

FUNDING REQUEST FORM

PART 1 - NOTICE & CHECKLIST

IMPORTANT

1. All Funding Request Packets must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
2. Funding Request Packets must be turned in no less than 5 business days (1 week) prior to the event.
3. Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.

- CSI EVENT REGISTRATION FORM
 EVENT ESTIMATES / INVOICES (NOT PAID)
 EVENT FLYER WITH ASI LOGO
 REQUIRED SUPPORTING MATERIAL BASED ON PURCHASES/EVENT

PART 2 - CONTACT & ORGANIZATION

OFFICER NAME: [REDACTED]

OFFICER TITLE: [REDACTED]

ADDRESS: [REDACTED]

CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]

PHONE: [REDACTED] EMAIL: [REDACTED]

SIGNATURE: _____

CLUB/ORG: Indian Student Association

EVENT TITLE: Diwali Party 2023

DATE(S) OF EVENT: 1 December SEMESTER: FALL

EVENT LOCATION: student housing/South village MPR

TOTAL ATTENDANCE: 80

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 80

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES NO

BRIEFLY DESCRIBE THE EVENT:

Diwali, also known as Deepavali, is one of the most widely celebrated festivals in India and by the Indian diaspora around the world. It is a Hindu festival, but it is also embraced by people from other religious and

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

Diwali celebrations can enhance the experience at California State University, Los Angeles (Cal State LA) in several ways, particularly for students of Indian and South Asian heritage and those interested in diverse cultural experiences. Here are some ways in which the

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:
	Student Housing Setup cost	250
	Tambola Game ticket printing	7
	Giveaway Gift Cards	150
	Photo booth Back ground	50

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	Indian food catering	1500
	Indian Sweets	200

MARKETING	DESCRIPTION:	AMOUNT:

OTHER	DESCRIPTION:	AMOUNT:
	Religious Stickers	20
	Lightning Diyas	100
	Flower Garland	50
	LED Curtian	100

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 2500

TOTAL REQUESTED FROM ASI _____

AMOUNT FROM OTHER SOURCES _____

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

STAFF INITIALS _____

TIME STAMP: _____



Event Registration on

Diwali 2023

Revised By: [REDACTED]

[APPROVED]

Basic Information

Student organizations must complete and submit this form at least 10 business days prior to the event/meeting date. Reservations for on-campus events/meetings will not be confirmed unless this form has been completed.

Please select the type of organization who will be hosting this event.

Student Organization

Host Organization Name

What Organization/Department is hosting the event?
Indian Students Association

Event Name

Diwali 2023

Estimated Attendance

Please describe the estimated attendance of participants for this event.
80

Large On-Campus Events

Large on-campus events will be subject to University guidance, state, city, and county regulations. Student organizations must provide additional information and present their plans before the [Use of Facilities Committee](#) for events that meet the following criteria:

- If the expected attendance is over 100+ outdoors or 50+ indoors
- If there will be onsite cash handling* or selling of merchandise (*does not include student organization fundraisers on the walkway and/or U-SU Plaza)
- If the event is co-sponsored or sponsored by an outside organization
- If more than 50% of attendees will be from off-campus
- If there will be amplified sound
- If the event involves an off-campus, high profile guest and/or speaker

Student organizations are required to register all large in-person on-campus events, meetings, and activities at least **20 business days prior to the event date** through the [Event Registration Form](#). Once this form has been received by the Center for Student Involvement, the student event coordinator will be contacted for more information and provided information on how to proceed with their large event plans.

About the event

Please describe what this event is about and include all intended activities that will take place.

Diwali is a festival of lights, joy, and prosperity celebrated by millions of people worldwide. It is also known as Deepavali, which means "row of lamps" in Sanskrit. Diwali commemorates the victory of good over evil, light over darkness, and knowledge over

ignorance. It is a time to worship the goddess Lakshmi, the symbol of wealth and prosperity, and to exchange gifts and sweets with loved ones.

Time & Location

Submitting this form DOES NOT reserve the space. Please visit the resources at the bottom of this form to submit the appropriate reservation request.

