## Associated Students, Inc. Funding Request Form

2018-19

- **Necessary Documents:** Event Flyer w/ ASI Logo
- CSI Event Reg. Form
- Estimates / Food Permits
  - Event Estimates / Invoices

### **Organization** Contact Officer Name: Officer Title: Address: City/State/Zip: Phone & Email: Officer Signature

Club/Organization: Student Dietetic Association

Event Title: Sports Dietetic Panel

Date(s) of Event: 10/29/18

Semester Select One...

Location of Event: USU Los Angeles Room B

50 Expected Total Attendance:

Expected Attendance of Cal State LAStudents:

45

#### **Event Description and Total Cost Breakdown**

Briefly describe the event:

This event will host 2-3 panelists with experience within the area of sports dietetics. They will offer insight into this exciting career path and explain how you can become a sports dietitian. Is the event open to all Cal State LA students?: Select One..

How will this program enhance the Cal State LA experience?:

It will offer insight into an exciting and growing industry that many students may be unaware exists.

#### Hospitality

Description	Amount
Catering	\$282.50

#### **Honoraria/Contracts**

Description	Amount
succulent gifts	\$24.38
bows for gifts & thank you cards	\$20.81

#### Marketing

Amount \$15.60
\$6.70

#### Other

Description	Amount
3 parking passes (\$8 each)	\$24.00

#### **Event Summary**

#### \$373.99 Total Cost of Event:

Amount Requested from ASI:

\$373.99

Amount from other sources:

\$0.00

What other resources are you employing for this event?

N/A

### For Office Use Only • Do Not Write Below

#### Important:

- (1) All Funding Request Forms must be turned in by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
- (2) Additionally, funding request forms must be turned in no less than 10 business days (2 weeks) prior to the event.
- (3) Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.

#### All forms must have a Time Stamp and

staff initial:





for: Event # E34398 on: Monday, October 29, 2018

Client/Organization Student Dietetic Association	Event Date 10/29/2018 (Mon)	Booking Contact		Event # E34398	
Address 5151 State University Drive, P.E. 206		City, St/Prov Postal  Los Angeles, CA 90032		Guests 50 (Act)	
Party Name Student Dietetic Association	Sales Rep Amy Miers	Theme	Cat	egory	

				Venue		
Description	Туре	Start	End		Banquet Room	Setup
		10:45 am	11:00	am	Student Union	Delive
	Food &	Beverage				
Food/Service Items		Unit	Price	Total		
**Deliver to USU Room B at 11:00A						
No Disposables						
(6) Assorted Tea S	Sandwiches	Dozen(s)	12.00	72.00		
(2.5) Brownies - C	ut in Half	Dozen(s)	25.00	62.50		
(2) Fresh-Brewed (Regular)	Coffee	Gallon(s)	25.00	50.00		
(2) Fresh Brewed I Tea (Sweetened)	Raspberry Ice	Gallon(s)	18.00	36.00		
Water Service						

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	134.50	86.00	0.00	0.00	0.00	0.00	0.00	220.50
Service Charge	22.87	14.62	0.00	0.00	0.00	0.00	0.00	37.49
Taxes	14.95	9.56	0.00	0.00	0.00	0.00	0.00	24.51
Total	172.32	110.18	0.00	0.00	0.00	0.00	0.00	282.50
Subtotal	220.50 Paid		0.00					
Tax	24.51 Balanc	ce	282.50					
Service Charge	37.49							
Total Value	282.50							

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.



MEETING ROOM REQUEST FORM

CALIFORMA STATE UNIVERSITY, LOS AMGELES 5454 State University Drive, Rm # 107 Los Angeles, CA 90032-8636 Phone: (323) 343-2465 Fax (323) 343-2454

