

# Student Organization Room Request Guidelines

1. Event forms must be delivered in person to the Director of Student Activities no later than the Monday two weeks prior to the event.
2. Your advisor must see the Communications Manager for all technology requests no later than 48 business hours (Mon-Fri, 8am-5pm) prior to the start of the event.
3. No rooms requests will be approved prior to drop/add.
4. No more than 2 weekly recurring room reservations per Student Organizations.  
\*This is to ensure that all Student Organizations are able to get a room for their event.  
\*Unless approved by the Dean of Students.
5. No event may be held on Thursday between 6pm and 10pm.
6. The use of helium balloons and an open flame is prohibited on campus.
7. Car washes are prohibited on campus.
8. Student Organizations can not reserve the Drew Conference Center or the Gold Room except for induction ceremonies.
9. The pool, WCCL111, WCCL113, Lightsey Chapel, and lounges may not be reserved.
10. Food is prohibited in the classrooms.
11. All food must come from Aramark [catering@csuniv.edu](mailto:catering@csuniv.edu).  
\*The Student Organization is responsible for removing all food trash and disposing of it properly at the end of the event.
12. Requests for tables must be made with [events@csuniv.edu](mailto:events@csuniv.edu) at least 48 business hours (Mon-Fri, 8am-5pm) prior to the start of the event.

Remember to always leave your room better than you found it!  
Having an event is a privilege. This requires your courtesy and neatness.

# Student Organization Event Form

Please completely fill out the following scheduling request in ink. The individual signing the form must be the contact person for the club or organization and may be required to give more information before the event can be approved. Student Services reserves the right to prioritize facilities when University relations/programs are deemed necessary. All clubs and organizations must follow the guidelines in the *Student Handbook* and any attachments related to clubs and organizations from the Director of Student Activities. The *Student Handbook* is available at csuniv.edu.

Student Organization: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Representative's Full Name: \_\_\_\_\_ Phone: \_\_\_\_\_

CSU Email Address: \_\_\_\_\_ (must be BucMail address)

Event Title: \_\_\_\_\_

Event Description: (Include any speakers, musicians, etc. Please be as thorough as possible.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Event: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Location Choices:

Choice 1: \_\_\_\_\_ Choice 2: \_\_\_\_\_

Time:

Start: \_\_\_\_\_ End: \_\_\_\_\_

Admission Price (if any): \_\_\_\_\_

I have read and understand the cash handling policy - Initial \_\_\_\_\_  
([csuniv.edu/businessaffairs/docs/Cash%20Handling%20Policy.pdf](http://csuniv.edu/businessaffairs/docs/Cash%20Handling%20Policy.pdf))

I understand and will adhere to the guidelines in the *Student Handbook* and take full responsibility for the above activity:

\_\_\_\_\_  
Signature of Student Organization Representative

\_\_\_\_\_  
Signature of Advisor (do NOT print)

*\*The advisor is responsible for all music played during the event.  
\*The advisor agrees to be in attendance for the entire duration of the event if the meeting has more than 10 students attending.*

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- 1. Director of Student Activities -BC \_\_\_\_\_
  - 2. Assistant Dean of Student Life - BC \_\_\_\_\_
  - 3. Dean of Students - Strom Thurmond \_\_\_\_\_
  - 4. Director of Campus Security - RW \_\_\_\_\_
  - 5. Additional location approval \_\_\_\_\_ [ ] N/A
  - 6. Food Approved by Director of Dining Services - Dining Hall \_\_\_\_\_ [ ] N/A
  - 7. Events Coordinator - LCA \_\_\_\_\_
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