



DUSL OFFICE USE POLICY

The DUSL office located at 6950 Village Parkway Dublin Ca, is available for use for DUSL members. This policy is intended to define office use and outline the guidelines for reservations, eligibility, and use criteria.

- **Internal clients:** The DUSL office is intended for use by DUSL members only. This includes but is not limited to
 - DUSL Board Members
 - DUSL Field Directors
 - DUSL Employees
 - DUSL Officials
 - DUSL Coaches
 - DUSL Team Managers

- **Reservation Purpose:** The DUSL office is intended for use for all DUSL/Soccer purposes only. This includes but is not limited to
 - DUSL Team meetings
 - DUSL trainings
 - DUSL Officials meetings/trainings
 - DUSL Board meetings
 - DUSL Coaches meetings

- **Eligible Organizations:** The DUSL office is NOT allowed for use by entities or organizations of other athletic programs, clubs or personal use.

RESERVATIONS

1. All office use requests must be submitted via email to the DUSL administrator at Admindusl@dublinsoccer.org
2. All formal requests must be submitted a minimum of 14 days in advance of intended use date.
3. DUSL Board Members and Field Directors may use the office at any time for DUSL purposes, however, reservations made and approved 14 days in advance will take priority over non-reservation use.
4. No requests are confirmed until applicant has received a written email response from the DUSL administrator.
5. DUSL Office use is available Monday – Saturday 5pm – 9pm
6. All reservations must be titled to clearly state the intended purpose of the event; misrepresentation may result in the cancellation of the event, and removal of future office use eligibility.
7. Some events require cleanup. All office use requires user to leave the office in the condition given. This includes emptying all garbage, clean tables, clean floors, and all chairs/tables/equipment returned to the proper location.
8. Any damage to the office or office equipment including monitors, chairs, tables, desk and walls is the responsibility of the person reserving the office space.
9. All reservations must follow booking requirements. This includes, but is not limited to, building hours, room-use restrictions, maximum room capacities, and fire codes, etc.



SERVICES

Many events and reservations require special room setups and/or other services such as audio-visual equipment or catering. These services are NOT provided by DUSL.

PHILOSOPHY AND GUIDANCE

The Office of Campus Events utilizes the following philosophy and guidelines when reviewing requests.

In most cases, space reservation requests will be approved according to the following priority:

1. DUSL Board Meeting and Events
2. DUSL Training Classes
3. DUSL Officials Meetings and Trainings
4. DUSL Coaches Meetings
5. DUSL Team Meetings
6. DUSL Individual Events

Any reservation request may be denied. Some criteria for this decision may include being potentially harmful to the public image DUSL, being potentially harmful to members of DUSL, not adhering to club policies, conflicting with other previously arranged or higher-priority events, and/or being misrepresented in the reservation request.

In the event the DUSL Board of Directors approves an exception to eligible use by external entities, DUSL reserves the right to:

- Require entity to sign a contract with DUSL;
- Require a certificate of insurance prior to the date of the event;
- Charge fees according to the time and type of use.