

Space Request for Student Organizations

Today's Date _____

CALIFORNIA STATE UNIVERSITY, SACRAMENTO

<mailto:events.union@csus.edu>

OFFICE OF SPACE MANAGEMENT

COMPLETE ALL INFORMATION BELOW

Student Organization _____

Event Date(s) _____

Use Space 2 Tab below if needed

By: User's Name _____

Day(s) of Event _____

Use Space 2 Tab below if needed

Phone _____

Hours: _____

Set Up _____

Start _____

End _____

Vacate _____

Student Organization Email _____

Number Attending _____

Spectator/Participant Fee _____

SOAL Advisor _____

Email _____

Amplified Sound-Yes/No _____

If Yes, list time, place, and manner

Event During Finals Week-Yes/No _____

Food/Beverages-Yes/No _____

If Yes, list what, where, when, and how

Event Title _____

Purpose and Description of Event _____

Space Requested (Lecture, conference, outdoor space*) and **Features** (smart room, tables/chairs, tablet armchairs, whiteboard, etc.) _____

Special Terms and Conditions. *Please list specific activities for use of outdoor space. Use Space 2 Tab below if needed.

For Space Management Use Only ⇔

COMPLETE RELEVANT INFORMATION BELOW

SERVICES NEEDED:

Custodial _____

Recycling _____

Electrical _____

Police _____

Grounds _____

Other/Miscellaneous _____

Tables / # Chairs _____

Table/Chair Location _____

Note: Tables and chairs shall be requested directly from Facilities Management - csus.edu/aba/facilities

**Please allow at least 10 business days to process this space request. Requests for outdoor space may take longer.
Your request will be considered pending until Event Services completes a contract for your student group.**

Classroom Use Expectations: Classrooms are provided in "as is" condition. All users of classrooms are expected to leave the classroom and its equipment in good order. Keeping a classroom in good order includes chairs and tables straightened, electronic equipment shut off, taking away or disposing of everything one came in with such as pop/food containers, newspapers, etc. Under no circumstances is furniture or other property to be removed from the room. Users shall take extra care that no damage is done to the classroom, instructional furniture, or equipment and that the room is returned to a class-ready condition. To facilitate custodial service access to classrooms, users must vacate classrooms no later than 10:00 p.m. each day.

For Event Services Use Only ⇔

Additional Space Needs and/or Specific Event Activities for Use of Outdoor Space

Additional Event Services Requested