Breaking News!!!

Space Reservation Process

Student Life & Activities Spaces (only)

(Student Center, Amphitheatre, Grounds, J.C. Reese Student Union, Sanford Gym)

Space reservation begins with the Office of Student Life & Activities and ends with Student Life & Activities .. ...Just follow the 3 steps below.....

easy as 1 2 3

1

Submit your calendar to the Office of Student Life & Activities at

buildingquest@asurams.edu
This account is monitored daily

2

After receiving a confirmation via outlook, click the link to download and complete both the Building Use and Event Notification Form. Submit both forms to the Office of Student Life & Activities 7 days prior to your event.

3

You will be notified when your form is ready for pickup...it must submitted to ASU Police 5 days prior to your event . Failure to submit form will result in event being canceled.

*****If security is needed for event, ASUPD will notify the applicant *****

Please see the reservation format on page 2

ONLY ASU POLICE DEPARTMENT CAN DETERMINES IF THERE IS A NEED FOR SECURITY

For more information, contact the Office of Student Life & Activities at 229.903.3606 or stop by the Student Affairs Suite in the Student Center

Email Format

***Name of group requesting space should be subject line in email**
list all events in chronological order using the following format

Date of event– July 04, 2011
Title of event– Independence day celebration
Type of Event– Cookout
Time of event– 12pm-2pm
Total time (needed in space inclusive of setup & break down)– 11:00am-3:00pm
Purpose of Event: Honor ASU Students that serve in the armed forces
Point of Contact (POC)- Sally Jenkins-229.190-3190
Space Requested: Student Center Amphitheatre
Expected Attendance: 100
Facility's Needs: 4 Tables (to serve food) 100 Chairs
Audio Visual Needs*: None

Date of Event– August 28, 2011
Title of Event– Treasurer's Chest
Type of Event– Fundraiser
Time of Event– 4pm-6pm
Total Time (needed in space inclusive of setup & break down)– 3:00PM-7:00PM
Purpose of Event: Raise money to send members to organizational conferences
Point of Contact (POC)-Sally Jenkins-229.190-3190
Space Requested: first Floor of J.C. Reese Student Union
Expected Attendance: OPEN
Facility's Needs: One table and two chairs
Audio Visual Needs*: None

ALL requests must be sent to
BUILDINGREQUEST@ASURAMS.EDU

* Take into consideration the location prior to request a/v needs
* For outside events, please list an alternative location due to inclement weather