AUG OF ETCHE I	e of Event: Spoy+5 Dreft ( Pane)  nt End Time: 1:00 PM   Access End time: 1:00 PM
	ne Number:
	tension:
Fyou represent an off campus organization, please provide your billing address:	/State/Zlp Code:
iPECIAL EVENT INSURANCE CAN BE PROVIDED: Yes O  IF YES, sponsor must name the University, the California State additional insured. The general	University-Student Union, the State of California, the Trustee of the California State University, Los Angeles, and their officers, agents, employees and volunteers as liability limit must be of no less than one million dollars (\$1,000,000).
'ENT INFORMATION No Sif NO, sponsor will be require	ed to complete Event Insurance Assessment Form (Schedule B).
Please check YES or NO to the following statements regarding event details: (Additional tegistration, admission fees, or donations are being accepted: 51% or more guests/participants will be from off-campus  There will be a vendors fair or exhibitors as part of this event:	fees may apply)  OYES ONO OYES ONO OYES ONO
Ncohol will be served:	OYES NO If so, an approved request to serve Alcoholic Beverages form must be submitted by the submitted of the submitted by t
his event is directly related to the educational mission of the University: his event is sponsored or promoted by a non-University or off-campus organization: his event is a profit-making venture (i.e. product show, or solicitation of goods or services):	YES ONO OYES ONO If so specify: OYES ONO
Decorations, banners, or signs will be displayed: his event will include filming or recording: he media will be notified about the event (newspapers, television, radio stations etc.): novie/film/documentary will be shown at this event: his event is co-sponsored by the U-SU or on-campus department	YES ONO If yes, please describe: OYES ONO If so, please specify: OYES ONO If so, specify: OYES ONO If so, viewing rights must be provided before event can be confirmed. If so, specify: CCC CSI Other: AS
ENT LOCATION ** Indicates Multi-Media Room (See back for details)	
☐ U-SU Theatre 106** ☐ Boardroom South 303A ☐ Pasadena Room 307 ☐ Boardroom North 303B** ☐ Los Angeles Room 308BC** ☐ Los Angeles Room 308BC**	☐ Los Angeles Room 308A** ☐ Montebello Room 309 ☐ Los Angeles Room 308B** ☐ Los Angeles Room 308C** ☐ San Gabriel Room 313**
I Hearie Style asse	Expected Attendance Setup Count: 65  Specialized  (For specialized setups, sponsors will need to meet with a coordinator for more details.)
Connectance active	

media Services – NON-SMART ROOMS  These rooms come with a media cait upon request.  Please select a room and individual items needed for the event.	*Sponsors are responsible for providing their own taptop
BOARD ROOM SOUTH  PASADENA  MONTEBELLO  EL MONTE  BOARD ROOM SOUTH  MEDIA CART OPTIONS  LÉC Projector   Bluer  MP3 Playback   FM R  Sound Connection	Wireless Microphone: Hand-held Up-to 2
ACCESSORIES  Non-Amplified Podium  Laser Pointer/Powerpoint Laptop VGA Adaptors:  MAC  HDMI Surfac	e Laptop/VGA Adaptors: LI MAC LINDMI LI Surface
MEDIA SERVICES THEATER - U-SU THEATER PACKA	
Basic Sound - CD/Mp3 player with 1 Wireless Mic	☐ Padium ☐ Bluetooth Audio
☐ Full Sound - CD/Mp3 player ☐ Wireless Mics 5	available
☐ HD Cinema - Projector, Blu-Ray, THX, DVD/VHS player	☐ 2 Wireless Mics ☐ Computer/Sound Connection ☐ Bluetooth Audio
Presentation - Projector, Computer/Sound connection, Podium	n ☐ 3 Wireless Mics ☐ Blit-Ray or DVD/VHS Player ☐ Bluetooth Audio
Discussion Panel - Podium with Microphone, & 5 Table top W.	
☐ Basic Stage Lighting - Stage Wash	
☐ Full Stage Lighting - Stage Wash, Side Light, Down Wash, LEI	D, & Cyc Wash Follow spot (Requres tech @ hourly rate)
Z Laptop VGA Adaptors:	mar w ways of N and N

# STUDENT ORGANIZATION EVENT REGISTRATION FORM





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.

