



Associated Students, Inc.

2018-19 Multiple Club

Funding Request Form

...For the Students, by the Students

- Necessary Documents:**
- Event Flyer w/ A.S.I. logo
 - CSI Event Reg. Form
 - Food Permit
 - Event Estimates/Quotes
 - Cosponsor Agreement Form

Contact

Officer Name: _____
 Officer Title: _____
 Address: _____
 City/State/Zip: _____
 Phone & Email: _____
 Officer Signature: _____

Lead Organization

Lead Club/Organization: Accounting Society
 Event Title: Mixer Meet and Greet
 Date(s) of Event: 09/13/2018
 Location of Event: USU Ballrooms and LA Rooms
 Exp. Total Attendance: 300+ %: 33% Amount: \$1,645.72
 Exp. Attendance of CSULA Students: _____

Will multiple clubs be splitting the cost?: YES NO

Club/Organization B: Beta Alpha Psi
 Contact: Yen Le %: 33% Amount: \$1,645.72
 Club/Organization C: Association of Latino Professionals for America
 Contact: Selina Morales %: 33% Amount: \$1,645.72

Event Description

Briefly describe the event: _____
 Mixer where students can network with professionals in a casual setting
 How will this program enhance the Cal State L.A. experience?:
It will be a stepping stone towards their professional development
 Is the event open to all Cal State L.A. students?: Yes

For Office Use Only • Do Not Write Below

Approved Amounts

Hospitality: _____ Proposal Number: _____
 Honorarium/ _____ RPP Deadline: _____
 Contracts: _____ Funds Expire: _____
 Marketing: _____ Recognized?: _____
 Other: _____ Date Approved: _____
 U-SU: _____ BOD / Finance
 Total: _____ Account: _____

Important: (1) All Funding Request Forms must be turned in by 5 PM Friday, the week before the Funding Sub-Committee meetings. (2) Additionally all paperwork must be submitted no later than 10 business day (2 weeks) prior to the event. (3) Request for Payment or Purchase Order (RPP) is 15 days after the event.

Total Cost Breakdown

Honoraria

Description	Amount

Marketing

Description	Amount
Flyers	\$30.00
Maps	\$30.00
Namebadges/Inserts	\$383.18
Ribbons	\$97.50

Hospitality

Description	Amount
GEH BEO 33350	\$2,257.39

Other

Description	Amount
Parking	\$860.00
Gift Basket	\$879.20
Premium Gift Basket	\$399.90

Event Summary

Total Cost of Event:	\$4,937.17
Amount Requested from A.S.I.:	\$4,937.17
Amount from other sources:	\$0.00
What other resources are you employing for this event?	

Multiple Club/Organization-COSPONSOR AGREEMENT FORM

Please submit this form with the Funding Request Form if the Event is hosted by multiple clubs. Only clubs recognized by CSI may be listed. All percentages must add up to 100%. If any of the stated percentages are not approved by a signature of the club's president, your Funding Request will be postponed until this form is completed.

Event Name	Mixer Meet and Greet	Event Date	09/13/2018
Event Total Cost	\$4,937.17	Amount Requested of A.S.I.	\$4,937.17

LEAD CLUB & ORGANIZATION:	Accounting Society	AGREED PERCENTAGE	Total Amount to be Awarded.
PRESIDENT'S NAME:	Erica Hernandez		
PRESIDENT'S EMAIL AND PHONE:	[REDACTED]		
PRESIDENT'S SIGNATURE:	[REDACTED]		
		33%	\$1,645.72

CLUB & ORGANIZATION B:	Beta Alpha Psi	AGREED PERCENTAGE	Total Amount to be Awarded.
PRESIDENT'S NAME:	Yen Le		
PRESIDENT'S EMAIL AND PHONE:	[REDACTED]		
PRESIDENT'S SIGNATURE:	[REDACTED]		
		33%	\$1,645.72

CLUB & ORGANIZATION C:	Association of Latino Professionals for America	AGREED PERCENTAGE	Total Amount to be Awarded.
PRESIDENT'S NAME:	Selina Morales		
PRESIDENT'S EMAIL AND PHONE:	[REDACTED]		
PRESIDENT'S SIGNATURE:	[REDACTED]		
		33%	\$1,645.72

CLUB & ORGANIZATION D:		AGREED PERCENTAGE	Total Amount to be Awarded.
PRESIDENT'S NAME:			
PRESIDENT'S EMAIL AND PHONE:			
PRESIDENT'S SIGNATURE:			
		0%	\$0.00

