

Activity Clearance and Facility Service Requirements

Factor	Requirement (See Costs Below)	University Sponsored and/or Related Event and/or Activity	Non-University and/or External Event and/or Activity	Non-Profit and/or Educational Related Entity and/or Organization	SUSLA's faculty, staff, and Students presenting non- University-related events
Security	\$30.00 per hour, (Minimum of 4 hrs)	Applicable when additional security is required for event.	Payment required prior to event. Pay at cashier's window.	Payment required prior to event. Pay at cashier's window.	Payment required prior to event. Pay at cashier's window.
Clean Up & Set Up	\$25.00 per hour, (Minimum of 4 hrs)	Not Applicable	Payment required prior to event.	Payment required prior to event. Pay at cashier's window.	Payment required prior to event. Pay at cashier's window.
Parking, unless otherwise specified, is free at Metro Center. Park only in SUSLA designated slots.	Park appropriately. No parking in handicapped and/or fire zone spaces. Traffic violations will be imposed.	Park appropriately. No parking in handicapped and/or fire zone spaces. Traffic violations will be imposed.	Park appropriately. No parking in handicapped and/or fire zone spaces. Traffic violations will be imposed.	Park appropriately. No parking in handicapped and/or fire zone spaces. Traffic violations will be imposed.	Park appropriately. No parking in handicapped and/or fire zone spaces. Traffic violations will be imposed.

Note: SUSLA Museum (SUMAS) and Aerospace Center are not for rent. For computer use and/or SUSLA technical support for rental space, additional fees may be incurred.

- Please note that rental amounts will be prorated if hours of usage are less than or exceed the above stated.
- Liability coverage: It is expected that sufficient and appropriate coverage and/or representation is provided through the event/activity.
- Special Arrangements: If special arrangements or equipment are required, you must list them at the end of this form.
- *Rental costs can be waived or prorated if the event is of an educational and/or academic nature and/or is in support of the University's strategic goals, objectives, scope and mission.
- Rental charges can be incurred by a recognized student organization, University Division/Department, community organization, and non-profit and/or other educational entities whenever an admission is charged.