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AME OF EVENT:	S ASIN HE HIGH PAIN	LOC	CATION: A	actes troom	
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PROCEEDS TO BENEFIT  DANCE/PARTY  OTHER:	ITY'S GENERAL RELEASE WILL BE R EDUCATIONAL PROGRAM SOCIAL PROGRAM	EQUIRED FOR CERTAIN ET SPIRITUAL PROGRA COMMUNITY SERV SPEAKER/PANEL	AM   RECRE	ATIONAL PROGRA	
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Oppose divento	BELOW (INCLUDE ALL ACTIVITY OF AT HIELT	John/ha D	n and n a pa	speaks inel dis	ng to Lission
OW WILL YOU MARKET THIS	EVENT? (CHECK ALL THAT AP	PLY)			and the second s
PRINTED POSTCARDS PR	INTED POSTERS/FLIERS SOCIAL	MEDIA:		OTHER:	
WHO WILL BE INVITED? (CHEC STUDENT ORG, MEMBERS	CK ALL THAT APPLY):	OTHER COLLEGES	S&UNIV. GI	ENERAL PUBLIC	GUEST LIST
	eral Cal State LA campus will be	listed in the Student O	rganization Calenda IO, I DO NOT WISH F	or of Events distrib	outed in a bi- BE POSTED.
AGUS THE EVENT HAVE AN ADMI	SSION CHARGE, REGISTRATION FE nt regarding proceeds to benefit t	E, OR RAISE ANY PROCE ransactions on the back	EDS TO BENEFIT THE of this form)	ORGAZNIZATION	IO YES
WILL A MOVIE BE SHOWN?	NO YES (If yes, please att	ach written proof of view	wing rights.)		
	RITY? NO YES If yes.	1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	$u_{i}: \mathcal{U} \to \mathbb{S}$		
WILL FOOD BE SERVED AT THE IF YES, WHO WILL PROVIDE A completed food permit	HE EVENT? NO YES THE FOOD? UNIVERSITY CA	TERING OTHER:	he food is provided	by University Cate	ring.
WILL ALCOHOL BE PRESENT	AT THE EVENT? NO YE	S. Please attach a con (This form may take	npleted request to up to two weeks for	serve alcoholic b review and possib	everages. le approval.)
If so, please at	RESTAURANT/VENUE WHERE ALCO	HOL IS AVAILABLE? Z	NO YES ume alcohol.	PLEASE L TRAINED	IST 2 TIPS and SVPT MEMBERS ON PAGE E PROVIDE WHO
WILL OFF-CAMPUS MEDIA B	E NOTIFIED ABOUT THE EVENT	(NEWSPAPER, TV, RA	DIO, ETC.)? NO	WILL BE INV	TTED ON PAGE 2, YES
DOES THE STUDENT ORGANI	ZATION WANT TO PURCHASE S	PECIAL EVENT INSURA	ANCE FOR THIS EVE	ם מאוע זוא	(MED)
Please be aware that student	organization events are not cove Student organization officers or nce for a particular event, please o	ared for liability or other the advisor may be held	r insurance by Califo personally tiable. If t	rnia State Universi	

TATEME	NT REGARDIN	G PROCEEDS TO	O BENEFIT	TRANSAC	TIONS			
		organization at Cal State I affirmed that no proceed						
-		eds transactions for this ev						
		tudent Organization Fund						e, or any
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RESIDENT: REASURER			SIGNAT SIGNAT	Service Servic			DATE: CIGH	
	T ORGANIZATION ACC	COUNT #:		or	APPROVED EX	EMPT STATUS	: CSI VERIFICATIO	74
							24 10	777
VENT G	UIDELINES							
comply w	ith any of the following	ded for the benefit of ng guidelines may resu cilities. More informatio	ult in disciplinary	action taken	against the organi	ization includ	ling suspension	
ONDUCT:		nes full responsibility for the ciplinary action by the Cent	120			ersity policy ma	y subject the partici	pants and
LCOHOL:		dministrative Procedure						
		equires authorization fro Idition to this Event Regi						
		nsumption events and ex exual Violence Prevention						
	guidelines may be en		Ta Resources Trai	nea (ov. 1) mei	noors to bu in accor	idulied of allo	one of the ride	
UBLICITY:		must comply with Univer						
	been registered. All p	events are required to be printed material may be p amp must be clearly visib	oosted for up to a	period of fourte				
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		THAT I WILL TAKE RES						RING WI
FOLLOW AL	L GUIDELINES SET FO	RTH BY THE UNIVERSIT	Y. I ACKNOWLED	GE THAT THIS E	VENT AND ANY AS			
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NOTIFIC	T. OF PUBLIC SAFETY	DATE:		Ц				
NOTIFIC		DATE:		U-SU BUSIN	ESS OFFICE			