CLUB & ORGANIZATION E:		AGREED PERCENTAGE	Total Amount to be Awarded.
PRESIDENT'S NAME:			
PRESIDENT'S EMAIL AND PHONE:			
PRESIDENT'S SIGNATURE:			
		0%	\$0.00

CLUB & ORGANIZATION F:		AGREED PERCENTAGE	Total Amount to be Awarded.
PRESIDENT'S NAME:			
PRESIDENT'S EMAIL AND PHONE:			
PRESIDENT'S SIGNATURE:			
		0%	\$0.00

Total Percentage: **100%**
 Total Amount to be Awarded **\$4,937.17**

STUDENT ORGANIZATION EVENT REGISTRATION FORM

RECEIVED
8/16/18



This form must be completed 10 business 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 online 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: Beta Alpha Psi / Accounting Society / ALPFA PHONE: [REDACTED] DATE: 8/16/18

EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]

NAME OF EVENT: Meet and Greet Mixer LOCATION: Golden Eagle Ballroom-Balcony

EVENT DATE: 9/13/18 BEGIN TIME: 6:00PM END TIME: 8:00PM ESTIMATED ATTENDANCE: 500

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

- PROCEEDS TO BENEFIT EDUCATIONAL PROGRAM SPIRITUAL PROGRAM RECREATIONAL PROGRAM
 DANCE/PARTY SOCIAL PROGRAM COMMUNITY SERVICE CONFERENCE/CONVENTION
 OTHER: Networking event SPEAKER/PANEL

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

- SPORTS ACTIVITY OR COMPETITION BEACH/FOREST/PARK CLEAN-UP INTERNATIONAL TRAVEL
 BONFIRE INDOOR/OUTDOOR COOKING DOMESTIC TRAVEL
 AMPLIFIED SOUND ANIMALS

PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):

Students will get the opportunity to network with professionals from various companies in a casual setting which is easier for them to learn more about the jobs they want in the future.

HOW WILL YOU MARKET THIS EVENT? (CHECK ALL THAT APPLY)

- PRINTED POSTCARDS PRINTED POSTERS/FLIERS SOCIAL MEDIA: csulabap.org OTHER: [REDACTED]

WHO WILL BE INVITED? (CHECK ALL THAT APPLY):

- STUDENT ORG. MEMBERS CAL STATE LA COMMUNITY OTHER COLLEGES & UNIV. GENERAL PUBLIC GUEST LIST

Events intended for the general Cal State LA 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 RAISE ANY PROCEEDS TO BENEFIT THE ORGAZNIZATION?

(If yes, please complete statement regarding proceeds to benefit transactions on the back of this form) NO YES

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 [REDACTED]

WILL FOOD BE SERVED AT THE EVENT? NO YES

IF YES, WHO WILL PROVIDE THE FOOD? UNIVERSITY CATERING OTHER: [REDACTED]

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 [REDACTED] PLEASE LIST 2 TIPS and SVPT TRAINED MEMBERS ON PAGE 2.

WILL OFF-CAMPUS MEDIA BE NOTIFIED ABOUT THE EVENT (NEWSPAPER, TV, RADIO, ETC.)? NO YES, PLEASE PROVIDE WHO WILL BE INVITED ON PAGE 2.

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 PROCEEDS TO BENEFIT TRANSACTIONS

As officers of this recognized student organization at Cal State LA, we affirm that all proceeds raised or assets assigned will be used solely for the benefit of the organization as a whole. Further, it is affirmed that no proceeds or assets of this organizations will accrue to the benefit of any officer, member, or any private person. We also affirm that all proceeds transactions for this event will comply with all University policies and procedures including but not limited to ICSUAM Policy 3141.01 and the Cal State LA Student Organization Funds Administration Policy. Describe the admission charge, registration, participation fee, or any proceeds that will be raised to benefit the organization. Please include how much the organization will be charging for any of these proceeds.

[REDACTED]

PRESIDENT: _____ SIGNATURE: _____ DATE: _____
 TREASURER: _____ SIGNATURE: _____ DATE: _____
 U-SU STUDENT ORGANIZATION ACCOUNT #: _____ or APPROVED EXEMPT STATUS: CSI VERIFICATION

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. More information can be found online in the Student Organization Handbook.

