SLP - Meeting/Event Space, Tabling and Resources Request

This form must be submitted when the student organization is requesting: space for meetings, tabling, events and SUB resources.

Processing Time for MEETING SPACES ONLY: 7-10 business days

Please note this form is not for regular club meeting space (i.e. weekly or monthly meetings), for these meetings please complete the Fall 2015 Meeting Space Request form, which is contingent based on your club's completion of registration requirements.

When Student Leadership Programs has submitted the request on your organization's behalf, you will receive a confirmation email with the results of the request. If your student organization is going to request any resources beyond space (i.e. tables, trash, A-frames, equipment, entry to a building outside of business hours, etc.), you must click "Yes" on Question #24: Do you need to request any resources BEYOND space? If you only need a space to meet with no additional resources, please select "No".

Processing Time for EVENT SPACES: 20 business days
A completed form must be submitted a minimum of twenty business days prior to your event date. This is because the campus scheduling system takes at least 15 business days, and you must meet with us after submitting your request. Following submission of your request, you will receive an email requiring a consultation with Student Leadership Programs staff. Please note your event will not be processed until the meeting takes place.

You must click "Yes" on Question #24: Do you need to request any resources BEYOND space in order to reserve resources. Student Organizations who wish to put on an event with more than 100 anticipated attendees, requiring multiple on campus service providers, a band/speaker, or complex in nature must meet with the Director of Student Engagement no less than six week(s) prior to the start of the event.

Processing Time for TABLING: 5-7 business days

This form may also be completed for student organizations whom wish to set up a table for on-campus promotion.You may select one (1) Table-Rectangular 6' and two (2) chairs on Page 3 :S.U.B. RESOURCE REQUESTS. Tables are available for check-out Monday through Friday from 8:30 a.m. until 10:00 p.m. and should be picked up and dropped off at the Student Union front desk. Approved tabling locations include Bell Tower, Student Union Treehouse Courtyard, and in front of Broome Library (other locations must be approved by Student Leadership Programs).

Processing Time for SUB RESOURCES: 5-7 business days

This form may also be completed for student organizations whom wish use Student Union Resources (tables, chairs, A-frames, etc.). Please fill out the form indicating locations where you plan to use or place the resource.

Location hours:

Student Union hours: Monday – Thursday: 8:00 a.m. – 10:00 p.m., Friday: 8:00a.m. – 5:00 p.m., Saturday – Sunday: 12:00 p.m. - 7:00 p.m.
John Spoor Broome Library: Monday – Thursday: 8:00a.m. - 10:30p.m., Fridays: 8:00a.m. – 5:00p.m., Saturday: 10:00a.m. – 5:00p.m., Sunday: 1:00p.m. - 10:30p.m. NOTE: availability of Library spaces can vary and requires permission from Library staff, so processing time will take at least 7 business days.
Academic/classroom space (limited, with priority given to Academic Affairs): Monday - Thursday: 7:30 a.m. - 10:00 p.m. Friday: 7:30 a.m. - 5:00 p.m. NOTE: availability of academic spaces can vary and requires permission from each academic department, so processing time will take at least 7 business days.

 Form Submission Procedure:

Type your responses in the fields below.
Upon submission of your request, your advisor will be emailed a request to approve your event.
After receiving approval from your advisor, SLP will submit this request to campus entities on your behalf and inform you if there are any concerns.

Questions? Contact the Student Engagement and Applied Leadership (SEAL) Center at (805) 437-3356 or studentleadership@csuci.edu

CONTACT INFORMATION

[Required] First name of Requestor:

[Required] Last name of Requestor:

[Required] Requestor Email:
Default: @myci.csuci.edu

[Required] Requestor Phone Number:
Valid input:
- must be 10-15 digits long and may include only numbers, hyphens, and spaces.

[Required] Name of Student Organization

[Required] Requestor's Title Within Organization:

[Required] Advisor Name (First & Last):

[Required] Enter Advsior Email
Your advisor will receive an email asking him/her to review this event request. The request must be reviewed by your advisor BEFORE it can be processed by Student Leadership Programs.
Valid input:
- name@myschool.edu

BASIC EVENT INFORMATION

Notes about space requests:

Student Organizations are encouraged to use Student Union facilities for their events

If your event is taking place after hours, a locksmith charge could occur
If your event is taking place outside or in a facility with limited restrooms, you must request (in the notes section) the nearest building to be open for restroom usage.
If your event is taking place on grass area, request the sprinklers be shut-off

Please note this form is not for regular club meeting space (i.e. weekly or monthly meetings), for these meetings please complete the Fall 2015 Meeting Space Request form, which is contingent based on your club's completion of registration requirements.

[Required] Event Title:

[Required] Event Type:
Valid input:
- Select only one choice.
- must select a value.

[   ] Campus Tabling
[   ] Ceremony
[   ] Concert
[   ] Dance
[   ] Exhibit
[   ] Festival
[   ] Guest Speaker
[   ] Lecture/Seminar
[   ] Meeting
[   ] Movie/TV Viewing
[   ] Party/Social
[   ] Performance
[   ] Reception
[   ] Other

Event Audience:

[   ] Campus Community (students, faculty, staff)
[   ] Open to the public (you plan to advertise for this event outside of CI)
[   ] Invitation Only

[Required] Expected Head Count:

[Required] Event Start Date:

[Required] Event End Date:

[Required] Event Start Time:

[Required] Event End Time:

[Required] Event Recurrence (please be as specific as possible)
If event does not recur, please type "N/A".

[Required] Pre-Event Set Up Time Needed:
Please state the quantity of hours you need for setting up your event.

[Required] Post-Event Take Down Time Needed:
Please state the quantity of hours you need for taking down your event.

[Required] Space Preference #1:
Please prove as specific a location as possible.

[Required] Space Preference #2:
Please prove as specific, alternate location.

[Required] Space Preference #3:
Please prove as specific, alternate location.

[Required] Please provide a summary of what will take place during your event:

[Required] Do you want your event to be viewable on the University Calendar?
Valid input:
- Select only one choice.

[ ] Yes
[ ] No

If yes, please enter any text regarding your event that you would like displayed on the Web:
Be sure to include:
1. Contact person name & email
2. Any costs associated with the event
3. CI Disability Statement (Persons who, because of a special need or condition, would like to request an accommodation should contact Disability Resource Programs at (805) 437-3331 or email accomodations@csuci.edu as soon as possible, but no later than five business days before the event, so that appropriate arrangements can be made.)

Please be sure to proofread your work carefully to represent your program well

[Required] Do you need to request any resources BEYOND space?
Valid input:
- Select only one choice.

[ ] Yes, I am tabling and need SUB resources
[ ] Yes, this is an event and I need to request resources
[ ] No, all I need is meeting space

S.U.B. RESOURCE REQUESTS

The Student Union Building (SUB) has resources that are available to student organizations free of charge.

Please indicate the quantity you need of each of the following resources, when you would like to pick all of them up, and when you will drop them all off. Items can be picked up from the Student Union front desk.

Please note that, with the exception of A/V, your student organization is responsible for picking up, setting up, tearing down and returning all requested SUB resources. Please keep in mind that your student organization is responsible for any damages associated with borrowed resources and that items must be returned in the state they were received (e.g. clean).

The Student Union Event Staff will set up, run, and tear down all requested A/V equipment. Event staff will automatically be scheduled when you request A/V for a Student Union event. Students are not allowed to operate the Student Union A/V equipment.

*Resources are available on a first-come first-served basis and are not guaranteed.

SUB Resources
Please note the below indicates how many total resources the SUB has of each, although availability on any given day will vary. Put in the total you need, and you will be contacted if the resources are not available.

[   ] A-Frames (8 total)
[   ] Chairs - white folding (30 available)
[   ] Table - 6' Rectangular (20 available)
[   ] Table - 60" Round (5 available)
[   ] Extension cord (7 available)
[   ] Power strip (3 available)
[   ] Trash/Recycle cans (2 each available)
[   ] Podium (1 available, only for use in the SUB)

Please enter exactly how many the above resources you need, i.e. 4 chairs, 2 rectangle tables, etc.

SUB Audio Visual Resources (only for use in the SUB):
Select each resource as needed. In the text block below, please indicate the quantity needed of each selected item

[   ] AV Audio Mixer
[   ] AV Mic Stand
[   ] AV Speaker
[   ] Karaoke Machine
[   ] Mic-Lapel
[   ] Mic-Panel
[   ] Mic-Wired

SUB Audio Visual Additional Comments:
Please indicate the quantity of the above items you need, as well as any additional information related to set-up or AV needs.

Pick Up Date and Time of ALL Requested SUB Resources:
(Between the hours of 8:00 a.m. – 10:00 p.m. Monday to Thursday, 8:00 a.m. – 5:00 p.m. on Friday, and 12:00 p.m. – 7:00 p.m. on Saturday)

Drop Off Date and Time of ALL Requested SUB Resources:
(Between the hours of 8:00 a.m. – 10:00 p.m. Monday to Thursday, 8:00 a.m. – 5:00 p.m. on Friday, and 12:00 p.m. – 7:00 p.m. on Saturday)

FACILITY SERVICES (FS)

If the Student Union Building does not have a sufficient supply of resources to meet your need, you will need to request FS resources. There is a cost associated both with the use of FS resources as listed below under Standard Rates for Events. Please indicate the quantity of FS resources you would like to request below.

Remember, there is a cost associated with using each of these resources.

*Resources are available on a first-come first-served basis and are not guaranteed.

Standard Rates for Events

Please see the approximate rates for each on campus location listed below. Your organization will be required to pay the cost associated with the event space you are using. The below rates are an initial estimate that may change based on services requested. Student Organizations are encouraged to use the Student Union for events to avoid Facility Services (FS) fees.

RATE & EVENT LOCATION
- $ 210.00 Aliso Hall Plaza
- $ 115.00 Aliso Hall, 1st Floor Auditorium, Room 150
- $ 245.00 Archive Courtyard - Courtyard #45
- $ 245.00 Bell Tower East Courtyard - Courtyard #4
- $ 140.00 Bell Tower Fountain Courtyard - Courtyard #3
- $ 190.00 Broome Library, First Floor, Exhibition Hall 1320 & 1420
- $ 115.00 Broome Library, First Floor, Group Study Room 1720
- $ 370.00 Broome Library Plaza
- $ 105.00 Broome Library, 2nd Floor, J. Handel Evans Conference Room 2533
- $ 180.00 Broome Library, 2nd Floor, Art Gallery, Room 2537
- $ 135.00 Broome Library, 3rd Floor, Roof Terrace, Room 3533 and Broom 3537
- $ 165.00 Burgess Courtyard
- $ 130.00 Central Mall
- $ 75.00 Classroom (Per Room)
- $ 750.00 Classroom (Ten Rooms or More) - Lump Sum
- $ 80.00 Conference Rooms (Per Room)
- $ 115.00 del Norte Hall, First Floor Auditorium, Room 1500
- $ 200.00 El Dorado Hall
- $ 200.00 El Dorado Park
- $ 225.00 Founder's Courtyard, Courtyard #55
- $ 395.00 Grand Salon
- $ 80.00 Lindero Hall Courtyard, Courtyard #77
- $ 265.00 Malibu Hall, Conference Room, Room 100
- $ 265.00 Petit Salon
- $ 140.00 President's Courtyard - Courtyard #25
- $ 395.00 Salon A
- $ 115.00 Smith Decision Center
- $ 105.00 University Hall, 1st Floor, Training Room 1650

*Depends upon the space(s) reserved

FS Audio Visual Resources:
Select each resource as needed. Plese note that use of AV resources outside of normal business hours (i.e. after 5pm and on weekends) may incur a charge.

In the text block below, please indicate the quantity needed of each selected item

[   ] 32 Channel Mixer
[   ] Audio System
[   ] CD Player
[   ] Projector Screen
[   ] Wireless Clicker (for projector)
[   ] AV Mic Stand
[   ] AV Mic- Panel
[   ] AV Mic- Wired
[   ] AV Mic - Lapel
[   ] AV Mic - Wireless

FS Audio Visual Additional Comments:

Chair - Almond Folding:
250 available, indicate below how many you will need.
Valid input:
- Numeric - ex: 1111

Table - Rectangular 6'
30 available, indicate below how many you will need
Valid input:
- Numeric - ex: 1111

Table - Round 60"
25 available, indicate below how many you will need
Valid input:
- Numeric - ex: 1111

NOTE: Tablecloths are not included with use of tables, you must provide your own. Tablecloth rental is available from University Glen Catering, as well as Party Pleasers. It is your responsibility to make separate arrangements for table cloths.