Updated 08.13.18 | Page 2 of 2

ŧ)	
	California State University, Los Angeles Temporary Food Facility Permit
	Date of Event: October 29th, 2018 Estimated Attendance: 65
	Name of Event: Sports Dietetic Panel  Time of Event: Panel  Location: Los Angeles Room B* USU
	Type of Event.
	Sponoving Cagamanoni
	Authorized Representative:
	Access Time: 11:00 a.m/pm to 1:00 a.m./pm UAS Catering  Event Time: 11:00 a.m./pm to 1:00 a.m./pm
	Type of Food Service:  Bake Sale  Bake Sale  Potluck  Other (describe below)    Catering   Provide caterer's complete name and address in space above this box; see Paragraph 6.2(e) in Temporary Food Facility Guidelines for further instructions.)
	Describe Other:  List all food and potentially hazardous food (see Temporary Food Facility Guidelines for definition) items to be sold/served (include ingredients), use back of page if necessary. Heas and wiches, fruit platter, veggie platter, hummus, artichake dip, salad  Where will this food be prepared or purchased [Note no Home Baked/Cooked Items are Allowed]?  Aus Catering
	List all beverages to be sold/served: Water, raspberry tea
	Where will be verages be prepared or purchased? Aus catering, Costco waterbottles
	Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service:
	Agreement: For the privilege of selling foods and/or beverages on campus, the Sponsoring Organization shall have attended a food handling orientation (offered at the beginning of Fall and Spring quarters), agrees to read, understand, and comply with the CSLA Temporary Food Facility Guidelines governing food sales or service. Failure to comply with the rules may result in the loss of food and/or beverage selling/serving privileges and possibly disciplinary action.
	Insurance: (Student Organizations Only) As a prerequisite, the Sponsoring Student Organization agrees to obtain proper insurance coverage from the Associated Students, Inc. (ASI) at least two weeks prior to the event date and ASI agrees to include the Sponsoring Student Organization's activity in its insurance policy. This Temporary Food Permit will not be approved unless accompanied by a proof of ASI insurance.
	No liability will be assumed by California State University, Los Angeles, University-Student Union, or University Auxiliary Services for any food or beverage the sponsoring organization provides to the campus community. This permit should be submitted at least 10 days prior to the activity for proper reviews and approvals; otherwise there is no guarantee of completion by the event date.
	All signatures shall be obtained in the following order. Student organizations need all signatures; other organizations 1, 3 and 4 only.
	1. Signature of Sponsoring Organization Chairperson  Authorized Representative to be present at event
	2. Center for Student Involvement (UU 204) (Student Organizations Only)  Date
	2. Center for Student Involvement (UU 204) (Student Organizations Only)
	3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314)  Date,
	25/18 18-656 9/25/18
	4. Environmental Health & Safety (Corporate Yard Bldg. 244) Permit No. Date



#### Copies and Flyers



## Quote Date: 08/30/2018

Price: \$15.30

Note: Price subject to change

without notice

#### **Print Details**

#### Print Info

#### Product Type **Copies And Flyers** Quantity Total Impressions 30 Impression Type **Color Single Sided** Originals/Pages Paper Standard Whites 28lb Paper Size Letter Paper Color White **Portrait** Orientation Original Size 8.5 X 11.0 Final Size 8.5 X 11.0

### Finishing Options

Staples	None	
Cutting	Cutting 4 Yield	
Folding	None	
Hole Punching	None	
Wafer Seals	None	
Wafer Color	None	
Perforation	None	
Lamination	None	
shrinkwrap	None	

Customize specifics pages and Slipsheets

N/A

**Index Tabs** 

N/A

Special Instructions

N/A



#### Copies and Flyers



# Quote Date: 08/30/2018

**Price:** \$7.50

Note: Price subject to change

without notice

#### **Print Details**

#### Print Info

#### Product Type **Copies And Flyers** Quantity Total Impressions 10 Impression Type **Color Single Sided** Originals/Pages Standard Whites 28lb Paper Paper Size Ledger Paper Color White Orientation **Portrait** Original Size 22.91 X 35.41 Final Size 17.0 X 11.0

