easel, Stanchion

Authorization

Your organization must be registered through the Student Life and Development Office and must have a current PRC on file. In order to schedule for your organization, you are required to be scheduling certified; which means, you have completed the workshops required by the Student Life and Development Office.

Past-Due Payments, Fiscal Hold, etc.

If your organization has a past due payment on a past event or a past due invoice, your organization is not able to schedule any rooms until the invoice is cleared and paid for in full.

Tentative Reservation vs. Confirmed Reservation

<u>Tentative Reservation</u>: room(s) is/are held under the organization/department. However, there is paperwork (i.e. PRC) and/or payment required. Reservation can be cancelled without notice if the required documents/payments are not submitted by the deadline date. A tentative Reservation is usually the first step in the reservation process and requires further action to complete the reservation to a Confirmation Reservation status.

<u>Confirmed Reservation</u>: The reservation process is complete. Every step in the reservation process has been completed. No necessary actions (other than revisions, if necessary) need to be made.

Reservation Time vs. Event Time:

Reservation time is the time you will need access to the room. This time includes times for your setup and or decoration, your event and your clean-up time afterwards.

Event Time: is the actual time of your event. This is the time you have informed your guests or when you anticipate the arrival of your guests. This is the time of your program.

Payment

If your event is not covered by an ASI grant, you are required to pay for your event in full. Payment must be received 2 weeks prior to your event. Payment is accepted in cash, cashier's check, money order or credit card (transaction must be placed in person).

Signage

The SRWC does not permit the posting of any material on doors, walls, windows, furniture or on any surface. You may request for various types of easels. Any signs taped to any surface will be removed by any SRWC Staff.

Plan Ahead!

Avoid having to pay for late fees! Make sure to request for equipment or physical changes more the 3 working days from your event date.

Changes

Please remember that any changes made to a reservation must be made by the Event Planner listed on the reservation. If the Event Planner is not present, written notification stating an authorized person must be submitted to the SRWC. Otherwise changes may not be accepted.