Power Extension Cords
50 available, indicate below how many you will need.
Valid input:
- Numeric - ex: 1111

Trash & Recycle cans needed?
Indicate yes/no, and FS will provide as appropriate.
Valid input:
- Numeric - ex: 1111

Power Strip
Unlimited amount, indicate below how many you will need.
Valid input:
- Numeric - ex: 1111

Podium
1 available, indicate below if you need this item by entering 'yes'.
Valid input:
- Numeric - ex: 1111

Stage - 4' x 8'
1 available, indicate below if you need this item by entering 'yes'.
Valid input:
- Numeric - ex: 1111

Space Layout Preference
Please check the basic layout of your event:

[ ] Theater/Auditorium
[ ] Classroom
[ ] Banquet/Dining

[Required] Please upload a layout of the event
See "Files" on your organization's portal for layout templates of commonly used locations. You may also create your own lay-out using Microsoft Word/Publisher, Photoshop, or related software.

Additional Comments:

FUNDING

[Required] What is your estimated budget for this event?

[Required] How do you intent to pay for any charges related to this event?

[ ] ASI01 funds (ASI Allocated Funding)
[ ] ASI02 funds (Fundraised monies)

Are you charging audience for admission?
If yes, please explain:

Please enter the accounting string you would like to use to pay for this event:
If you do not know your student organization accounting string number, please contact Lundon Templeton (lundon.templeton@csuci.edu) in A.S.I. for assistance.

[Required] Do you need to enter Parking information?
Necessary if expecting guests from off-campus
Valid input:
- Select only one choice.

[   ] Yes
[   ] No

[Required] Do you need to enter Catering information?
Necessary if providing food/drink for guests
Valid input:
- Select only one choice.

[   ] Yes
[   ] No

ASI02 Funds

You indicated you are using your ASI02 account funds for this event. Before an event form is processed/approved, there must be adequate funding in this account to cover costs resulting from the event.

[Required] By typing my name below, I acknowledge my ASI02 account CURRENTLY has enough funds to cover the costs of this event that my organization is responsible for.
Type name (first and last).

PARKING INFORMATION

Estimated number of off-site guest cars:
Valid input:
- Numeric - ex: 1111

Do you expect guests to purchase their own permit?

[   ] Yes
[   ] No

Do you need directional signage around campus?
There is a fee associated with this service.

[   ] Yes
[   ] No

CATERING INFORMATION

[Required] Who will be catering the event?
It is required that you use on-campus food services (University Glen Corporation, Tortilla's or Sitar). In order to have food catered from an off-campus vendor, you must first receive permission in writing from the University Glen Corporation (contact ugccatering@csuci.edu).

[Required] Have you contacted catering or a University Glen vendor to arrange food service?
Valid input:
- Select only one choice.

[ ] Yes, my order is confirmed
[ ] Yes, but we are still working out the quote
[ ] No, I will do so ASAP

ADDITIONAL EVENT INFORMATION: Risk Management

[Required] Will there be animals on campus for the event?

[ ] Yes
[ ] No

[Required] Are any temporary structures being brought in for the event?

[ ] Yes
[ ] No

[Required] Will bicycles or vehicles be used for the event?

[ ] Yes
[ ] No

[Required] Will the buildings be used for sleeping purposes (other than residential buildings)?

[ ] Yes
[ ] No

[Required] Will inflatable or mechanical amusement devices be used during the event?

[ ] Yes
[ ] No

[Required] Will open flames, candles, poerable heaters (gas or propane), or generators be used during the event?

[ ] Yes
[ ] No

[Required] Will there be any minors on campus/day care being provided?

[ ] Yes
[ ] No

[Required] If you answered yes to any of the above questions please provide a description.

EVENT REQUIREMENTS

[Required] Is a police review required? .
Additional review from Police & Parking Services is required for events over 200 attendees, politically charged events and/or events with many off campus attendees

[ ] Yes
[ ] No

Please state any grass areas near your event where you need the sprinkers turned off:

Please state any buildings you need to have open for bathroom access:

If your event will use significant lighting and/or sound, please describe this here (a meeting with an electrician may be required and you may need to rent a generator):

NOTES. Please provide any additional information for service providers, approvers and routing, etc.:

Are you inviting an off-campus guest to speak? If yes, please provide their name, affiliation (i.e. company, political office, etc.) and title.

ADMIN NOTES & UPDATES

You may review the status of your request at any time by checking the 'Submitted Forms' section under the Activity Tab of your CISync profile. When you select to view your submission, you will also be able to see all notes and status updates from the SLP Staff indicated below.

[Admin Use Only] 25Live conformation number:

[Admin Use Only] Date confirmed on 25Live:

[Admin Use Only] Admin notes
Date event filed on 25Live (Draft) // Date Space is reserved (Tentative) // Approved Status