### Finishing Options

Staples	None
Cutting	None
Folding	None
Hole Punching	None
Wafer Seals	None
Wafer Color	None
Perforation	None
Lamination	None
shrinkwrap	None

Customize specifics pages and Slipsheets

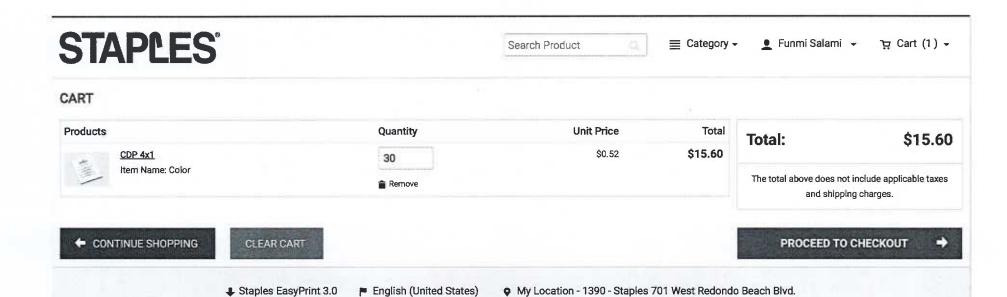
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**Index Tabs** 

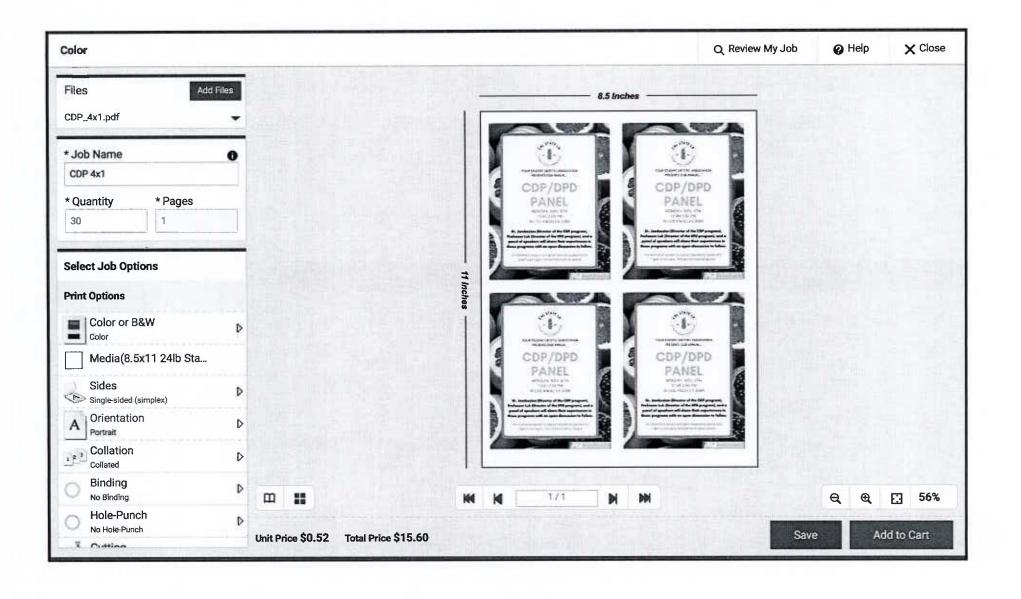
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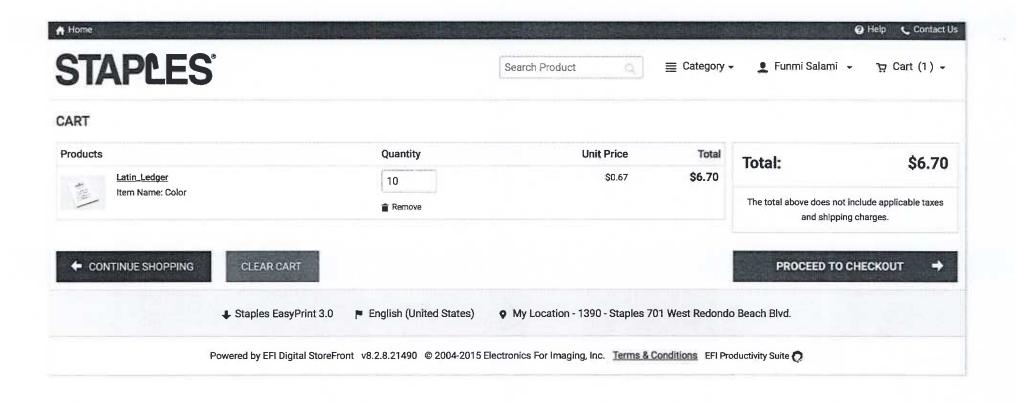
Special Instructions

