

☼ General Reservation Request ☼

Student Recreation & Wellness Center, Event Reservations, CSULB

1401 Palo Verde Ave ☼ Long Beach, CA 90815 ☼ Phone: 562.985.0785 ☼ Fax: 562.985.0779

Client Type: Registered Student Organization CSULB Department/Staff Organization Off-campus

Name of Organization/Department or Individual: _____

Address: _____

City: _____ State: _____ Zip: _____

Primary Contact: _____

E-Mail: _____ Phone # _____

Signature: _____ Date: _____

Your signature on this form indicates that you have read, understood and agree to the CSULB Regulations for Campus Activities, Student Organizations and the University Community and or the USU/SRWC Policies and procedures concerning your reservation.

Date(s) of the Event:

Event Time: _____

Reservation

Time: _____

Room(s)

Requested: _____

Type of Event: Conference Workshop
 Reception Outreach Social Recreational
Event Panel Seminar Speaker/Lecture
 Private _____

Event Name: _____

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

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? Yes No

Type of entertainment present at event (i.e., band, DJ):

Room setup: Empty Room Theatre/Lecture
 Banquet with 6' tables Classroom Hollow
Square U-Shape Custom (by approval only)

Equipment needed: Easel Stanchions Other

Audio Visual Equipment needed: Small Sound
System Microphone _____ Wireless
Microphone _____ Smart Panel activation
(where applicable)
 LCD Projector DVD Player VCR Player
 Extension Cords

Additional Comments:

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 Hour Block	Each Add'l Hour	Per 30 Hour Block	Each Add'l Hour
Pool Deck & Spa (Minimum Guests 75 Sections 25)	N O N R E N T A L F E E	\$120	\$40	\$255	\$85
Sand Volleyball Court		\$45	\$15	\$90	\$30
Pool Deck, Spa, & Volleyball Court Events scheduled after 8:00 PM require 2 lifeguards and additional lighting fee		\$165	\$55	\$345	\$115
Racquetball Courts (2)		\$60	\$20	\$120	\$40
Cardio/Fitness 1st Floor		\$90	\$30	\$180	\$60
Main Gymnasium (all 3 courts)		\$270	\$90	\$450	\$150
Main Gymnasium (Court A, B, or C)		\$90	\$30	\$150	\$50
MAC Gymnasium (both courts)		\$210	\$70	\$375	\$125
MAC Gymnasium (Half – A or B)		\$105	\$35	\$188	\$63
Farber Fitness Room		\$75	\$25	\$180	\$60
Group Fitness Room B		\$75	\$25	\$180	\$60
Pura Vida Fitness Room		\$75	\$25	\$180	\$60
Personal Training Area 2nd Floor		\$45	\$15	\$90	\$30
Track		\$75	\$25	\$150	\$50
Spinning Classroom		\$75	\$25	\$150	\$50
Cardio/Fitness 2nd Floor		\$75	\$25	\$180	\$60
Cardio Theater		\$60	\$20	\$120	\$40
Rock Wall		\$90	\$30	\$120	\$40
Full Building Buyout (Special Approval) Available During Non Operating Hours		\$1,350	\$450	\$2,400	\$800
Entry Plaza (in front of SRWC)		\$105	\$35	\$225	\$75
Vendor table (1 6' table and 2 chairs) Off Campus must provide Liability Insurance w/ Endorsement Appropriate Permits if Selling (CA or LB)	\$30/Day		\$65/Day		
Deposit (refundable) for Private Events			\$300		

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

⚙ Room Styles:

Theatre/Lecture:

Setup using all chairs

```
XXXX XXXX
XXXX XXXX
XXXX XXXX
XXXX XXXX
```

Fitness C & Farber Room
not to exceed 40

Conference:

Boardroom style

```
XXX XXX XXX
[ ] [ ] [ ]
XXX XXX XXX
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U-Shape/Horseshoe:

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XXX XXX XXX
X [ ] [ ] [ ] X
X [ ] [ ] [ ] X
X [ ] [ ] [ ] X
X [ ] [ ] [ ] X
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- ⚙ **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

Tentative Reservation: 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.

Confirmed Reservation: 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.