Events/meetings that repeat or occur on non-consecutive dates will need to be registered separately per each date, (e.g. if you plan on having a meeting on multiple days in the month). For more information on how to repeat registered events check out this [Presence guide](#)

Start Date/Time

12/01/2023 - 4:00 PM

End Date/Time

12/01/2023 - 9:00 PM

What format will this event/meeting use?

Hybrid events and meetings are defined as a mixture of in-person events/meetings with a virtual component usually running simultaneously and with overlapping content and interactive elements.

In-Person

Do participants need to RSVP?

Yes

How can participants RSVP for this event?

Online

By email

RSVP Link

Requires http:// or https://

https://docs.google.com/forms/d/e/1FAIpQLSfAryFvjdqHNO7Rw1FQGYA6cwyHb4IBSJfIo80M__L-DuNQ/vewform?usp=pp_url&entry.1417164804 YES

Where will your in-person event/meeting take place?

On-Campus

On Campus Locations

Housing

Event/Meeting Virtual Link and/or In-Person Location

For virtual event/meetings, please enter the link where attendees can access the event/meeting.

For in-person on-campus events/meetings please add the room information where you'll be hosting.

For in-person off-campus events/meetings please add the full address of the venue.

For hybrid events/meetings please enter both the link and the in-person location.

South Village MPR

Student Organization Officer and Advisor Contact Information

Only current organization officers can submit the Event Registration Form. Submitted forms will require Advisor approval prior to CSI approval.

Contact Person

Please provide the name of the officer submitting this form.

[REDACTED]

Officer Contact Phone Number

[REDACTED]

Contact Email

Provide the officer's email address.

[REDACTED]

Organization Advisor Email

Provide the advisor's Cal State LA email address.

[REDACTED]

Organization Advisor Name

Please provide the name of the student organization advisor. Your advisor must be listed in Presence on your roster as the advisor.

[REDACTED]

Marketing

No publicity may be distributed or posted online or in person until this form has been submitted and approved. All publicity material must comply with University Administrative Procedures AP P003 and AP P007.

How do you plan on marketing this event?

Social Media

Social Media Site

Instagram

Social Media Handle

sacsu a

Marketing Media Upload*

If you plan on marketing this event with media, please upload a copy for review.

[b05f779c-a4b4-4e55-9ca3-1449c31c5294.jpg](#)

Who is invited to this event?

Ca State LA Commun ty

Will off-campus media be notified about this event?

No

Would you like your graphic to be printed and displayed in the U-SU 2nd floor display cases?

Yes

By agreeing to this statement, you confirm that the file you've uploaded is accurate and contains all the necessary requirements for posting in the U-SU student org display case

CSI will print your file in color and post on your behalf. If the file does not meet the format or content criteria, your graphic may not be posted.

I agree the graph c conta ns a necessary requ irements and s up oaded n the correct format.

Tags

Students can filter events by tags. You may choose multiple tags for a single event.

FOOD

MUSIC & ENTERTAINMENT

SOCIAL

Cover Image

Please select an image that corresponds to your event. This will be the image visible on Presence. It CAN be your event flyer, but does not have to be.

You are
invited to
join us in

Diwali Feast



Event Details

Event Category

Please select any of the categories above that best describe your event. Note organization meetings and tabling must also be registered.

Tabling

Dance

Planned Activities

Will your event have any of the following activities? The University's General Release will be required for certain activities.

Sports Activity/Competition

Not Applicable

Will the event have security?

No

Will food be served at the event?

Food may be served at indoor and outdoor events, so long as the appropriate approval is received via the Temporary Food Permit.

Yes

Who will be providing the food?

University/UAS Catering

You have indicated that you want UAS catering to provide the food at this event.

- After submitting this form please contact Amanda Tapala, the Sales Manager for UAS catering services and the Golden Eagle Ballroom, at ATapala@calstatea.edu or at 323-343-6770 as soon as possible.
- This section of the Event Registration Form will be approved by UAS **only** after you have contacted them to set up your catering order.
- UAS will either approve or deny this form submission based on the ability to fulfill your catering order. After UAS has approved this form, CSI will review this form for approval based on a submitted information. For more information, please contact CSI at CSI@calstatea.edu or 323-343-5110.

Will the event have an admission charge, registration? fee, or raise any proceeds to benefit the organization

Yes

Will you be requesting funding from Associated Students, Incorporated?