- 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 Student Conduct.
- ALCOHOL:** In accordance with Administrative Procedure 019 - Alcoholic Beverages, any event (on or off campus) that involves the consumption of alcoholic beverages requires authorization from the University. Your organization must complete and submit a Request to Serve Alcoholic Beverages form in addition to this Event Registration Form. Please allow at least 3 weeks for this form to be reviewed by the University. Approved alcohol consumption events and events held where alcohol is available (but will not be consumed) require at least two TiPS certified members and two Sexual Violence Prevention & Resources Trained (SVPT) members to be in attendance of the entire event. Additional guidelines may be enforced.
- PUBLICITY:** All publicity material must comply with University Administrative Procedures AP P003 and AP P007. All printed marketing to be used for marketing registered events are required to be stamped by CSI prior to their approved posting. Stamps can be obtained after the event has been registered. All printed material may be posted for up to a period of fourteen (14) calendar days. For student organizations, the "POSTING VALID THRU ____" stamp must be clearly visible on the face of the posting.
- GENERAL RELEASE:** If your event will require the use of general release waivers prior to organization member and guest participation, your organization is required to comply with all instructions provided by CSI, including submitting all completed forms and requested documents.

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. I ACKNOWLEDGE THAT THIS EVENT AND ANY ASSOCIATED EVENT SPACE RESERVATIONS MAY BE SUBJECT TO CANCELLATION BASED ON MY ORGANIZATION'S RECOGNITION STATUS.

STUDENT ORG. OFFICER'S NAME _____ SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY) _____ DATE: 8/16/18
 ADVISOR'S NAME _____ SIGNATURE _____ DATE: 8/15/18

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

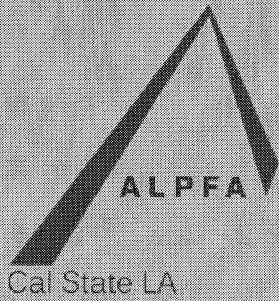
CENTER FOR STUDENT INVOLVEMENT (U-SU 204) _____ SIGNATURE: _____ DATE: 8/16/18
 CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY _____
 ASSISTANT DEAN OF STUDENTS: WELLNESS & ENGAGEMENT _____

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: _____
 OTHER: _____ DATE: _____ U-SU BUSINESS OFFICE DATE: _____

NOTES OR UPDATES: (TIPS-CERTIFIED/SVPT TRAINED MEMBERS, SOCIAL MEDIA SITES/HANDLES, INVITED MEDIA, ADDITIONAL INFORMATION/REQUIREMENTS)



Mixer Meet and Greet

Come and meet with students
and professionals. Learn more
about our student
organizations in the Business
and Economics college.

Thursday, September 13, 2018

6 pm - 10 pm

Golden Eagle Ballroom





Golden
Eagle
Hospitality

for: Event # E33492
on: Thursday, September 13, 2018

Client/Organization Beta Alpha Psi - Cal State LA	Event Date 9/13/2018 (Thu)	Booking Contact Tais Tatavoosian	Event # E33492
Address 5151 State University Drive - 5th Floor Simpson To		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel (818) 649-0201
Party Name Beta Alpha Psi - Meet the Firms	Sales Rep Amy Miers	Theme Conference	Guests 300 (Act)
		Category	

Venue

Description	Type	Start	End	Banquet Room	Setup Style
		2:00 pm	10:00 pm	Off-Site	10 x 10's

Setup Notes

Guests to Enter from GE Ballroom 2

4 Evenly spaced rows of Eight 7ft tables set up in pairs with about 5ft of space between them

Food & Beverage

Food/Service Items	Unit	Price	Total
Food set up in GE Ballrooms on North and South Wall -split food at each station at 6:00PM			
(8) Freshly Brewed Coffee (Regular) (Refresh as needed & Charge accordingly)	Gallon(s)	28.00	224.00
(2) Freshly Brewed Coffee (Decaffeinated) (Refresh as needed & Charge accordingly)	Gallon(s)	28.00	56.00
(150) Bottled Water (16.9oz)	Each	1.50	225.00
(3) -Water Stations	Each	25.00	75.00
(86) Assorted Finger Sandwiches	Dozen(s)	12.00	1,032.00
(300) -Disposables	Each	0.50	150.00

Notes

Set-up: 4:00pm
Event Starts: 6:00pm
Event End: 10:00pm

Equipment/Room listed on BEO 33350

Authorized Signature & Date: _____
(Please sign & date all pages)

