

RESERVATION GUIDELINES

CSUSM HOUSING

We welcome campus departments and student organizations to reserve spaces in housing. For non-residents events, please note the following guidelines.

- Chairs and tables will not be provided.
- Loud/ amplified sound is not allowed.
- All Schedulers must have an advisor or a current resident with them for the entirety of their event. They would be responsible for any/all incidences.
- Must be during business hours, unless co-sponsored with Housing.
- Please stay in your reserved area, do not go further into the property and/or into the suites and apartments.

Reservation Guidelines

At this time your reservations is tentatively Approved.

After Resident Advisors have confirmed their programming spaces, is when your event will enter the confirmed state.

All events can be requested up to **6 months in advance**.

Reservation Scheduling Priority:

1ST

CSUSM Housing events directed at supporting our current residents

2ND

Recognized Student Organizations and Associated Students, INC. (ASI) & Campus Departments.

3RD

External groups with no official affiliation to the University.

Hours of Operation:

Reservations must take place between normal office hours: Monday–Friday 8:00am– 5:00pm

Reservations after office hours must be partnered with a Residential Education member (RA, RPM, RHC) or must be arranged with CSUSM housing at least 30 days prior to the event.

Services Provided:

SPACE

“As is” space will come set up in its current state and must be returned to this state.

FURNITURE

Additional tables and chairs may be checked-out with the assistance of a CSUSM Housing Employee (includes: RA, RHC, RPM, Staff).

Arrangements must be made 15 days prior.

CATERING

If catered, food and beverages must be provided by a campus approved caterer.

AV/ IT & EQUIPMENT

Rooms with Smart-Technology are able to be used with reservations. Additional equipment must be arranged 15 days prior or with Events and Conference Services. ECS requires 3 weeks notice to rent any items.

FEES & DAMAGES

There are no fees to reserve the space during office hours or use available furniture/ equipment. There are fees for damages, excessive cleaning, rentals, staffing (if needed), and a reset fee if room is not returned to “as is.”

Full Service Events: contact CSUSM Housing for further rules, restrictions, and rates.

**Hours may vary depending on time of year*