For more information on Club and Organization Funding please visit: <https://asicalstatela.org/services/clubs-and-organizations-funding>

Yes

For more information on Club and Organization Funding please visit: <https://as.calstatea.org/services/clubs-and-organizations-funding>. For any other questions contact the Vice President for Finance via email asvcf@calstatea.edu by calling 323-343-4778.

For this event, will your organization be seeking tax deductible private external fund raising support?

Are you seeking sponsorship from private individuals or external companies/organizations off campus that may require additional tax documentation? (Individual donations that do not require tax documentation do not count.)

No

Will a movie be shown at this event?

Student organizations must purchase the viewing rights or obtain permission from the owner of the movie in order to show movies at student organization events. Additional information about this policy can be found here in the student org handbook.

No

Student Organization Travel

Domestic Travel Guidelines

1. Student organizations must submit an Event Registration Form at least 10 business days prior to the travel dates. Organizations are encouraged to submit travel event registration forms in advance of the minimum 10 business day requirement.
 1. Each Cal State LA student who will participate in this student organization trip must review, complete, and sign the [Individual General Release Form and Emergency Contact Form](#) (both forms are located in one file)
 2. Your organization should complete the general waiver and emergency form process first **before** completing/submitting the Event Registration form.
 3. Student organization trip organizers must upload assigned copies of both forms for each participant participating on going on the trip **when submitting** the Event Registration form. Combine all forms into 1 file for uploading.

For more information on Student Organization Travel please refer to the [Student Organization Handbook](#).

Individual General Release + Emergency Contact Form*

Submit all Individual General Release + Emergency Contact forms for each Cal State LA student attending this trip. Create 1 document with all combined files. See the guidelines above for the direct link to the required form.

[ddf1a67a-c9e3-45c5-af90-f6424fb5aae7.pdf](#)

Alcohol

Does your organization plan on serving alcohol at this event?

No

Will the event be held in a restaurant/venue where alcohol is sold/served but will not be a part of your event?

No

Waivers

The activities you've selected for this event will require usage of the campus General Release Waiver which is accessible through the check-in process. Cal State LA student participants 18 and over are required to sign this waiver prior to participating in the event. Please select the waiver prior to submitting the event registration form for review.

For more information on this requirement please contact the Center for Student Involvement at 323-343-5110.

Contact a State University, Los Angeles Individual General Release

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 organization 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 a University policy 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. How will these benefit the organization?
8\$ tickets for early bird and after that all tickets price will be 10\$ 1 day before event.

How does your organization meet the Student Organization Funds Administration Policy?

Subject to verification.
University-Student Union Account

U-SU Student Organization Account #

BC174

Acknowledgment

As an officer of this organization, I will take responsibility to ensure that the event that 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.

I understand that submitting this form does not guarantee my event will be approved. I must reserve space with the appropriate venue, submitting this form does not reserve the space.

Signature Pad Field



Scroll up to submit this form.

Event Guidelines & Resources

Student Organization Event Guidelines

Event Registration Procedures

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](#).

You received a new estimate! (#000002)

Delhi belly <messenger@messaging.squareup.com>

Tue 11/28/2023 2:23 PM

To: indianstudentsassociationcsula@gmail.com <indianstudentsassociationcsula@gmail.com>



Delhi belly

New Estimate

\$330.75

Estimate

[View Estimate](#)

Estimate #000002 sent

November 28 2023

Customer



Message

We look forward to working with you

indian dessert	\$300.00
(\$2.00 ea) x 150	
<hr/>	
Subtotal	\$300.00
Sales Tax	\$30.75
<hr/>	
Total	\$330.75

Delhi belly

info@delhibelly.com

626-703-4710

Please contact Delhi Belly about its privacy practices

You received a new estimate! (#000001)

Delhi belly <messenger@messaging.squareup.com>

Tue 11/28/2023 2:21 PM

To: indianstudentsassociationcsula@gmail.com <indianstudentsassociationcsula@gmail.com>



Delhi belly

New Estimate

\$1,598.62

Estimate

[View Estimate](#)

