

CONTACT INFORMATION

Name of Student Organization _____
 Contact Name _____
 E-mail Address _____ Phone No (_____) _____
 SLD Advisor: _____ Extension _____

EVENT INFORMATION

Name of Event _____
 Description of Event _____

 Day(s) _____ Date(s) _____ Time(s): _____
 Facility Requested: _____
 Anticipated Number of Participants/Teams: _____

SIGNATURE

Requested By: _____ Date: _____
Student Organization Representative
 Authorized By: _____ Date: _____
Student Life & Development Advisor

FOR OFFICE USE ONLY

COST INFORMATION

Quantity	Unit	Description	Cost per Unit	Extension (Quantity x Cost per Unit)
<i>Example:</i> 3	<i>Hours</i>	<i>Facility Supervision Fees</i>	<i>\$ 15.00</i>	<i>\$ 45.00</i>
			\$	\$
			\$	\$
			\$	\$
Total Fee Reduction Requested				\$

ACCOUNT #726-8302-00 BALANCE: \$ _____ AS OF _____

APPROVED BY: _____ DATE: _____
ASI Treasurer

Policy on Athletic Facility Fee Reductions

The Associated Students, Incorporated will allocate annually a pool of funds to offset costs incurred by university-recognized student organizations for the use of CSULB athletic facilities. Fee reductions will be subject to the following conditions:

1. Applications for Athletic Facility Fee Payment must be submitted at least two weeks prior to the event.
2. Fee payments will be issued on a first-come, first-served basis for the current fiscal year only.
3. Requests for fee payments will be made available only upon completion and submission of a properly executed reservation form.
4. The student organization must be university-recognized, not on probation, and currently registered with the Office of Student Life and Development in the semester during which the reduction is requested.
5. For purposes of this policy, the Pyramid is excluded as an athletic facility (refer to the Facility Rental Waiver Request).
6. Fee payments will be issued for athletic or recreational events only.
7. Fee payments can only be issued for events in which CSULB students, faculty, or staff are the intended participants or audience.
8. Fee payments cannot be issued in instances where the student organization is co-sponsoring the event with one or more off-campus organizations.
9. All requests for payment of fees under this policy must be submitted using the "Athletic Facility Fee Payment Request," available from the A.S. Government Office.
10. All Requests must be approved by the organization's Student Life and Development advisor, who will forward the approved request to the A.S. Government Office.
11. The "Athletic Facility Fee Payment Request" will be placed on the next available agenda of the Board of Control. The Board of Control will approve or deny the request.
12. Once approved, the "Athletic Facility Fee Payment Request" will be forwarded to the AS Business Office.
13. Once the annual allocation has been depleted, fee reductions will no longer be available until the start of the next fiscal year.