

Center for International Education - Room Reservation Form

Select one: Conference Room Sara D. Spencer Event Hall

\$10 Use Fee applies to all bookings where food is served.
Payable prior to event date.

Number of attendees:

Purpose/Name of Event:

Group:

Date of Event: Day of the week:

Time of Event:
(Please request entire period of time needed, including set-up and clean-up.)

Select AV equipment needed (Event Hall only):

Lectern Microphone CD/DVD/video player Laptop

(Availability of equipment will vary, based on date/time of event and whether or not a CIE staff member needs to be present to run equipment.)

Select the type of set-up needed (Event Hall only):

- | | |
|--|--|
| <input type="checkbox"/> Tables in square (max. seating cap. 32)
<input type="checkbox"/> Tables in rectangle (max. seating cap. 36)
<input type="checkbox"/> Tables in U-shape (max. seating cap. 30) | <input type="checkbox"/> Lecture - tables in rows facing stage (max. seating cap. 36)
<input type="checkbox"/> Theatre - chairs in rows facing stage (max. seating cap. 100)
<input type="checkbox"/> Dining - Round tables (max. seating cap. 84) |
|--|--|
- Additional serving tables along the wall(s) - #

Name of Requester/print	Signature of Requester

(Must be CSU faculty or staff - unless weekday event between 8a & 5p, then a student may reserve)

Date Telephone Alt. Telephone

		<input type="checkbox"/> Approved	<input type="checkbox"/> Disapproved
Signature of CIE Representative	Date		

Center for International Education - Room Reservation Form (cont'd)

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

Guidelines:

- _____ CIE events/meetings and other events with an international focus will have priority.
- _____ CIE may cancel the scheduled event as it sees fit.
- _____ The group or person making the reservation or the organizer of the event needs to be affiliated with CSU. A CSU faculty or staff person must be a part of the group reserving the space or, if they are not, they agree to take responsibility for the event. No outside groups will be allowed to reserve the space on their own.
- _____ 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.
- _____ Non-international events – May be booked 30 days in advance.
- _____ International events – May be booked up to 3 months in advance.

I also accept responsibility for:

- _____ Reviewing the official guidelines and booking information, located on the CIE website at <http://cie.colstate.edu/eventhall.asp>
- _____ Ensuring that the space is kept clean and orderly
- _____ Ensuring that the food served includes NO SAUCES, GRAVIES, RED PUNCH, RED WINE, ETC.
- _____ 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 78°** at the end of the event. (Applies only to Spencer Event Hall.)
- _____ Ensuring that the heat is not set above 70° and that it is re-set to 68° at the end of the event. (Applies only to Spencer Event Hall.)
- _____ Picking up and returning the key, students are not allowed to do either. (For events after 5pm and on weekends.) (Applies only to Spencer Event Hall.)
- _____ Turning off all AV equipment after use.
- _____ Turning off lights.
- _____ Locking entry/exit doors. (For events after 5pm and on weekends.) (Applies only to Spencer Event Hall.)
- _____ Returning the key to CIE by 5pm on the next business day. (For events after 5pm and on weekends.) (Applies only to Spencer Event Hall.)
- _____ 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.