

UNIVERSITY LICENSING
Conference / Camp
Facility Rental Request

To rent a facility for a conference or sports/educational camp at California State University Northridge, please answer the following questions and send the completed request form via email to licensing@csun.edu:

Organization: _____ **Requestor's Name:** _____

Address: _____

Email: _____ **Phone:** _____

Written request for event sent to University Licensing Office:

- a. Program Type: ___ Conference/Class ___ Sports/Arts Camp ___ Other (specify): _____
- b. Dates Needed/Range: From: _____ To: _____
- c. Event Times: From: _____ To: _____
- d. Load-In Date / Time: _____ Load-Out Date / Time: _____
- e. Total Number of Attendees: _____ How many attendees per program (if more than one): _____
- f. Types of facilities requested: _____

- g. Describe activities related to program: _____
- h. What are your equipment needs (i.e. wifi, projector, A/V, etc.): _____

- i. Do you need on-campus housing / accommodations (specify # of nights): _____

- j. Will you need on-campus dining? _____ If so, please specify type of dining preferred:
 ___ Meal Plan/Dining Hall Access ___ Flex Dollars Only Dining Card ___ Catering (Orange Grove Bistro)

- University Licensing will check space availability and provide an estimated cost of the event for approval after the client after the requested facility is confirmed available and after walkthrough (when necessary).
- Copies of signed agreements, full payment, and cert. of insurance must be submitted 10-15 days PRIOR to the event date.
- Organization must obtain insurance from a private carrier that includes the following.
 - Certificate of Insurance for \$2 - \$4 Million. To include general liability, auto liability, and Worker's Compensation.
 - General Liability: \$1,000,000 per occurrence (Bodily and Property Damages)
 - Commercial Auto Liability: \$1,000,000 per occurrence (Bodily and Property Damages) – *if bringing vehicles*
 - Worker's Compensation: per occurrence (Bodily or Disease)
 - Separate Endorsement Letter: The University Corporation and the University named as an additional insured.