**Request for University Library Facilities/Event Planner Approval**

**Form** Please submit to Yvette Mack located in the Library Administration Office (LIB-South, rm. 5034) for all designated

Library facilities. Forms should be submitted **no less than 2 weeks prior to event date.** Submission of this

application/request for approval does not guarantee a reservation.

**Applicant/Organization**

(Check which most closely describes your organization)

□ Campus Department/Auxiliary

□ Event Co – Sponsor

 □ Other

**Contact Person:**

**Phone/Dept. Ext.**

**Mobile no. :**

**Contact E-mail:**

**Address: \_Unit #\_**

**City:**

**State:**

**Zip:**

**NAME OF PROGRAM/EVENT:**

Event Date

Start time:

End Time:

Set-up Time:

Tear Down Time:

Registration/Ticket Price(s):

Estimated Attendance from: On-Campus

Off – Campus

Under 18

Number of additional cars parked on campus

(Daily permits will need to be purchased)

**Detailed Description of Program**:

(***add another sheet if necessary***)

**The Proposed Event is:** *(please check* ***all*** *that apply)*

□ is a dance/concert □ involves outdoor amplified sound (**Equipment must be reserved separately)**

□ involves the serving of alcohol.

**(Must submit Request to Serve Alcoholic Beverages Form)**

□ will have the media notified about the event.

**(Newspaper, television, radio station, etc.)**

□ will sell a product or service

**(books, shirts, CDs, etc…)**

□ is a co-sponsored event

□ is a fund raising event

 □ has an expected attendance of over 100.

□ will display or offer goods and services in connection with the event.

**(Requires “Application for Permit to Engage in Commercial Transactions or**

**Solicitations”)**

□ will have a vendor or exhibitors as part of the event.

□ how will this event be publicized?

□ **do you plan to have a live band or music?** (please

 remember that this is a library; loud music played on the

 5th Floor-south Commons Area may affect the quiet area

 located on the 4th Floor-south where students are studying).

 □ will require special set up or equipment needs:\_\_\_\_\_\_\_

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

 □ **Will have food served or catered.** *If so, who is providing?\**

 *Indicate type of service (circle one): Buffet / Sit Down Meal /Coffee Break / Reception / Potluck*

**\*Policy requires DH Catering as the vendor to be used in all events serving food and/or beverages unless: \**On-Campus Departments complete a “Request for Exception from Catering Policy” form required* *for: Potluck, Bake/Food Sale or food provided by anyone other than CSUDH Campus Dining. A copy of this completed and approved form is required; please attach with your completed reservation request form.***

**Facility Requested:**

#  □ Mancillas Courtyard

 □ **Event Gallery (Piano Room)**

 □ **5th Floor-south Commons Area**

 □ **5th Floor-south Commons Area w/use of Event Gallery**

**Hourly leasing fees for the following venues:**

 **Hourly Rate**

|  |  |  |
| --- | --- | --- |
| Mancillas Courtyard |  $ 50.00  | Maximum occupancy: 267 |
| Event Gallery (Piano Rm.)(seats a total of 30) | 50.00 | Maximum seating occupancy: 30 |
| LIB 5th floor-south Commons Area |  80.00 | Maximum occupancy: 169 |
| LIB 5th floor-south Commons Area w/use of Events Gallery (Piano Rm.) | 130.00 | Maximum occupancy including both venues: 199 |

**\*Should you need to reserve your desired facility in the Library a day or half day prior to your**

 **event, additional rates are as follows:**

 **One day prior – a flat fee of $100 per day; and**

 **Half day prior – a flat fee of $50 per day**

**Audio/Visual Equipment Setup:**

**Will you need audio/visual equipment setup for your event? □ yes □ no**

(Please note that you must contact Instructional Media Services (IMS) regarding your audio/visual needs for other floors within the Library except for the 5th floor-south – such as the Mancillas Courtyard).

 **Parties leasing Library facilities are solely responsible for the ordering of equipment necessary for their event**

 **such as food/serving-tables, extra large trash cans, podiums, additional chairs, etc. from Facilities Services**

 **regarding the setup for their event.**

**When an event is catered or food and/or beverages are served, an additional charge for cleaning will apply;**

**this is required. Therefore, please be sure to add this cleanup service to your Work Order. The custodial cleanup fee is determined by Facilities Services.**

**All fees are charged for the Reservation period only which includes the set-up and tear-down for the day**

**of the event, within a couple of hours only; \*setup fees will apply for half or whole day setups (please see flat**

**rate fees above). Please be sure to include your chartfield or department account number below where requested on page three.**

**It is *your* responsibility to make sure that the venue you reserve/lease is returned to its original design layout. Please make arrangements with Facilities Services movers to ensure that this is executed after your event has concluded. This only applies if the venue reserved was rearranged for your event.**

**Please be prepared for your event. Should you need any additional furniture (that the Library does not provide), setup items, paper, pencils, pens, etc. for your event, please be sure to bring them with you and/or order them from Facilities Services or the appropriate vendor.**

**The University Library is not responsible for the loss of or any stolen items left unattended or left within the**

**Library after an event or meeting reserved by the lessee or person who reserved a designated venue.**

**\*\*Cancellations of any or all reservations should be made (notification to Univ. Library Administration in writing)**

 **at least three (3) days in advance of your scheduled event.**

**I certify that the information provided is an accurate description of the proposed campus event. Failure to provide accurate information may result in our event being cancelled. I have reviewed the Campus Event Policy and I fully understand my responsibilities as a representative of the sponsoring organization.**

**Date**:

**Applicant/Organization Signature:**

**On-Campus Department Use Only:**

All departmental events require the departmental Dean or Vice President’s signature and/or Advisor approval. If on-campus event is co-sponsored by or with a non university entity, additional approval is required from the LSU or Procurement and Contracts (Co-sponsorship may also require Vice President and/or Dean justifying).

**Dean/Vice President’s Approval:**

Date:\_

**Charge all costs for the event to:** (CMS chart field or Foundation acct #).

**I hereby authorize Accounting, Budget, and/or Foundation to make necessary transfers of funds.**

**Department Authorization Signature Date**

**.**

 **For Office Use Only: Request:** □ **Approved** □ **Denied** □ **Needs follow-up**

□ Reviewed □ Budget Required □ Event Planning Meeting Required by:

**Required Notifications/Authorizations: Submit by:**

□ Vice President AA/UA/SA/AF

□ Director Procurement/Contracts

□ A.S.I. Funding Approved

□ Foundation Deposit Funds

□ Parking Services

□ University Police

 □ Student Union

 □ Campus Dining

□ Physical Plant Operations

**Event Approval :**

□ Risk Management

Office/Department Authorized Signature Date

# Facility Approval:

Facility Authorized Signature Date

# Notes: