

# STUDENT ORGANIZATION EVENT REGISTRATION FORM



This form must be completed 10 working days prior to the event date. Reservations for on campus events will not be confirmed unless this form has been completed. No publicity may be distributed or posted on websites until this form has been submitted for off campus events or until the reservation confirmation process has been completed for on campus events. **Signatures must be completed in blue or black ink.**

NAME OF ORGANIZATION:

PHONE:

DATE:

EVENT CONTACT NAME:

EMAIL:

NAME OF EVENT:

LOCATION:

EVENT DATE:

BEGIN TIME:

END TIME:

ESTIMATED ATTENDANCE:

**TYPE OF ACTIVITY** (THE UNIVERSITY'S GENERAL RELEASE WILL BE REQUIRED FOR CERTAIN EVENTS.)

FUNDRAISER

EDUCATIONAL PROGRAM

SPIRITUAL PROGRAM

RECREATIONAL PROGRAM

DANCE/PARTY

SOCIAL PROGRAM

COMMUNITY SERVICE

CONFERENCE/CONVENTION

OTHER:

**WILL YOUR EVENT INCLUDE ANY OF THE FOLLOWING?** (PLEASE CHECK ALL THAT APPLY)

SPORTS ACTIVITY OR TOURNAMENT

FOREST CLEAN-UP

INTERNATIONAL TRAVEL

BEACH CLEAN-UP

INDOOR/OUTDOOR COOKING

DOMESTIC TRAVEL

BEACH BONFIRE

**PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):**

**WHO IS INVITED (CHECK ALL THAT APPLY):**

STUDENT ORG. MEMBERS

CAL STATE L.A. COMMUNITY

OTHER COLLEGES & UNIV.

GENERAL PUBLIC

GUEST LIST

Events intended for the general Cal State L.A. campus will be listed in the Student Organization Calendar of Events distributed in a bi-weekly email by the Center for Student Involvement.

NO, I DO NOT WISH FOR MY EVENT TO BE POSTED.

**WILL THE EVENT HAVE AN ADMISSION CHARGE, REGISTRATION FEE, OR DONATION?**

(If yes, please complete statement regarding cash transactions on the back of this form)

NO

YES, HOW MUCH?

**WILL A MOVIE BE SHOWN?**

NO

YES (If yes, please attach written proof of viewing rights.)

**WILL THE EVENT HAVE SECURITY?**

NO

YES If yes, please explain

**WILL FOOD BE SERVED AT THE EVENT?**

NO

YES

IF YES, WHO WILL PROVIDE THE FOOD?

UNIVERSITY CATERING

OTHER:

A completed food permit is required for all on-campus events with food unless the food is provided by University Catering.

**WILL ALCOHOL BE PRESENT AT THE EVENT?**

NO

YES. Please attach a completed request to serve alcoholic beverages.

(This form may take up to two weeks for review and possible approval.)

**WILL THE EVENT BE HELD IN A RESTAURANT/VENUE WHERE ALCOHOL IS AVAILABLE?**

NO

YES

Initials

If so, please affirm organization members and guests will not consume alcohol.

**WILL OFF-CAMPUS MEDIA BE NOTIFIED ABOUT THE EVENT (NEWSPAPER, TV, RADIO, ETC.)?**

NO

YES

**DOES THE STUDENT ORGANIZATION WANT TO PURCHASE SPECIAL EVENT INSURANCE FOR THIS EVENT?**

NO

YES

Please be aware that student organization events are not covered for liability or other insurance by California State University, Los Angeles or the University-Student Union. Student organization officers or the advisor may be held personally liable. If the student organization would like to purchase Special Event Insurance for a particular event, please contact CSI.

STATEMENT REGARDING CASH TRANSACTIONS

As an officer of: \_\_\_\_\_, a recognized student organization at California State University, Los Angeles, I affirm that all funds raised by this organization or assets assigned to this organization will be used solely for the benefit of the organization as a whole. Further, it is affirmed that no funds or assets of this organization will accrue to the benefit of any officer or member, or any private person.

Describe the fundraiser (including how the fundraiser or donation process will work, items to be sold, prize(s), etc):

PRESIDENT: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

TREASURER: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

EVENT GUIDELINES

The following guidelines are provided for the benefit of the student organization. They are intended to be followed completely. Failure to comply with any of the following guidelines may result in disciplinary action taken against the organization including suspension of recognition, events and use of facilities.

- CONDUCT:** The organization assumes full responsibility for the conduct of participants at the event. Any violation of University policy may subject the participants and/or the organization to disciplinary action by the Center for Student Involvement or Judicial Affairs.
- ALCOHOL:** Any event that involves consumption of alcoholic beverages requires authorization from the University. Your organization must complete a Request to Serve Alcoholic Beverages form available in the Center for Student Involvement. Please allow at least 3 weeks for this form to be reviewed by the University.
- PUBLICITY:** All publicity material including banners, brochures, announcements, etc. must have the name of the sponsoring group and the following statement: "The actions and opinions of this organization do not necessarily reflect those of the students, staff, faculty, or administration of Cal State L.A."

MY SIGNATURE BELOW INDICATES THAT I WILL TAKE RESPONSIBILITY TO ENSURE THAT THE EVENT WHICH MY ORGANIZATION IS SPONSORING WILL FOLLOW ALL GUIDELINES SET FORTH BY THE UNIVERSITY.

STUDENT ORG. OFFICER'S NAME \_\_\_\_\_ SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY) \_\_\_\_\_ DATE: \_\_\_\_\_

ADVISOR'S NAME \_\_\_\_\_

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)  
CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

CENTER FOR STUDENT INVOLVEMENT DIRECTOR: \_\_\_\_\_

GENERAL RELEASE REQUIRED FOR ALL PARTICIPANTS? ☐ NO ☐ YES DATE REQUIRED: \_\_\_\_\_

NOTIFICATIONS:

☐ PUBLIC AFFAIRS DATE: \_\_\_\_\_

☐ ATHLETICS DATE: \_\_\_\_\_

☐ DEPT. OF PUBLIC SAFETY DATE: \_\_\_\_\_

☐ FACILITIES USE COORDINATOR DATE: \_\_\_\_\_

NOTES OR UPDATES: