Facilities Request Form

Conference Services
2121 Euclid Avenue – SC 140
Cleveland, OH 44115
Phone: (216) 523-7203 * Fax: (216) 687-5545

Visit www.csuohio.edu/conferenceservices
for CSU Facility Policies and pricing information.

FACILITY APPROVAL:

*This completed request form must be submitted to Conference Services a **minimum of 10 working days** prior to the event in order to receive approval.*

CANCELLATION:

Notice must be given in writing within 3 days of the event. Responsible parties will be held financially accountable for all charges that would have been incurred because of commitments made to facilitate the event if proper notice is not provided to Conference Services.

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*NAME/DESCRIPTION OF EVENT _____

*DEPARTMENT _____ ***ORGANIZATION** _____

*REQUESTOR _____ ***EMAIL** _____ ***PHONE** _____

*EVENT CONTACT _____ ***EMAIL** _____ ***PHONE** _____

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	*Begin Date		***End Date**		***Facility Requested**	***Set Up Time**		***Actual Event Time**	
	M/D/Y	Day of Week	M/D/Y	Day of Week		Begin	End	Begin	End
1.	_____	_____	_____	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____	_____	_____	_____

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*Set-Up Requested: ☐ Yes ☐ No
☐ Classroom
☐ Diagram Attached
☐ Hollow Square
☐ Lecture (Chairs only)
☐ Round Tables
☐ U-Shape
☐ Special Instructions _____
  _____

*Equipment Requested: ☐ Yes ☐ No

	Qty.
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

*Event Open To:
☐ Members Only
☐ University Community
☐ General Public

*Estimated Attendance
  _____
  Admission $ _____
*Items for Sale
  ☐ Yes ☐ No

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*CSU Account Number _____
  (Request will NOT be processed if left blank)

To Be Notified:
☐ Building Services
☐ Grounds Department
☐ Police - Special Attn.
☐ Police - Required

*Food/beverage present at event?   Yes   No
Special Instructions:

Conference Services Use Only

_____
File

_____
Type

Reservation #
_____

Entered By
_____

Date
_____

Signature Authorization:

Facility Approval for BU, FH, IM, JH, LB, MC, MU, PE, RC, SI, SR, & UR

_____
Conference Services: _____