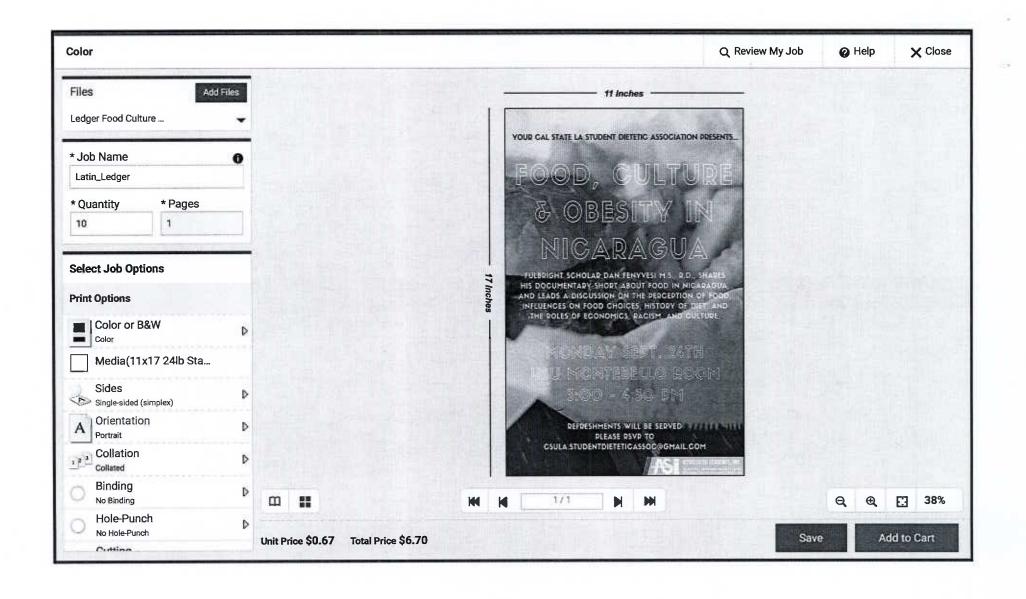
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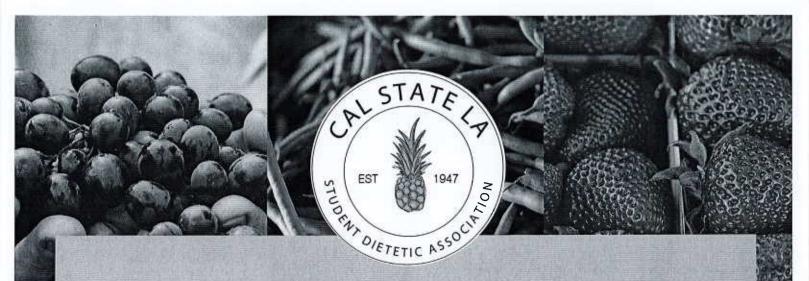


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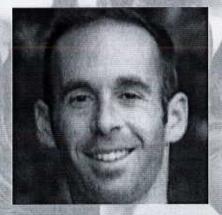


# SPORTS DIETETICS PANEL:

on becoming a professional

# MON. OCTOBER 29TH 11:00 AM - 1:00 PM

U-SU LOS ANGELES ROOM B



featuring Jeff Rothschild MS, RD, Board-Certified Specialist in Sports Dietetics

Refreshments will be served!



