

Student Club Organization Name: _____

Name of Program Event: _____

Event Date: _____

Reservation# _____

Contact Info:

Requester/Contact Name: _____

Email _____ Phone: _____ Foundation Account#: _____

To be eligible for refund, events must have gone through the Event Planning Process and follow all facility use policies and any addendums agreed to by the sponsoring organization. This includes not accepting donations or requiring guests to pay an admission or non-refundable registration fee to attend the event, ensuring the primary audience are CSUDH students, faculty and staff and safeguarding the facility from any damage.

Student Club Org. Account Name	Foundation Account Number	Loker Student Union Deposit Amount \$\$\$

Approvals

Account Signer Authorization (Print Name) Sign Date

ASI Authorization (Print Name) Sign Date

Foundation Approval (Accounting, Print Name) Sign Date
(Confirmation of adequate balance in Student Club Org. Account)

Event Reconciliation for LSU Only

Check 1 box below and fill in the amount that is refundable/not refundable

Full Deposit Fee Refundable	Partial Deposit Fee Refundable	Deposit NOT Refundable
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Amount of Deposit	Partial Deposit Withheld	Amount Refundable
\$	\$	\$

LSU Signer Authorization (Print Name) Sign Date

Foundation Signer (Confirmation of Refund or Charge) Sign Date