Estimate #000001 sent

November 28 2023

Customer



Message

We look forward to working with you

gobi manchurian (\$75.00 ea) x 4	\$300.00
vegetable pakoda (\$45.00 ea) x 4	\$180.00
vegetable biriyani (\$65.00 ea) x 4	\$260.00
raita (\$55.00 ea) x 2	\$110.00
papad (\$50.00 ea) x 2	\$100.00

butter naan	\$200.00
(\$2.00 ea) x 100	
<hr/>	
vegetable curry	\$300.00
(\$75.00 ea) x 4	
<hr/>	
Subtotal	\$1,450.00
Sales Tax	\$148.62
<hr/>	
Total	\$1,598.62

Delhi belly

info@delhibelly.com

626-703-4710

Please contact Delhi belly about its privacy practices





SPACE RESERVATION REQUEST POLICIES AND PROCEDURES

This form is to request the use of meeting space in the CSULA Housing Complex.

REQUIREMENTS

- Requests for space may be made by residents, university faculty/staff, recognized student clubs and organizations, and conference guests/groups. The representative reserving the space must be present at all times during the event. The sponsoring organization is responsible for the conduct of its participants and the care of all facilities.
- Organizations in violation with University policies and/or Housing policies outlined in the Housing and Residence Life Student Guide will be subject to applicable sanctions, charges and loss or suspension of reservation privileges. **See selected polices on page 2 and 3.**
- Events may be scheduled between 9am and 11pm based upon availability. Outdoor events must end by 10pm (or by Midnight on Friday and Saturday with prior approval). Events are not scheduled during midterms, finals or when campus is closed.
- Organizations are limited to ten reservations per quarter (for an approximate 20 hour total).

STUDENT ORGANIZATIONS

- Student Organizations must complete an Event Registration Form at least 10 days but no more than 30 days prior to the event with Center for Student Involvement (CSI). The form is available at the CSI office located in the University-Student Union (U-SU) room 204.

TIMELINE

- Housing and Residence Life events and programs have priority until the second week of each quarter. Other requests are on a first-come first-serve basis and subject to approval.
- Requests should be submitted at least 15 days prior to your event. You will be notified of the approval status of your request no later than 10 days after your request.
- In the event we are unable to accommodate your request, you may wish to reserve space elsewhere on campus.

Golden Eagle	GE Hospitality	343-6770
Classrooms, Walkways	Union Reservations	343-2450

FURNISHINGS

- The Organization is responsible for restoring the room to its original condition, including furniture. If additional furnishings are requested, set-up and breakdown of equipment is the sole responsibility of the Organization.
- Emergency exits may not be blocked at any time.
- Audio-visual equipment is not available.

PUBLICITY

- All flyers / banners advertising your event in Housing must be approved by the Housing and Residence Life Marketing Coordinator, Maria Ruiz at least 10 days prior to the event. Contact the Housing Office to schedule a time to submit your publicity. Unapproved advertising is subject to removal.

FOOD PERMIT

- If you will be serving food, you must submit a copy of your food Permit obtained through the Department of Environmental Health and Safety. They may be reached at (323) 343-3531.

ATTENDANCE

- All events may be subject to the security staffing requirement of the University Police. All events that will have 50 or more attendees must be reviewed by University Police, located in Building C (323) 343-3700. Please contact Lt. John Hernandez, the Crime Prevention/Special Events Coordinator or the Watch Commander for assistance. A written letter indicating the outcome of the review must be attached to this request form prior to submission.

RETAIN THIS COPY FOR YOUR RECORDS

SPACE RESERVATION REQUEST POLICIES AND PROCEDURES

Residents and guests are expected to respect and take care of the facilities and equipment rented to them; they are expected to conduct themselves within acceptable and reasonable standards of good behavior, and to take individual responsibility for their actions. Consideration for others is the basic principle that needs to be followed by all residents/guests.

All residents and guests are expected to abide by the explicit and implicit intent of the following guidelines. Violation of any policy outlined in this section will result in disciplinary action as detailed in the section titled Student Conduct Process. This includes a range of sanctions including, but not limited to, community service projects, disciplinary probation and eviction. Organizations who are found in violation of any Housing and Residence Life policies may be subject to action including: immediate cancellation of event; removal of specific individuals from event; inability to make future reservations; and potential referral as appropriate to University Police, Judicial Affairs, and/or the Center for Student Development and Programs.