E33492 - Beta Alpha Psi - Cal State LA

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	1,462.00	300.00	0.00	0.00	0.00	0.00	0.00	1,762.00
Service Charge	248.54	51.00	0.00	0.00	0.00	0.00	0.00	299.54
Taxes	162.50	33.35	0.00	0.00	0.00	0.00	0.00	195.85
Total	1,873.04	384.35	0.00	0.00	0.00	0.00	0.00	2,257.39

Subtotal	1,762.00	Paid	0.00
Tax	195.85	Balance	2,257.39
Service Charge	299.54		
Total Value	2,257.39		

Banquet Event Order is invalid unless signed and returned along with a check or purchase order to the Golden Eagle Hospitality Office. Missing catering equipment is the responsibility of the Authorized Signee. A 17% Service Fee and 9.5% Sales Tax will be Charged where applicable. 72 Hours Guest Count Confirmation and Cancellation Notice Needed.

Account # _____
Fund # _____
Dept # _____
Program Code # _____
Project ID # _____
Purchase Order # _____

Authorized Signature & Date: _____
 (Please sign & date all pages)



Search



Save **\$25*** when you open an account online & spend \$25 on your first online purchase today.

*Paid as a statement credit.
Can't be combined with other offers.
Subject to credit approval.

Purchase Amount	\$549.50
Credit on Billing Statement	-\$25.00
Cost after Statement Credit	\$524.50

[Learn more](#) | [Open account](#)

Est. total **\$549.50**

Check Out (25)



Broadway Basketeers Snackers Heaven Gift Set

\$21.98 ea.

\$549.50

Shipping
Pickup

Qty:



[Remove](#) | [Save for later](#)

Subtotal (25 items)	\$549.50
Shipping	Free
Est. taxes & fees (Based on <u>91340</u>)	\$0.00
Est. total	\$549.50

Check Out (25)

Congrats — you get free shipping!

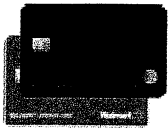
Free pickup available.

[Learn more](#)

Feedback



Search



*Paid as a statement credit.
Can't be combined with other offers.
Subject to credit approval.

Save **\$25*** when you open an account online & spend \$25 on your first online purchase today.

Purchase Amount	\$329.70
Credit on Billing Statement	-\$25.00
Cost after Statement Credit	\$304.70
Learn more Open account	

Est. total **\$329.70**

Check Out (15)



Broadway Basketeers Snackers Heaven Gift Set

\$21.98 ea.

\$329.70

Shipping
Pickup

Qty:

15

[Remove](#) | [Save for later](#)

Subtotal (15 items)	\$329.70
Shipping	Free
Est. taxes & fees (Based on <u>91340</u>)	\$0.00
Est. total	\$329.70

Check Out (15)

Congrats — you get free shipping!

Free pickup available.

[Learn more](#)

Feedback



Printing & Scanning

- [Printing](#)
- [Scanning](#)
- [Other services](#)

Printing & copying

Black & white: (10 cents per side) Black and white printers are located on levels A, 1, 2, & 3 of Library North. All printers are also capable of making photocopies.

Color: (75 cents per side) Color printers are located on Levels A, 1, and 3 of Library North. To print a document in color, be sure to select: Color Printing Server 1 or 2 from the print dialog box. Color printing is also available at the [Open Access Labs](#) and the [Golden Eagle Service Center](#). All printers are also capable of making photocopies.

A **Cal State LA One Card** is required to pay for printing. There are two One Card Add Value machines (to add money to your One Card). One is on the 1st Floor, Library North near the copy machines, the other is on the 3rd Floor, Library North near the computers. **The Add Value machines take bills only and do not provide change.**

Guest/Visitor Printing: Library users who have been issued a Community Borrower Card can [follow these detailed instructions to print](#). Other visitors will need to visit the [Golden Eagle Service Center](#) to print.

Mobile Printing: [Mobile printing is available from any device you can send email from.](#)

Scanning

The Library has 4 scanners located near the computers on the First Floor, Library North. The scanners are free to use but you must save documents to a flash drive. You can borrow a flash drive from the Service Desk.

Other services

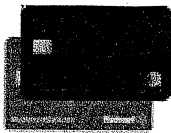
Faxing: Fax services are provided by the [Golden Eagle Service Center](#).

Microfilm/fiche Scanning: The library has a Universal microforms reader/scanner which is located behind the Service Desk. If you want to save images from microfilm or fiche please bring a flash drive with you.

