

Policy Quick Look

Sign/Poster Holder 21" x 27"

- First come – first serve (8 total available)
- Reserved one week at a time
- One board per event per day
- Generally, day before event and day of event

Banners 6' x 3'

- Client drop off day of event (24 hr pick up)
- Reserve at least 1 day before posting
- 1 space per event (6' x 3') (8 total available)
- Posted up to two weeks before event

Show Cases (H 5' 9" x W 7' 9" x D 1' 4")

- For 2 consecutive or 2 non-consecutive weeks (per semester per organization)
- Reserve a semester at a time (2 months before start)
- Client remove materials last day of reservation

Lobby Space Tables Reserve 14 days before tabling

H & I Overflow ONLY

J,K,L Election or Ticket Sales ONLY

- Student's – 2x per week per organization
 - Reserve 1 week at a time – may reserve 3rd time during week on the last day of the tabling if tables available
- RSO Fundraiser's – 2 fundraisers per RSO per semester – up to two tables with 4 chairs
- Vendors – Reserve 2 weeks at a time and add a second 2 weeks at the end of the first 2 weeks
 - \$75/day if there is an exchange of money and if bringing merchandise
 - \$25/day if employment recruiting or not related to sale of product or service (no actual sales on site)
 - Pay prior to set up
 - Homecoming and Student Senate Elections are not subject to the Sign Holder, Banner and Show Case policies.

Bake Sale

- Submit fundraising form 5 days before event/tabling
- RSO Faculty advisors signature needed
- All products individually wrapped at preparation
- Display sign "Home prepared/not inspected"
- Fundraising Form Needed

Potluck – RSO's only

- Homemade food prepared by RSO for RSO only
- Approval 5 business days before event
- RSO president signature needed (2/year/RSO)
- Display sign "Home prepared/not inspected"

Student Development – Limited

- Groups cook in kitchen with Chef's help
- Approval 4 weeks in advance
- Group must work with Dining for approval
- Form signed by RSO, RSO Faculty Advisor, Dining

Non-Food Fundraising

- Check with RSO Advisor
- **Limited** to 3 per semester per RSO

Taylor Center JAR

- Must be approved

Room Reset Fees (approval required)

Hearth Lounge	CSU 021	\$100
Flexible Programming	CSU 033	No Reset Fee
Television Lounge	CSU 045	\$100
Heritage Room	CSU 101	\$100
Lincoln Lounge	CSU 108	\$100
Ballroom Lounge	CSU 200E	\$100
Buck Meeting Room	CSU 203	Never Reset
Nickerson	CSU 238	Never Reset

CSU Room Use

- RSO's may reserve up to 6 hours/week.

RSO Tech

- No Tech fee for event
- Tech charged for rehearsals