1. **Earthquake Preparedness**

In case of earthquake or other multi-hazard incident, the requesting parties should comply with the evacuation alarm and/or the directions of Housing and Residence Life staff. The Evacuation Site is the quad immediately in front of the South Village. You will be given instructions by CSULA or Housing and Residence Life staff after your arrival in this area. Remain in the quad until you are accounted for and/or given permission to leave the scene and re-enter Housing.

2. **Parking**

- A. Temporary/Guest Parking Permits are available in the yellow dispenser located in Lot 5; these permits are valid only in Lot 5 and should not be used to park inside the fenced in residential parking area.
- B. The loop around the Phase I complex is a fire lane and is enforced as a NO PARKING area 24 hours a day. Parking Enforcement officers will cite cars parked in this area.

3. **Alcohol**

- A. The intent of this policy is neither to encourage nor to endorse the use of alcoholic beverages, but to describe the permitted and prohibited use of alcoholic beverages in the Housing and Residence Life complex. The University is committed to maintaining an environment for its students that is predominantly free of the use of alcoholic beverages and in full compliance with federal and state laws. The requesting parties who violate laws or University policies concerning alcoholic beverages shall be subject to criminal prosecution and/or institutional sanctions.
- B. Alcoholic beverages are not to be consumed in public areas, such as the Community Centers, recreation areas, balconies, sidewalks, etc., except when approved as outlined in the California State University Los Angeles Administrative Procedures regarding Alcoholic Beverages (# 019).

4. **Disorderly Conduct**

A. Any behavior or expression that disrupts or obstructs the administrative, educational, or communal nature of the Housing and Residence Life complex is prohibited. This includes irresponsible behavior that may be disruptive or dangerous to persons or property or otherwise create health or safety problems. This also includes encouraging or provoking others to engage in abusive or irresponsible behavior.

5. **Drugs and Drug Paraphernalia**

Possession, sale or use of illegal drugs or controlled substances, as well as possession of drug paraphernalia, as those terms are used in the California Penal Code and the Health and Safety code, is prohibited. Furthermore, inappropriate or illegal behavior while under the influence of drugs or controlled substances is also a violation of the policy.

6. **Failure to Comply**

- A. Requesting parties are required to comply with University officials or Housing and Residence Life staff when such an official is working within the performance of their duties. Interfering with staff in the performance of their duties is prohibited.
- B. Failing to provide required information and/or providing false information to staff is prohibited.

7. **Falsification**

Providing false information, forgery, alteration or misuse of University documents, records or identification is prohibited.

8. **Firearms, BB-Guns, Pellet Guns and Weapons**

Possession of any firearm (including BB-Guns, Pellet Guns and Starter pistols) is a felony and is prohibited on the premises of the University (Section 626.9, California Penal Code). This statute applies to the residential community, all licensees, guests, and visitors. The University prohibits deadly weapons, ammunition, knives, fireworks, explosives, and dangerous chemicals. Plastic guns or weapons which could be interpreted as actual weapons are not allowed.

9. Gambling

Gambling in any form is prohibited. Games ending in profit, monetary or otherwise, are not allowed.

10. Identification

Upon the request of University staff, requesting parties shall identify themselves and present valid identification. Failure to provide immediate identification may require that a person leave the area and the premises.

11. Noise

- A. Noise (including, but not limited to, stereos, televisions and conversations) not associated with daily living should not interfere with the sleep or study of others at any time. Designated quiet hours are in effect from 10:00 pm-9:00 am, Sunday through Thursday, and 12:00 am-8:00 am on Friday and Saturday. During Quiet Hours any noise emanating from an apartment or public area is prohibited. The Neighborhood (Westside) and the Scholars Community a 24-hour quiet policy.
- B. Although there are set quiet hours, residents and guests are expected to be courteous of their noise level at all times.
- C. During Final Exams a 24-hour quiet policy is in effect beginning on the Friday before Finals Week begins through the end of the last day of finals.