[Library Home](#) [CSULA Home](#) [Top of this page](#)

Maintained by: Library Web Team ~ Last Updated (SB) 07/13/2018 00:03:37
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Item	Price	QTY	Total
Parking (100)	\$8.60	100	\$860.00
GEH (food)	\$2,257.39	1	\$2,257.39
Name Badge (300)	\$69.99	100	\$279.96
Name Badge Insert	\$34.99	300	\$69.98
Tax from Staples			\$33.24
Gift Basket (per firm)	\$21.98	40	\$879.20
Premium Gift Basket	\$39.99	10	\$399.90
Marketing Flyers	\$0.75	1	\$30.00
Marketing Maps	\$0.10	1	\$30.00
Ribbons	0.39	250	\$97.50
			\$4,937.17



Save **\$25*** when you open an account online & spend \$25 on your first online purchase today.

*Paid as a statement credit.
Can't be combined with other offers.
Subject to credit approval.

Purchase Amount	\$399.90
Credit on Billing Statement	-\$25.00
Cost after Statement Credit	\$374.90

[Learn more](#) | [Open account](#)

Est. total **\$399.90**

Check Out (10)



Mothers Day Chocolate Delight Gift Basket

Sold by California Delicious

\$39.99 ea

\$399.90

Shipping

Qty:

10

[Remove](#) | [Save for later](#)

Subtotal (10 items)	\$399.90
Shipping	Free
Est. taxes & fees (Based on <u>91340</u>)	\$0.00
Est. total	\$399.90

Check Out (10)

Saved for later

You have no saved items right now.

Coller Industries, Incorporated

801-931-5000 | www.nametag.com

2211 South 300 West , Salt Lake City, UT 84115 | Print Date: August 16 2018 09:41:26 AM

Shopping Cart




Item Ordered	Qty	@	Price Each	Line Total
Horizontal Stock Ribbons	250	@	\$0.39	\$97.50

35 of Gold Sponsor Horizontal 4X1&5/8 (Color: GOLD)

15 of Committee, Horizontal 4 X1&5/8 (Color: RED)

150 of Sponsor, Horizontal 4 X1&5/8 (Color: MAROON)

50 of Volunteer, Horizontal 4 X1&5/8 (Color: BLUE)

 Edit  Order a Variant  Delete



CLICK TO VERIFY

Product Total	\$97.50
Additional Fees	\$0.00

Total Item Cost \$97.50

Order Summary (2 Items)

[EDIT CART](#)

SHIP TO ADDRESS

Expected Delivery By August 17, 2018



Avery Hanging Name Tags, 3" x 4", White, 100/Box (74459) \$279.96

Qty. 4



Avery 5392 Name Tag Insert Sheets, 300 Inserts/50 Sheets, 3" x 4", White, 300/Box \$69.98

Qty. 2

Add Coupons: —

Subtotal: \$349.94

Shipping: FREE

Estimated Tax: \$33.24

Order Total: \$383.18

Staples Sites ▾

20+ Employees

Your Store: North Hollywood, CA

Open 8am - 9pm

Weekly Ad

Search for all your business needs



Reorder



Account



Connect

Products

Services & Solutions

Deals

Business Expertise

Membership

Your Cart

◀ Continue Shopping

FREE shipping on this order

ORDER SUMMARY

Items (6):	\$349.94
Add Coupons:	--
Subtotal:	\$349.94
Shipping:	FREE
Pre-Tax Subtotal:	\$349.94

CHECKOUT

Avery 5392 Name Tag Insert Sheets, 300 Inserts/50 Sheets, 3" x 4", White, 300/Box

Add to Favorites Remove from Cart



Ship to Address

Pick Up in Store

2

at \$34.99 300/Box

\$69.98

Delivered by Friday, August 17 with Next-Day Delivery

\$69.98

Item: 538355 | Model: 05392

Available for Auto Restock

Avery Hanging Name Tags, 3" x 4", White, 100/Box (74459)

Add to Favorites Remove from Cart



Ship to Address

Pick Up in Store
Ready in 1 hour!

4

at \$69.99 100/Box

\$279.96

Delivered by Friday, August 17 with Next-Day Delivery

\$279.96

Item: 461147 | Model: 74459

Available for Auto Restock



Duracell® Coppertop® AAA Alkaline Batteries, 8/Pack

\$9.99 ~~\$12.99~~

- Duracell CopperTop alkaline batteries are designed for use in everyday devices
- Individually date coded to ensure newness
- Ideal for everyday devices

[View Full Product Details](#)

ADD TO CART

Terms and Conditions

The tax shown is estimated. Your Order Confirmation Email will include shipment details, product availability and estimated tax. If you are a tax-exempt customer please see our Tax-Exempt Information. Important information concerning coupons and sales tax and our return policy.