#### FREE PARCEL SHIPPING WITH MYLOWE'S. GET STARTED >



Prices, promotions, styles, and availability may vary. Our local stores do not honor online pricing. Prices and availability of products and services are subject to change without notice. Errors will be corrected where discovered, and Lowe's reserves the right to revoke any stated offer and to correct any errors, inaccuracies or omissions including after an order has been submitted.

## **Shopping Cart**

Pickup

Pico Rivera Lowe's, CA | Change Store > 8600 Washington Blvd, Pico Rivera, CA 90660

***	Item # 889819   Model # 0881043  3-count 11oz Tickled Pink Assorted Succulents	\$17.98	Qty: 1	\$17.98
	Shipping by 10/19/2018			-
	Item # 94450   <b>Model</b> # 2950120115	\$1.48	Qty: 3	\$4.44
	5.91-in W x 5.32-in H Terra cotta Clay Rustic Planter	\$1.48 each		

Order Sum	mary
Estimated Total	\$24.38
Item Total	\$22.42
Shipping	FREE
Taxes	\$1.96
Estimated Total	\$24.38

Need Help?

Call 1-800-445-6937

Products & Sales

Call 1-877-GO-LOWES

## **Shopping Cart**

Add \$29.74\* to your cart to receive FREE Shipping on eligible items See Details

Share Your Cart

**Checkout Now** 

Check out with PayPal

Item		How To Get It	Qty	Item Total
	Pennington 4 in. Terra Cotta Clay Pot Model #100043011	Pick Up In Store Today Express Delivery From Store	3 \$0.78/Item	\$2.34
		Deliver to Zip: 90255 Change Estimated Delivery: Oct 12		
		r Later   Save to Favo	orites   Remove	
	Altman Plants 2.5 in. Assorted Mimicry	Ship to Home from \$5.99		\$12.92
**	Succulent Plant (3-Pack) Model #0881001	Estimated Arrival: Oct. 19	\$12.92/Item	

Need Help?

See our online FAQs or phone us:

Online Customer Support:1-800-430-3376

Major Appliances: 1-877-946-9843

Custom Blinds:1-800-658-7320

Call 7 days a week - 6 a.m. to 2 a.m. EST

Subtotal

\$15.26

Estimated Shipping\*

\$5.99

Estimated Schedule Delivery\*

\$79.00

Sales Tax (determined in later step)

Total

\$10025

Have a promo code?

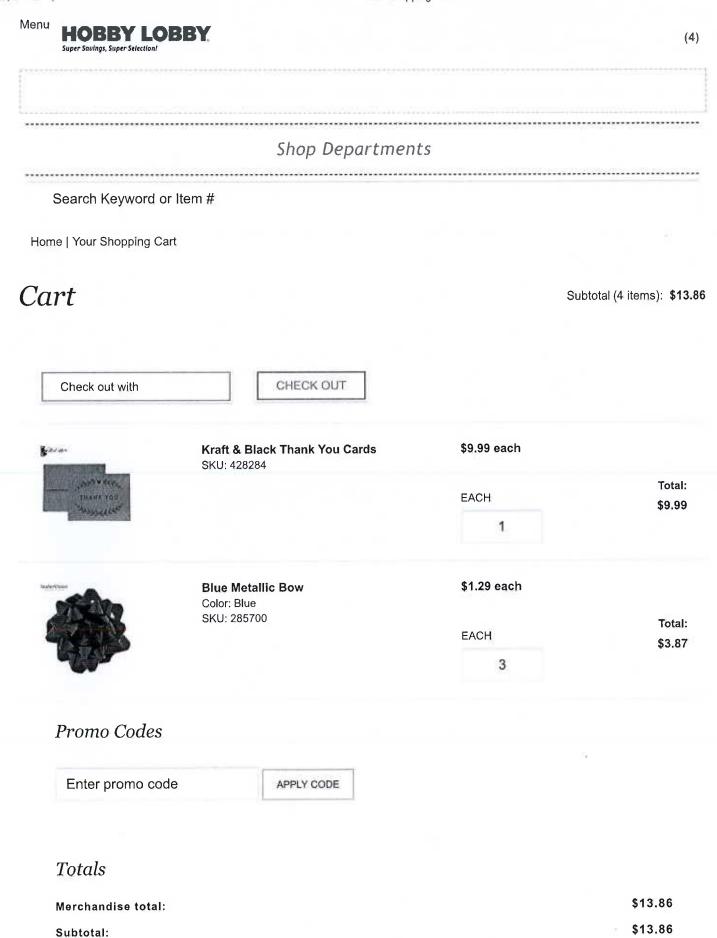
\* Shipping and delivery charges are calculated at the lowest rate available. Other methods will be viewable on the next page.