12. Smoking

A. Effective September 2017, California State University, Los Angeles, will be a smoke-free campus.

B. As outlined in the California State University, Los Angeles, Administrative Procedures Manual University Smoking Policy #006 which references a concern for the health of all members of the University community, smoking is prohibited in all enclosed indoor areas on campus or in any building on campus, with the exception of specially posted smoking areas approved by the Risk Management and Environmental Health and Safety Director. This includes all inside environments and exterior areas that are encompassed by the building footprint. This includes open balconies, foyers, stairway landings, rooftops and pedestrian bridges between buildings that begin and end at building entrances and exits. Smoking is prohibited within 25 feet of an outside entrance to a building, building opening (window, door, etc.) or mechanical ventilation air-intake system.

13. Soliciting/Posting

- A. No solicitors or salespersons (including religious proselytizing) have permission to call at a unit unless invited in advance by the licensee. Licensees are requested to notify the Housing and Residence Life Office or Public Safety (University Police) if solicitors or salespersons are seen conducting business.
- B. No one is permitted to distribute or post materials without specific permission from the Housing and Residence Life Office. Materials not approved by the Housing and Residence Life Office will be removed.

14. Trash Removal—excessive amount

The University maintains a contract with a private firm for the removal of all trash and garbage. Trash containers are located on the outside perimeter of the access road and surrounding the Phase II complex. The containers are for residents and guests requesting to use our facility. Receptacles should not be used to dispose of hazardous materials or furniture.

15. Vandalism

- A. Vandalism to public or private property is prohibited. Requesting parties will be charged for any damage to or loss of University property. If the individual(s) responsible for the damages cannot be determined, the charges will be assessed to the requesting parties.
- B. Intentional or malicious destruction of university, public or private property is prohibited. Requesting parties will be charged for any damage to or loss of university property. If the individuals(s) responsible for the resulting damages cannot be determined, the charges will be assessed to the requesting parties.

16. Violence and Harassment

- A. Behavior or expression which is interpreted as abusive or threatening to any member of the community is prohibited. This includes, but is not limited to, physical or sexual assault, verbal threats and/or harassment, and all types of communication via phone, email, and internet forums.
- B. Hate Motivated Crime: Any act of intimidation, harassment, physical force, or threat of physical force directed against any person or family, or their property or advocate, motivated either in whole or in part by hostility to their real or perceived race, ethnic background, national origin, religious belief, sex, age, disability, or sexual orientation is prohibited.

Should you have any questions, please call the Housing and Residence Life Office at **(323) 343-4800**.

SPACE RESERVATION REQUEST FORM

Circle One: Sun Mon Tue Wed Thu **Fri** Sat

Check Request(s): Lounge Conference Room Multipurpose Room
 Game Room Computer Lab

December 1, 2023 04:00 PM 10:00 PM
Reservation Date Reservation Start Time Reservation End Time

ISA Event 80
Event Title Expected Attendance

ISA
Sponsor Name (Organization / Faculty / Staff / Conference)

[Redacted]
Person Responsible for Space, Title Phone Number

Email Address

Campus Address

Faculty Advisor Faculty Phone Number

Student Organizations: Have you attached an approved Event Registration Form? [X] Yes [] No
Will there be food at this event? [X] Yes [] No

If yes, have you submitted a copy of your approved Food Permit to Housing and Residence Life? [X] Yes [] No

Have you submitted all publicity to the Housing and Residence Life Marketing Coordinator for review? [X] Yes [] No

What form of publicity will you be using? [X] None [] Flyer [] Poster [] Other

If over 50 people, have you contacted University Police? [] Yes [X] No
[] Security / Police Required [X] Security / Police not required

Do you expect any off-campus participants [] Yes [X] No
If yes, how many do you expect?

What role do they play at your event? [] Guest Speaker [] Performer [] Invited Guests

How would you classify this event? [] Class/Workshop/Educational Program [] Meeting [X] Dinner/Banquet [] Social Event, Specify: [] Other

By submitting and signing the Space Reservation Request Form, you, the Requesting Parties, agree to all terms and conditions therein. Incomplete request forms will not be considered.