Not responsible for typographical errors. Our prices may vary from store and catalog prices. Not all items available. We reserve the right to limit quantities, including the right to prohibit sales to resellers.

ORDER SUMMARY

Items (6):	\$349.94
Add Coupons:	--
Subtotal:	\$349.94
Shipping:	FREE
Pre-Tax Subtotal:	\$349.94

CHECKOUT



Parking Events & Reservations

CAL STATE L.A. PARKING SERVICES IS HERE TO HELP PROVIDE A WELCOMING ENVIRONMENT FOR YOUR VISITORS.

Cal State LA's Parking Services is a self-supporting entity which does not receive state general funds to operate, maintain and construct new parking facilities. All guests and visitors not performing state business **MUST** pay to park on campus.

For visitors not performing state business, departments may purchase and reserve parking permits through the parking reservation process by providing a chargeback account number.

Please take the following parking information into consideration when inviting visitors and planning events at Cal State LA

Typical guests who qualify for no-cost parking permits:



- Guest speaker in academic courses
- Major donors of the university sanctioned by the Office of the President or Institutional Advancement
- Interview candidates for state positions
- Campus advisory groups, officially sanctioned by the university
- Dignitaries or government officials visiting the campus in an official capacity
- Volunteer employees providing a service to the University who are not receiving any form of class credit or compensation
- Non-paid persons visiting the campus for the purpose of transacting official state business

Typical visitors required to pay to park:

- Students
- Employees
- Emeritus faculty and staff
- Vendors
- Contractors
- Consultants
- Attendees of all types of camps
- Attendees of instructional activities for credit/no credit
- Visitors of faculty and staff (not performing state business as described above)
- Drop-in visitors
- Attendees of non-Cal State L.A. special events

PARKING RESERVATIONS:

Campus departments may make parking reservations in advance for visitors who are required to pay for parking. A chargeback account number must be provided at the time the reservation is made. The rate is \$8.60 per day per vehicle, which includes an administrative processing fee.

Visitors may also pay to park on the day of the event by purchasing a daily parking permit from a permit machine located in designated campus parking lots and parking structures.

*Hourly rates cannot be purchased through Parking Reservations.

Daily Permit Rates

Length of Time/Rate

1 hour (Lot 4A located by Administration and Student Union only) - \$2

4 hours - \$4

All Day - \$8

2-Wheel - \$2

TO MAKE PARKING RESERVATIONS CALL (323) 343-3704, SEND YOUR REQUEST BY EMAIL (<mailto:Parking@CSLANET.CalStateLA.edu?subject=Parking%20Reservation>) OR FAX YOUR REQUEST TO EXT. (323) 343-6475.

SPECIAL EVENT PARKING INFORMATION:

- A two week period is required for processing parking arrangements for an event. **The Event Parking Request Form** (http://www.calstatela.edu/sites/default/files/users/u89711/parking_event_request_.pdf) must be submitted to Parking Services 14 calendar days *prior* to the date of the event.
- The request form can be submitted via email or printed and faxed to (323) 343-3724. A hard copy also should be sent to Parking Services, Public Safety Building.
- Off-peak parking times when the most parking is available at Cal State L.A. are Fridays, weekends, holidays, semester breaks and Summer session.
- To avoid potential parking issues, off-peak times should be considered before scheduling a large event.
- Event sponsors are responsible for informing all participants of parking location and costs, if any.

University sponsored activities or events may be approved to have parking fees waived. To see if you qualify, submit a **Parking Waiver Request Form** (http://www.calstatela.edu/sites/default/files/users/u89711/parking_waiver_request_form_signed_2018.pdf) fourteen calendar days before your event. This form can be submitted via email or submitted to the Event Parking Coordinator at the Welcome Center.

What Services Are Available For Special Event Parking?

Cal State L.A. Parking Services provides:

- parking lot staffing to cordon off parking spaces
- set directional signage for your event
- greet visitors
- allow access to a parking lot with the appropriate parking permit.
- information booth staffing (beyond normal hours) to give directions and distribute parking permits.

*Charges will be assessed for the above services and signage may be needed.

For assistance with special event parking please contact Parking Events at (323) 343-3704.

All above information is subject to change without further notice.

