

For CIE Use Only

Set-up requested _____ Breakdown requested _____ Clean-up requested _____ Linens _____ \$75/\$150/\$300 Fee

Approved _____ Denied _____ CIE Representative Date _____ Inv # _____ Liab Ins _____

Sara D. Spencer Event Hall - Room Reservation Form

CSU Events: \$75/event – weekdays \$150/day - weekends (Fri. 5pm thru Mon. 12am)

Non-CSU Events: \$300/day – weekday/weekend

Purchase of Liability Insurance or signed Waiver of Liability Form is required

Number of attendees:

Purpose/Name of Event:

Group Name:

Date of Event: Day of the week:

Start time: End time:

Additional set-up / breakdown hours, if needed

Select AV equipment:

- Lectern*
- Microphone*
- CD/DVD/video player*
- Laptop / Projector / Screen*

Select type of set-up:

- Meeting 1 - Tables in square/rectangle
(max. seating cap. 32/36)
- Meeting 2 - Tables in U-shape
(max. seating cap. 30)
- Lecture - tables in rows facing stage
(max. seating cap. 36)
- Presentation / Theatre - chairs in rows facing stage
(max. seating cap. 100)
- Dining - Round tables
(max. seating cap. 84)
- Reception - Hi-top tables
(max. cap. 100)

Serving tables - #

PRINT - Name of Person Booking the Space

Signature of Person Booking the Space

Date

Cell Phone

Alt. Phone

E-mail:

Mailing Address:

**CSU STUDENT GROUP EVENTS SCHEDULED FOR EVENINGS OR WEEKENDS -
CSU faculty or staff must complete this form.**

Sara D. Spencer Event Hall - Room Reservation Form (cont'd)

As the person reserving the space, I accept the following (initial each item):

Guidelines:

- _____ 5 business day notice required to cancel space
- _____ CIE events/meetings and other events with an international focus will have priority.
- _____ CIE may cancel the scheduled event as it sees fit.
- _____ Reserving CIE rooms for regular, on-going classroom use will not be approved.
- _____ Unsupervised student meetings are only allowed during office hours, M-F 8 am to 5 pm.

I also accept responsibility for:

- _____ Reviewing the official guidelines and booking information, located on the CIE website at <http://cie.columbusstate.edu/eventhall.php>
- _____ Ensuring that the space is kept clean and orderly and the AV equipment and furniture are not damaged
- _____ Ensuring that **no open flame (candles), glitter or confetti** are used.
- _____ Ensuring that nothing is tacked, taped or nailed to the walls.
- _____ Ensuring that the air conditioning is **NOT SET BELOW 68° during the event and THAT IT IS RE-SET TO 76°** at the end of the event.
- _____ Ensuring that the heat is **NOT SET ABOVE 72° during the event and THAT IT IS RE-SET TO 68°** at the end of the event.
- _____ Picking up and returning the key for events after 5pm and on weekends - **Students are not allowed to do either.**
- _____ Turning off all AV equipment after use.
- _____ Turning off lights.
- _____ Locking entry/exit doors. (For events after 5pm and on weekends.)
- _____ Returning the key to CIE by 5pm on the next business day. (For events after 5pm and on weekends.)
- _____ Being present **during the entire length of the event** (for events after 5pm and on weekends). Student groups are not to be left unsupervised, without a CSU faculty or staff person present, in the space.

Non-compliance with any of the above guidelines or responsibilities gives CIE permission to disallow future events for the group booking the space.