Signature Date

OFFICE USE ONLY (do not write below this line)

[] Event Approved [] Event Not Approved Staff Signature Date

Reason:

Reservation Type	Non Student Group	Student Groups	Selection
Stage Setup & Breakdown	\$ 150.00	\$ 150.00	\$150.00
Student Assistant On Duty	\$ 96.00	\$ 96.00	\$ 96.00
Learning Center Conference Room	\$ 0.00	\$ 0.00	
Multipurpose Room A or B Half Day	\$ 0.00	\$ 0.00	
Multipurpose Room A or B Full Day	\$ 0.00	\$ 0.00	
Multipurpose Room A&B Half Day	\$ 0.00	\$ 0.00	\$0.00
Multipurpose Room A&B Full Day	\$ 0.00	\$ 0.00	
		TOTAL	\$ 246.00



Sponsored ⓘ

Padam Enterprises Laxmi Ji Shubh
Labh with Pair of 2 Kalash Stickers
Or Hanging for Diwali Indian Puja

Acrylic

\$12⁹⁹

✓prime Two-Day

FREE delivery **Sat, Oct 21**

Only 5 left in stock - order soon.



Flameless Lamps with remote, by kywamag...

★★★★★ 1,447



Back to results

Sponsored



Roll over image to zoom in



Homemory Value 100Pack Flameless LED Candles Tea Lights Battery Operated, 200+Hours Electric Fake Candles Tealights for Votive, Halloween, Pumpkin, Ofrenda, Diya, Table Decor, Funeral, Christmas

Visit the Homemory Store
4.7 ★★★★★ - 4,200 ratings
500+ bought in past month

\$34.99 (\$0.35 / Count)

Get Fast, Free Shipping with Amazon Prime
FREE Returns

Get \$100 off instantly. Pay \$0.00 upon approval for the Amazon Store Card.

Color: Warm White, Pack of 100



Style Flameless Candles Tea Lights
Brand Homemory
Color Warm White, Pack of 100
Product Dimensions 1.4"D x 1.4"W x 1.25"H
Special Feature No Timer/Remote, Work Out Of Box, Battery Included, 200 Hours, Flameless & Flickering

About this item

- **GREAT VALUE BULK SET:** 24PCS Flameless candles tea lights with high-quality batteries pre-installed, each battery has a lifetime of at least 200 hours which has been approved by many customers.
- **PASS UL938.3 TEST:** The batteries Homemory choose passed the strict safety test of international standards. Higher battery costs bring our customers safer guarantees and longer

prime

Enjoy fast, FREE delivery, exclusive deals and award-winning movies & TV shows with Prime
Try Prime and start saving today with Fast, FREE Delivery

Delivery Pickup

\$34.99 (\$0.35 / Count)

Get Fast, Free Shipping with Amazon Prime
FREE Returns

FREE delivery Monday, November 27 on orders shipped by Amazon over \$35

Or fastest delivery Friday, November 24. Order within 13 hrs 16 mins

Delivering to Los Angeles 90017 - Update location

In Stock

Qty: 1

Add to Cart

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★★★★★ 82

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300-LED 10ft x 10ft	200-LED 6.6ft x 6.6ft	240-LED 10ft x 8ft
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Delivering to Los Angeles 90061 - Update location

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Colorations World of Art - India Rangoli, 6 Designs with Sand - Set of 24

Visit the Colorations Store

\$84⁷⁶
 Or **\$15.65** /mo (6 mo). Select from 1 plan
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 Get \$10 off instantly: Pay \$74.76 ~~\$84.76~~ upon approval for the Prime Store Card. No annual fee.

Brand Colorations
Age Range (Description) Kid
Theme Country,Sand
Material Paper
Included Components Colorations World of Art - India Rangoli, 6 Designs with Sand - Set of 24

About this item

- ELEBRATE DIVERSITY WITH ART.** Beautiful and intriguing art exists in every country in the world. Discover the delightful art of Rangoli from India - the cultural significance, traditional uses, and how artists today create the designs for special occasions. Welcome guests and invite good luck

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Only 5 left in stock - order soon
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Price and other details may vary based on product size and color.

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\$13⁵⁰ (\$6.80/Count) List Price: \$15.99
Black Friday Deal
 Exclusive Prime price

\$18⁹⁹ (\$6.33/Count)
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 Or fastest delivery **Fri, Nov 24**

\$19¹⁹ List Price: \$25.99
Black Friday Deal
 Exclusive Prime price

\$15⁹⁹ (\$3.20/Count) Typical: \$16.99
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 Or fastest delivery **Fri, Nov 24**



Temporary Food Permit Request Application (Student Organizations)

All Cal State LA students, faculty, staff, and affiliates must obtain a Temporary Food Permit whenever food or beverages are distributed or sold to the public on campus. We regulate the food or beverages given out or sold at community events on campus to protect health, prevent disease, and promote healthy practices among the public.

