

## Request Process for Event Spaces

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1. Submit all requests at least twelve days prior to the event date.
2. Go to <https://www.aaiscloud.com/ColumbusStateU/Default.aspx>
3. -If this is for a student group, please select the "[Student Organization Event Request](#)"  
-For CSU affiliated events organized by CSU Faculty and Staff, please select the "[Faculty and Staff Request Form](#)"  
-For non-CSU events, please select the "[Third Party Request Form](#)"
4. Fill out the Event Information for basic contact info.
5. Under Location Information, select "Add Meeting."
  - a. To add one meeting, select "Single." For multiple meetings, please select "Multiple" or "Recurring."
    - i. **For single meetings**, put the Start Time and the End Time, then select the start date and end date desired.
    - ii. **For Multiple Meetings**, put the Start Time, End Time, and the date(s) on the calendar. The selected meetings will populate in the "meetings" box on the right after clicking the arrow.
    - iii. **For Recurring Meetings**, select the Start Time and End Time. Choose the recurrence pattern and the Start Date. You can choose for the meetings to end after a particular number of occurrences or by a specific date.
  - b. After filling out the Meeting Occurrence details, fill out the Meeting Name.
  - c. Select "Add Meeting"
6. Fill out the remainder of the form. Be sure to include any details and special requirements.
7. An email will be sent to the contact listed on the form notifying successful submission. This only completes the initial request which is subject to review prior to approval.
8. Another email within three business days will notify the event contact if the request for event space has been approved. Special events involving community partners, fundraising, and require large-scale campus support are reviewed by the biweekly University Event Panel and can take up to fourteen days for confirmation.

9. After the space reservation is approved, **please submit an eQuest** for event support, staffing, and other services.
  - a. Failure to submit an eQuest at least 12 days prior to the event date, may result in cancellation of the scheduled event.
  - b. Only Faculty and Staff can submit an eQuest. Student Organizations must work with Student Life and Development or their on-campus Advisor to submit eQuests for their events.

## Request Process for General Use Classrooms

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1. Submit all requests at least twelve days prior to the event date.
2. Go to <https://aa.columbusstate.edu/>
3. Click on "Space Request" under the Administrative Tools heading.
4. Select the "General Classroom" form for all regular academic rooms on CSU Campus.
5. Fill out the form, be sure to include, dates, times, locations, and any special requirements.
6. In most cases, an email within three business days will notify the event contact if the academic space request has been approved. Special events involving community partners, fundraising, and require large-scale campus support are reviewed by the biweekly University Event Panel and can take up to fourteen days for confirmation.
7. After the space reservation is approved, **please submit an eQuest** for event support, staffing, and other services.
  - a. Failure to submit an eQuest at least 12 days prior to the event date, may result in cancellation of the scheduled event.
  - b. Only Faculty and Staff can submit an eQuest. Student Organizations must work with Student Life and Development or their on-campus Advisor to submit eQuests for their events.

## Process after Submitting a Space Request

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### Faculty/Staff Requests:

1. If someone is interested in reserving space, they are required to complete and submit a form on the Cougar Scheduler website. Upon completion, this form is sent to University Support Services office for approval.
2. The request goes into the Logistics account queue for review and is evaluated on the following criteria:
  - a. Can we support this event on campus? (Manpower for event setup and services, appropriate space requirements)
  - b. Does the individual requesting the space have enough money in the department or program account for funding?
  - c. Does this event align with the core values of the University?
3. Events that fall under the criteria above as well as special events involving community partners, fundraising, and require large-scale campus support are reviewed by the biweekly University Event Panel and can take up to fourteen days for confirmation. Regular events inclusive to CSU faculty, staff, and/or students typically only take three days to process.
4. If University Support declines the event at this stage, the event contact will receive an email notification of the reason and instructions on submitting another request for an alternate date, time, and/or space.
5. After we ascertain that the campus can accommodate the event and the University Support Services office can support any additional event setup that may be required, the form is approved. When we approve the form during this stage of the process, the Event Request is then sent to the facility coordinator of the respective space.
6. If the facility manager can accommodate the event, the request is listed as scheduled automatically in Cougar Scheduler and the contact receives an e-mail of approval. **If the contact has not received an e-mail from Cougar Scheduler confirming the space reservation, the event has not yet been approved.**
7. This process only reserves the space and the event contact is still responsible for entering any necessary eQuests for event services (event setup, audio/visual, security, etc). **Failure to submit an eQuest at least 12 days prior to the event date, may result in cancellation of the scheduled event.**
8. All catering on CSU or Foundation properties must be through ARAMARK catering.

- a. For more information please visit [columbusstateuniversity.catertrax.com](http://columbusstateuniversity.catertrax.com).

Note: Departments are responsible for making sure their events and meetings are input into Cougar Scheduler. The event contact is responsible for tracking the approval of submitted event requests.

Exceptions: Theatre performances and practices, Schwob School of Music recitals and performances, athletic games and practices, Continuing Education programming, and Student Recreation non-academic programs, and intramural sports are scheduled outside of this approval process. These occurrences must be recorded on the schedule but can be entered by the University Support Services Office or the departmental Facility Coordinator.

### Student Requests:

1. If a registered student organization is interested in reserving space, they are required to complete and submit a form on the Cougar Scheduler website. Upon completion, this form is sent to the University Support Services office for approval.
2. The request is evaluated on the following criteria:
  - a. Can we support this event on campus? (Manpower for event setup and services, appropriate space requirements)
  - b. Does this event align with the core values of the University?
3. Events that fall under the criteria above as well as special events involving community partners, fundraising, and require large-scale campus support are reviewed by the biweekly University Event Panel and can take up to fourteen days for confirmation. Regular events inclusive to CSU faculty, staff, and/or students typically only take three days to process.
4. After we ascertain that the campus can accommodate the event and our office can support any additional event setup that may be required, the form is approved. The contact for the event WILL NOT receive an e-mail notification of approval at this point. If the event is declined during this step, the contact WILL receive an e-mail.
5. When approving in the system, the form is automatically sent to the queue of the facility manager in charge of scheduling for the requested space.
6. If the facility manager can accommodate the event, the request is listed as scheduled automatically in Cougar Scheduler and the contact receives an e-mail of approval. If the contact has not received an e-mail from Cougar Scheduler confirming the space reservation, the event has not yet been approved.

7. This only reserves the space and does not guarantee room setup or additional services. The contact for the event must coordinate with their organization's on-campus advisor to enter the eQuests for event services (equipment checkout, room setup, security, audio/visual, etc). **Failure to submit an eQuest at least 12 days prior to the event date, may result in cancellation of the scheduled event.**
9. All catering on CSU or Foundation properties must be through ARAMARK catering.
  - a. For more information please visit [columbusstateuniversity.catertrax.com](http://columbusstateuniversity.catertrax.com).

**Note: Students and organizations are responsible for making sure their events and meetings are input into Cougar Scheduler. The event contact is responsible for tracking the approval of submitted event requests. University Support Services can assist with tracking all space requests after submission.**