Office/Department Student Union Reservation

Please note that orgsync will no longer be accessible after 5/28, as we transition to rooconnect. This form will be available beginning on 6/3 in the new system. if you need to submit any space requests between 5/28 - 6/3, please email sueventplanning@uakron.edu

This form is intended for UA Departments only (NOT STUDENT ORGS)

By completing this form you are requesting the use of space in the student union or outdoors.

A confirmation of your space will follow in the form of an email, if your request can be accommodated. If the space you request is not available, your form will be "denied" with specific instructions/direction.

Please click here to review our policies prior to requesting a reservation in the Student Union.

This form will be used to reserve space:

At a Concourse Table within the Student Union
In a Meeting/Event space within the Student Union
At an Outdoor Space location

If you have any questions or you have not been contacted after THREE business days after you have submitted this form, please contact us at sueventplanning@uakron.edu

Request Type

What type of request are you submitting?
Valid input:
- Select only one choice.

[   ] Student Union - Concourse Table
[   ] Student Union - Meeting/Event Space
[   ] Outdoor Space

Department Information

Department Name [Required]
Please list the FULL name of the Department/Office

Requester Name [Required]

Requester Email [Required]
Valid input:
- name@myschool.edu

Requester Phone Number [Required]
Valid input:
- must be 10-15 digits long and may include only numbers,   hyphens, and spaces.

Office/Department Account Number: [Required]

Concourse Table - Details

The following questions are for a "space" request at a Concourse Table, located within the Student Union.

Please know that tables are set on the 2nd floor of the Student Union facility.
A limited number of tables are available each day, therefore a request process is in place to ensure only those who request tables are able to utilize the "space".
You will receive a confirmation email if a table is available during the specific date/time you've requested

We recommend you keep a copy of this information email and print the "event confirmation" in case there is a mix-up when you come to check-in for your table.

Please be sure to reference the "check-in" sheet upon arrival to your table on the specific date/time confirmed

Preferred Tabling Date (#1) [Required]
We will do our best to help find a table (on the 2nd floor concourse of the Student Union) for your preferred date, however based on availability we may contact you with other options.

Preferred Tabling Date (#2) [Required]
We will do our best to help find a table (on the 2nd floor concourse of the Student Union) for your preferred date, however based on availability we may contact you with other options.

Is this a repeating tabling request? [Required]
Are you trying to reserve a consistent day/time of tabling in the Student Union versus just one occurance
Valid input:
- Select only one choice.
- must select a value.

[   ] Yes, we need multiple dates
[   ] No, just one occurance

If this is a repeating table request, please list the dates associated with when you'd like to utilize a table.
For example:
- every Tuesday from 10am-12pm, for the semester
- once a month, on the third Thursday
- bi-weekly on Mondays from 12pm-2pm, starting on September 15

Tabling Start Time [Required]

Tabling End Time [Required]

Meeting/Event - Details

Event Name [Required]

Description of Event or Program [Required]
Please give us as much detail as possible so our event planners can best place your Department in a suitable space.

Preferred Event Date (#1) [Required]
We will do our best to help find a space for your preferred dates, however based on availability we may contact you with other options.

Preferred Event Date (#2) [Required]
We will do our best to help find a space for your preferred dates, however based on availability we may contact you with other options.

Is this a repeating event? [Required]
Valid input:
- Select only one choice.
- must select a value.

[   ] Yes
[   ] No

If this is a repeating event, please list the dates associated with this event:
For example:
- every Tuesday at 4pm for the entire semester
- once a month on the third Thursday
- bi-weekly on Mondays at 10am, starting on January 16

Expected Attendance [Required]

Event Start Time [Required]

Do you foresee needing pre-event time? If so, what time would you like to have access to the space?
For example: will you need to put anything in the room BEFORE guests arrive? If so, please let us know what time you'd ideally like to enter the space, prior to the event start time.

Event End Time [Required]

If you foresee needing post-event time, what time do you anticipate being finished with the space?
For example: do you need time to CLEAN UP or clear out your decorations? If so, please let us know how much extra time you'd need in the room to pick up.

Room Set-Up Needs
Spaces in the Student Union can be set in a variety of ways, based on the selected space. Please let us know which of these descriptors best identifies how you would like your guests to be seated.

[   ] Auditorium-chairs only
[   ] Banquet-round tables & chairs
[   ] Classroom-rows of tables and chairs
[   ] Conference-tables (set up in the shape of a square) with chairs
[   ] U-shape-tables (set up in a U-shape) with chairs
[   ] Other: please explain below

"Other:" If you would like a room set-up different from the options above, please specify your needs:

Please check the following A/V equiptment needed:
The Student Union does have the capacity to provide a variety of resources in our meeting locations. Please let us know if you would want or intend to use any of the following. *Please know having the details up front does help ensure we place you in the most appropriate location.

[   ] Laptop
[   ] Projection Screen & Projector
[   ] Podium
[   ] Microphone
[   ] Conference phone
[   ] White board and markers

Will food or beverages be served at your event? [Required]
Your department/office is responsible for coordinating all food and beverage needed directly with University Catering: https://www.uakron.edu/dining/catering/university-catering.dot

Please know that this question is asked in order to ensure proper communication with our UC colleagues - and for proper set-up of the space.
Valid input:
- Select only one choice.

[   ] Yes
[   ] No

Outdoor Space - Details

The following questions are for an Outdoor Space request.

This form is to be used when requesting the use of approved, outdoor space on campus. These spaces were designed for general use by the University community. They also serve as locations for gathering with friends, relaxing, and enjoying the outdoor life of the University.

The outdoor spaces most commonly requested include:

Buchtel Common (space between Buchtel Hall and Brown/Union Street)
Coleman Common (space between the Student Union and the Student Recreation and Wellness Center)
Corbin Common (space next to the PSE Building and West Hall)

The sponsoring office/department/organization is responsible for reserving and arranging any equipment needed for the space.

Please reference the University's website for information on why you'd want to request/reserve space, in addition to the guidelines for space

utilization: https://www.uakron.edu/ogc/outdoor-space-reservation/index.dot

Department Name [Required]
Please list the FULL name of the sponsoring party.

Requester Name [Required]

Requester Email [Required]
Valid input:
- name@myschool.edu

Requester Phone Number [Required]
Valid input:
- must be 10-15 digits long and may include only numbers,   hyphens, and spaces.

Event Name [Required]

Description of Event or Program [Required]
Please give us as much detail as possible about your outdoor event/program so our event planners and review committee can best anticipate any concerns or further questions.

For example, how will you be using the space? For a speaker or performance, promotional program for your organization, a rally or protest, distributing information, etc.

Expected Attendance [Required]

Requested Space [Required]
Where would you like to host your event outside?
Valid input:
- Select only one choice.

[   ] Buchtel Common
[   ] Coleman Common
[   ] Corbin Common
[   ] Other - Various Locations (walk/run)
[   ] Other - Location Not Listed Above

Other Location
In the event the space you wish to use outdoors was not listed above, or you'd like to use multiple locations, please include information in this textbox.

Preferred Event Date (#1) [Required]
We will do our best to secure a space for your preferred dates, however based on availability we may contact you with other options.

Preferred Event Date (#2) [Required]
We will do our best to secure a space for your preferred dates, however based on availability we may contact you with other options.

Event Start Time [Required]

Do you foresee needing pre-event time? If so, what time would you like to have access to the space?
For example: will you need to put anything on the space before the formal event/program begins? If so, please let us know what time you'd ideally like to begin using the space, prior to the event start time.

Event End Time [Required]

If you foresee needing post-event time, what time do you anticipate being finished with the space?
For example: do you need time to clean up or clear down equipment/decorations/tables? If so, please let us know how much extra time you'd need on the space.

Will you be setting up any equipment on the space for your outdoor event/program? [Required]
If yes, the organization is responsible for coordinating equipment needs with the respective office on campus, or by providing and arranging themselves.

Examples of equipment include: tables, chairs, speakers for amplified music/microphone, outdoor yard games, tents, etc.
Valid input:
- Select only one choice.

[   ] Yes
[   ] No

If you answered "yes" to the previous question, please detail the type of equipment you envision using on the outdoor space.
Examples of equipment include: tables, chairs, speakers for amplified music/microphone (therefore also using electric), outdoor yard games, tents, outdoor flags, inflatables, animals, etc.

Will food or beverages be served at your outdoor event/program? [Required]
If yes, you are responsible for coordinating all food and beverage needed directly with University Catering: https://www.uakron.edu/dining/catering/university-catering.dot
Valid input:
- Select only one choice.

[   ] Yes
[   ] No

Thank You!

Cancellation Policy (Student Union) [Required]
If your department/office "no shows" for a confirmed space/table in the Student Union the group may forfeit the opportunity to utilize space/tables in the facility.
Valid input:
- Select only one choice.

[   ] I Agree

Thank you for submitting a Campus Space Request Form!

Please take a moment to familiarize yourself with the definitions that will be used for your request:

Approved

 Your request has been submitted to the Department of Student Life. This event will be processed and you will receive confirmation/communication within 3 business days. Even though this event says accepted it is not a confirmed event until you receive e-mail confirmation of the event.

Denied

The request you have submitted has been denied due to numerous reasons. The Department of Student Life. will advise you on the reason and have you re-submit a new request that will fit your needs.

Deferred

This event has been deferred to another department for their approval on space. This department will then inform the Department of Student Life in a timely manner to put forward confirmation for your event.

If you have any questions, comments or concerns or you have not been contacted after 3 business days after you have submitted this form, please contact sueventplanning@uakron.edu

Please be aware that until you receive an event confirmation form, your request is still pending.