

Club/Organization Room Request Guidelines

1. Room request forms must be delivered in person and all necessary signatures must be acquired no later than one week prior to the event.
2. All technology requests must be made 48 business hours (Mon-Fri 8am-5pm) prior to the start of the event.
3. For classroom technology your advisor must see Brian McGlothlin in the library basement during business hours (8am-5pm).
4. No recurring requests may be made prior to drop add.
5. No more than 2 weekly recurring room reservations per club/organizations.
*This is to ensure that all clubs/organizations are able to get a room for their event.
*Unless approved by the Dean of Students.
6. No event may be held Thursday between 6pm and 10pm.
7. The use of helium balloons is prohibited on campus.
8. The use of an open flame is prohibited on campus.
9. Clubs/organizations can not reserve CL102/103 or the Gold Room except for induction ceremonies.
10. The pool, dining hall, CL111, CL113, and lounges are not reservable locations.
11. Advisors are responsible for all music played at the event.
12. All food must be approved by the Director of Dining Services
*The club/organization is responsible for removing all food trash from the room and disposing of it properly at the end of the event.

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

CLUB AND ORGANIZATION ACTIVITY/EVENT FORM

Revised 9/9/16

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 requested 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.

Club/Organization: _____

Advisor/Sponsor Name: _____ **Phone:** _____

Representative's Full Name: _____ **Phone:** _____

Event Title: _____

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

**Technology requests must be made at least 48 hours prior to the start of the event please contact
Events at events@csuniv.edu**

Date of Event: _____

Anticipated Attendance: _____

Location Choices:

Choice 1: _____ **Choice 2:** _____

Time: (Events may not be held on Thursday between the hours of 6:00PM and 10:00PM.)

Start: _____ **End:** _____

Admission Price (if any): _____

I have read and understand the cash handling policy - Initial _____

(csuniv.edu/facultyandstaff/businessaffairs/cash_handling.pdf)

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

Signature of Club/Organization Representative

Signature of Advisor (do NOT print)

***The advisor/sponsor is responsible for all music played during the event.**

***The advisor/sponsor agrees to be in attendance for the entire duration of the event if the meeting has more than 10 students attending.**

(All signatures must be acquired at least one week prior to the event and in the following order)

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