



Room/Space Request Form

There may be a fee associated with your reservation. Refer to the Facilities Use/Charge Process [here](#).

Today's Date:

Requestor Information:

Organization/Department:

Contact's Name:

Contact's Phone:

Contact's Email:

Event Information:

Event Name:

Event Date(s):

Start time(s):

End time(s):

Set-up Start time(s):

Clean-up End time(s):

*Event Description/Purpose:

** Request will not be
processed without
a full description*

IMPORTANT NOTICE: *California Government Code, Section 8314, prohibits state employees from using state buildings, facilities, equipment, and computers for personal advantage or for an endeavor not related to state business.*

Expected Attendance:

Check if you are:

☐

Charging Admission

☐

Serving Food

Room preference or features wanted:

Course Curriculum Related:

NO

☐

YES

☐

Class #-Section:

Please save and attach this document to your email and send to fres@csuchico.edu. *

* If you need additional services such as tables, chairs, trash bins, or audio visual equipment that are not included at the location you are requesting, or require additional electrical, custodial, grounds services, tent set-up or food permits, please complete a [Facility and Equipment Request Form](#) (FERF) found at www.csuchico.edu/fres in the "Forms" section. **Save and attach the completed FERG with this Room Request.**

Thank you!

– For Office Use Only –

HVAC Needed:

☐

Event Approved:

Revised 07.11.13