Please submit your Temporary Food Permit Request Application as soon as possible or at a **minimum of 14 days** prior to event date to allow adequate time for processing.

Note: This application is valid only for events at Cal State LA where food will be sold or given away to the general public.

Event Information:

Name of Student Organization: INDIAN STUDENT ASSOCIATION

Event Name/Title: Diwali party 23

Event Location: South village MPR

Event Start Date: 12/01/2023 Event End Date: 12/01/2023 Hours of Operation: 4

Contact Name: [REDACTED] Email: [REDACTED] Phone: [REDACTED]

Food Handler(s) Information:

Please attach a copy of all current Food Handler Certificate(s) with this application. If you do not already have one, please complete the Food Safety and Handling training and attach the certificate. For additional food handler names, you may add them on a separate page and include it as an attachment.

Note: At a minimum, two (2) persons with a current Food Handler Certification is required to be present at your event **at all times**. You are required to retain a physical copy of your Food Handler Certificate while operating your event.

Name of Certified Food Handler: [REDACTED] Email: [REDACTED]

Name of Certified Food Handler: [REDACTED] Email: [REDACTED]

Food Type/Source Information: Snack Sale Food Sale Catering Other: INDIAN FOOD FOR DIWALI

List exact food/beverage(s) that will be sold/served, including ingredients: _____

Appetizers: Samosa, VegetablePakoda; MainCourse: Indian Curry, Bread, Vegetable biryani, Raita, Papad; Dessert: Kala jamun

Will alcohol be served/sold? Yes No **Note:** If alcohol is being served/sold a permit must be on file and shown upon request.

How will the food be protected or stored at proper temperatures? Trays are covered with aluminium foil.

Provide the name(s) & address where food/ingredients will be purchased (e.g. Restaurant / Caterer / Store / Market).

DELHI BELLY,

8 W MAIN ST,

ALHAMBRA, CA 91801-3552

For more locations, add them on a page as and attach it.



Catering/Vendor Information:

If you intend to use a licensed vendor to provide food at this event, please attach the following documents:

- County of Los Angeles Public Health Permit
- Business License
- Sellers Permit
- Certificate of Liability Insurance





Attach Documents

Agreement: For the privilege of selling foods and/or beverages on campus, the Sponsoring Organization shall complete the online Food Safety and Handling Training prior to selling/offering food, and agree to read, understand, and comply with the Cal State LA 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 (for Student Organizations Only): Student Organizations registered with Student Life and in good standing are automatically covered under the CSU Club Liability Insurance Program (CLIP). If a Certificate of Insurance is required, the Student Organization should contact Risk Management – EH&S for more information.

No liability will be assumed by Cal State LA, University-Student Union, or University Auxiliary Services for any food or beverage the sponsoring organization provides to the campus community.

	<u>Rishabh</u> <small>Rishabh (Nov 21, 2023 15:07 PST)</small>	Signature	11/21/2023
1. Name of Student Organization Requestor			DATE
Fabiola Avina	<u>Fabiola Avina</u> <small>Fabiola Avina (Nov 22, 2023 09:09 PST)</small>	Signature	11/22/2023
2. Name of Center for Student Involvement Approver <i>(USU 204) (Student Organizations Only)</i>			DATE
Daniel Keenan	<u></u> <small>Daniel Keenan (Nov 22, 2023 09:34 PST)</small>	Signature	11/22/2023
3. Name of University Auxiliary Services, Inc. Approver <i>(Golden Eagle Bldg. 314)</i>			DATE
Mike Morales	<u>Mike Morales</u> <small>Mike Morales (Nov 22, 2023 13:12 PST)</small>	Signature	11/22/2023
4. Name of Environmental Health & Safety Approver <i>(Corporation Yard Bldg. 244)</i>			DATE

SHUBH DEEPAVAU



DIWALI

CELEBRATION 2023



1 | MULTI PURPOSE ROOM (MPR)
SOUTH VILLAGE, STUDENT HOUSING
DEC | 5:00 TO 8:00 PM