**Checkout Now** 

Save for Later | Save to Favorites | Remove

— or **—** 

Check out with PayPal



Estimated total:

Estimated taxes: \$0.00
Estimated shipping: (more info) \$6.95

Check out with CHECK OUT

Need help? Contact us and be sure to reference your cart number: 0027250923.

\$20.81

**About Us** 1-800-888-0321 **Customer Service** Contact Us **Donations & Ministry** My Account Shipping & Returns **Affiliated Companies** Store Finder **Order Status** Holiday Messages Gift Cards Quick Order Newsroom Rewards Visa® Card FAQ **Custom Framing** Careers Recalls Blog Supply Chain Unsubscribe Find and Share Inspiration

Sign up and Start Saving

Email address

®2018 Hobby Lobby | Privacy & Terms



5

#### Menu v Search

Hurricane Michael: Get updates on ...

Registries & Lists Weekly Ad REDcard orestock v More v



X

X

### A Items in your cart only ship with \$25 orders

Do one of the following to check out now:

- Switch to Order Pickup, Ship to Store or Subscription (if available)
- Add \$8.85 to your cart. Stock up by increasing item quantity or keep shopping.

Recommended

Sign in

My order includes a gift. Learn more

#### Your delivery/pickup choices



#### Shipping

5 items shipping



\$8.19

Gold Dots Thank You Cards - 50ct

Qty 1

Save for later

- Standard shipping Options Get it by Thu, Oct 18
  - Only ships with \$25 orders Details
- Not sold in stores



\$7.96

each \$1.99

Rose Gold Mettone Jumbo Bow - Spritz™

Qty 4

Save for later

chat now

Edit cart to check out

HIIS UCILVELY WATE INCIDUCES CALLA LITTO FOR THE WEEKCHU.

Order pickup

Get it today Alhambra Change

#### Order summary

Promo code

Apply

Subtotal (5 items)\$16.15

Delivery\$5.99

Estimated tax\$1.53

Delivery & tax for 90032

#### Total\$23.67

My order includes a gift. Learn more

## Based on your recent browsing



\$8.19



\$10.99



\$3.99



25ct Woodland Love Thank... Grace Thank You Card - 50ct 10ct Rainbow of Thanks Th...

Thoughtful Mini

Shop safely at Target cart # 1020817439659

\*See offer details. Restrictions apply. Pricing, promotions and availability may vary by location and at Target.com.

chat now

Edit cart to check out

Menu



### Vistor Parking

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 visitors not performing state business **MUST** pay to park on campus.

\*Visitors must display a valid daily parking permit at ALL TIMES.

For visitors not performing state business, visitors may purchase a daily permit at the pay stations located in:

- Lot 1
- · Lot 1A (only after 4 pm)
- Lot 2
- Lot 3 (only after 5:30 pm)
- Lot 5
- Lot 7

- Parking Structure A (All Levels)
- Parking Structure C (Yellow Level)

## Please take the following parking information into consideration when planning a visit to Cal State LA:

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

#### **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

#### Lyft/Uber Drop-Off for Visitors

Planning to get to Cal State LA in Uber or Lyft?

Visitors can be dropped off at our Uber/Lyft drop-off locations located at the Transit Center and the University Student Union. (Refer to Parking Map for locations)

For more information on Lyft and other ridesharing apps visit our <u>Ridesharing Apps</u> (<a href="http://www.calstatela.edu/parking/ridesharing-apps">http://www.calstatela.edu/parking/ridesharing-apps</a>) page.