

CLASSROOM USE FOR AUTHORIZED STUDENT GROUPS.

Return completed form to the Registrar's Office by email at roomscheduling@colostate.edu, by FAX at (970) 491-2283, or in person at Centennial Hall. Reservation requests must be submitted at least three business days prior to your event. No request for space can be guaranteed. You will receive an email confirmation once your request has been processed.

ORGANIZATIONS REQUESTING CLASSROOMS MUST BE REGISTERED WITH STUDENT LEADERSHIP, INVOLVEMENT, & COMMUNITY ENGAGEMENT (SLICE). All questions must be answered completely, as incomplete forms may not be accepted.

NO RESERVATIONS WILL BE MADE ON RECOGNIZED UNIVERSITY HOLIDAYS.

Please Print:

Name of Student Organization: _____ Date Registered with SLICE office? _____

Student Officer: _____ Office held with Organization: _____

Officer Signature: _____ Email: _____

Detailed description of your event:

Is your event open to the public (**any** non-university or non-club members)? _____

Will you have amplified music at this event? _____ Will there be significant setup/tear down required? _____

Will there be a charge to attend? _____ Will food/alcohol be served? _____

Is your group associated with a non-profit organization? _____ Will childcare be provided? _____

Expected Number of Attendees _____ Building/Room Preference: _____

Date Room Needed _____ Day _____
(M, T, W, R, F, S, U)

Start Time _____ End Time _____

FACULTY SPONSOR NAME _____ Campus Phone: _____
Please Print

I recommend assignment of requested classroom for academic activities of this student organization.

Faculty Sponsor Signature

Date

Any cleanup and/or damage to the room your organization reserves will be the responsibility of your organization. If CSU Facilities has to expend extra time and/or money to clean or repair any damage during your use of the room, your organization will be charged. Extra cleaning or failure to provide an accurate description of your event may result in the loss of privilege to use classrooms in the future.

Large-scale events, any event in which the public is invited, any event which serves food, events which include high risk activities, and/or any event which charges for participation will be scheduled through the Facilities Management Scheduling Office to ensure university and state requirements are met. Public includes any non-university and/or non-club members. Generally, university facilities are not approved for child care purposes.

NO FOOD OR BEVERAGES ARE ALLOWED IN CLASSROOMS.

Scheduling Office Use Only:

Date: _____ Initials: _____ Building _____ Reservation number _____