

WHITFIELD HALL (SSU) REQUISITION CHECKLIST

The items checked below must be completed by the indicated deadline date before confirmation of the request for the reservation will be given. *Failure to complete all checked items by the indicated deadline date will result in the cancellation of the request.*

DEADLINE DATE TO COMPLETE AND RETURN THIS FORM _____

- () Deposit of \$350.00 (off-campus group), \$250.00 (non-profit group), or \$125.00 (on campus group) must be submitted. Make check payable to CSUF Association.
- () Proof of liability and property damage insurance of at least \$500,000.
- () Proof of non-profit status from the I.R.S. (organization determination letter).
- () Recognition as a student organization.
- () Meeting with Food Services Catering and appropriate signature.
University Food Service will charge an additional 5% to total food bill.
(Please call 278-3904.) _____
Food Services Signature
- () To have the Snack Bar open for your event, call Debbie Guill at 278-3060. *Guarantee minimum of \$100.00 in sales. Group will be billed the difference in sales. Unauthorized use of the snack bar area is strictly forbidden and will result in a charge to your group.*
- () **Box Office Sales:** when tickets are sold at the Box Office, all money received will be held until the following business day.
- () **Meeting with Production Supervisor and appropriate signature.**
(Please call Matt Mileham at 278-3979.) _____
Production Supervisor Signature
- () Your contract/tech rider.
- () Facility set-up, equipment (tables, chairs, podium, mic, etc. ...)
- () Signature of faculty/staff advisor: I, the faculty/staff advisor, am aware of the scheduled function and agree to be in attendance during the entire event.

Faculty/Staff/Advisor Signature
- () **Student organizations only: If you are charging admission, it must be approved by Associated Students, Inc.** _____
ASI Signature

Your completed reservation forms must be turned in with your deposit, insurance forms (if needed) and proof of non-profit status from the IRS (if needed) at least six (6) weeks before your event.

Cancellation/no show fee: Four (4) weeks before your event is \$100.00. Group is charged a minimum of two (2) hours rent (regardless if rent is being charged), 2 hours technical fees, box office fee, and security charges.

Set-up changes: Group will be charged \$100.00 for any changes made to their set-up 2 weeks before the event.