

Student Leadership & Development

Event Check List

Any student organization event that involves one or more of the following points below requires a meeting with your Student Leadership and Development (SLD) Advisor at least one week prior to final approval.

If the event is on campus an R-25 must be submitted prior to your SLD meeting. All documents can be found at

<http://www.csustan.edu/SLD/Forms.html>

All forms must be submitted to the appropriate department at least 14 calendar days prior to your event, unless specified, to ensure event success.

For more information or to make an appointment with your SLD advisor please call (209) 667-3778.

50 or more attendants

- [Event Safety Plan](#) – submit to University Police /Risk Management (209) 667-3114; no less than 30 days in advance.
- Custodial services may be required. Please contact Facilities for more information (209) 667-3211.

Alcohol

- [Alcohol Request Form](#) – submit to SLD no less than 30 days in advance.
- [Event Safety Plan](#) – submit to University Police /Risk Management (209) 667-3114; no less than 30 days in advance.

Community involvement

- [Event Safety Plan](#) – submit to University Police /Risk Management (209) 667-3114; no less than 30 days in advance.

Field Trip

- [Custom Release Application](#) – submit to University Police/Risk Management (209) 667-3114; no less than 30 days in advance.
- All participants must sign a Field Trip Liability Waiver –University Police will retain waivers for 3 years. Form can be obtained through University Police upon submission and approval of Custom Release Application.

Food

- [Temporary Food Permit](#) – submit form with all required signatures to Public Safety/Risk Management.
- See [Temporary Food Permit Process](#) for questions.

Fundraising Event

- List of potential donors submitted to your SLD advisor prior to solicitation.
- CSU Stanislaus does not provide tax ID numbers to any organization without prior consent through University Advancement. Please call (209) 667-3131 for more information.

Money

- [Handling Money at Events Form](#) – submit to University Police/Risk Management (209) 667-3114; no less than 30 days in advance.

Parking Moratorium

- [Visitor/Volunteer Parking Exemption Request](#) – to request individual parking waivers.
- Use Parking Moratorium space on R25 to request parking exemption for a specific lot.

Student Recreation Complex (SRC) Reservations –

Must be completed PRIOR to submitting an R25 request

- [Student Groups Facility Reservation Agreement](#) – submit to SRC.
- Meet with SRC Director.
- Events in the SRC require a minimum of six (6) weeks notice.
- Once event is approved by SRC Director an R25 request is required.

University Student Union (USU) or Quad

- [Sound Equipment & Booking Request Form](#)
- [Quad Equipment Reservation Form](#)
- [Stage Rental Contract](#)
- AND/OR [Equipment Reservation Form](#) – submit all forms to USU Reservation Coordinator (209) 667-3191