

Student Org Campus Space Request Form

Please note that starting on Tuesday, May 28th, 2019 through Monday, June 3rd, you will not be able to submit any space request forms on OrgSync. OrgSync will no longer exist and will be transitioning into RooConnect. For any space reservations, please contact sueventplanning@uakron.edu.

Room reservations for student organizations requesting space for fall 2019 will be Processed beginning may 20, 2019. Any questions, please contact sueventplanning@uakron.edu

Please click [here](#) to review our policies prior to requesting a reservation in the Student Union.

By completing this form you are requesting the use of space on campus

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.

This form will be used to reserve space:

At a Concourse Table within the Student Union (by a registered student organization on campus)
In a Meeting/Event space on campus (by a registered student organization on campus)
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
 Meeting/Event Space
 Outdoor Space

Organization Information

Student Organization Name [Required]

Please list your organizations FULL name

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.

Campus Advisor Name [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 occurrence

Valid input:

- Select only one choice.
- must select a value.

- Yes, we need multiple dates
 No, just one occurrence

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]

Will you be selling anything at your table? [Required]

Valid input:

- Select only one choice.

- Yes
 No

If you do plan to sell something while tabling, please let us know (via this textbox) what you plan to sell.

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 organization in a suitable space.

Please check if any of these apply. [Required]

- Alcohol will be served
 Having a DJ/band
 Expecting 100+ people
 Open to non-University guests
 Speaker/performer
 Charging admission or accepting donations
 None of these apply to my event/program

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 7pm for the semester
- once a month on the third Thursday
- bi-weekly on Mondays at 6pm, starting on September 15

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.

Ideal Building on Campus [Required]

Valid input:

- Select only one choice.

Student Union

Classroom

Fieldhouse

Student Rec. & Wellness Center

Other (be sure to specify in the following box)

If you selected "other" above, please let us know the space you'd like. [Required]

STUDENT UNION - Room Set-Up Needs

If you'd like a space within the Student Union, please let us know the ideal set-up.

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 equipment needed: [Required]

Please note: this is for STUDENT UNION requests only

- Laptop
- Projection Screen & Projector
- Podium
- Microphone
- Conference phone
- White board and markers
- None

Will food or beverages be served at your event? [Required]

If yes, the organization is responsible for coordinating all food and beverage needed directly with University Catering: <https://www.uakron.edu/dining/catering/university-catering.dot>

Please note: you must order food from University Catering...or have an approved food exemption waiver on file with University Catering in order to bring in your own food or beverages.

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>

What type of group are you representing? [Required]

Valid input:

- Select only one choice.

- Student Organization
- University Department
- Community Representative/Organization

Department/Organization 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 food or beverages be served at your outdoor event/program? [Required]

If yes, the organization is responsible for coordinating all food and beverage needed directly with University Catering: <https://www.uakron.edu/dining/catering/university-catering.dot>

Please note: you must order food from University Catering...or have an approved food exemption waiver on file with University Catering in order to bring in your own food or beverages.

Valid input:

- Select only one choice.

- Yes
- No

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. Again, please remember that the organization is responsible for coordinating equipment needs with the respective office on campus [ex: PFOC work order], or by providing and arranging themselves.

Thank You!

Cancellation Policy (Student Union) [Required]

If your organization "no shows" for a confirmed space/table in the Student Union the organization 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 Office of University Scheduling. 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 Office of University Scheduling 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 Office of University Scheduling 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 the Office of University Scheduling at sueventplanning@uakron.edu

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