



CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
**UNIVERSITY**  
**STUDENT UNION**

# MEETING ROOM REQUEST FORM

CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
 5154 State University Drive, Rm # 107  
 Los Angeles, CA 90032-8636  
 Phone: (323) 343-2465 Fax (323) 343-2454

Type of Sponsor:  Recognized Club/Org  Cal State LA Department  Off-Campus  Other

Organization Name: \_\_\_\_\_ Reservation Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Event\*: \_\_\_\_\_ Title of Event: \_\_\_\_\_

Access Start Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_ Access End time: \_\_\_\_\_

Event Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Faculty/Staff Advisors Name: \_\_\_\_\_ Extension: \_\_\_\_\_

*If you represent an **off campus** organization:*

1) Please provide billing address:

Street Address: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_

2) You must fill out Schedule B regarding event insurance.

## EVENT INFORMATION

*Please check YES or NO to the following statements regarding event details:*

Registration, admission fees, or donations are being accepted:  YES  NO If so, please specify amount: \$ \_\_\_\_\_

There will be guest participants that are 51% from off-campus:  YES  NO

There will be vendors fair or exhibitors as part of this event:  YES  NO

Alcohol will be served:  YES  NO If so, an approved request to serve Alcoholic Beverages form must be submitted.

Food will be served:  YES  NO If so, who is providing? \_\_\_\_\_

This event is directly related to the educational mission of the University:  YES  NO

This event is sponsored or promoted by a non-University or off-campus organization:  YES  NO

This event is a profit-making venture (i.e. product show, or solicitation of goods or services):  YES  NO

Decorations, banners, or signs will be displayed:  YES  NO If yes, please describe: \_\_\_\_\_

The media will be notified about the event (newspapers, television, radio stations etc.):  YES  NO

A movie/film/documentary will be shown at this event:  YES  NO If so, viewing rights must be provided before event can be confirmed.

This event is co-sponsored by the University-Student Union:  YES  NO If so, specify:  CCC  CSI  Other: \_\_\_\_\_

## EVENT LOCATION \*\* Indicates Multi-Media Room (See back for details)

- |   |   |   |  |
|---|---|---|--|
| <input type="radio"/> U-SU Theatre 106**            | <input type="radio"/> Alhambra Room 305**       | <input type="radio"/> Los Angeles Room 308A** | <input type="radio"/> Montebello Room 309    |
| <input type="radio"/> Boardroom South 303A          | <input type="radio"/> Pasadena Room 307         | <input type="radio"/> Los Angeles Room 308B** | <input type="radio"/> El Monte Room 311      |
| <input type="radio"/> Boardroom North 303B**        | <input type="radio"/> Los Angeles Room 308ABC** | <input type="radio"/> Los Angeles Room 308C** | <input type="radio"/> San Gabriel Room 313** |
| <input type="radio"/> Boardroom North & South 303** | <input type="radio"/> Los Angeles Room 308BC**  |   |  |

## PREFERRED ROOM SET UP

- |  |                                       |   |
|--|---------------------------------------|---|
| <input type="radio"/> Theatre Style    | <input type="radio"/> Banquet Style   | <input type="radio"/> Reception Style   |
| <input type="radio"/> Conference Style | <input type="radio"/> Classroom Style | <input type="radio"/> Discussion Circle |

Expected Attendance Setup Count: \_\_\_\_\_

**Specialized**  
 (For specialized setups, sponsors will need to meet with a coordinator for more details.)

ADDITIONAL EQUIPMENT - For additional details such as panels, food tables, information tables, easels, please provide more information below.

Dry/Erase Markers  Riser Staging  Easel (up to 4) \_\_\_\_\_ Tables \_\_\_\_\_ Chairs \_\_\_\_\_ Cocktail Tables \_\_\_\_\_

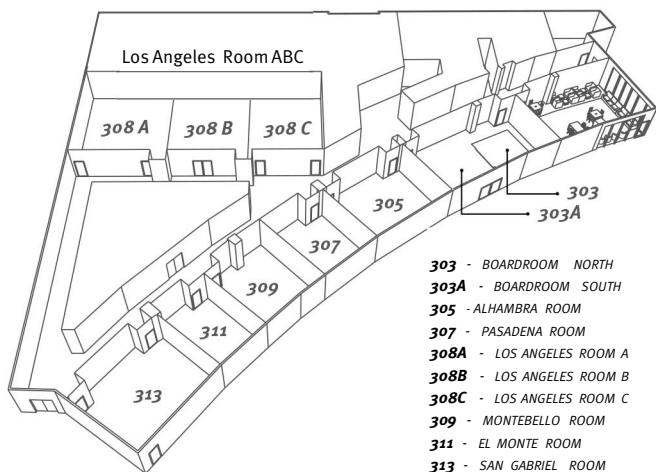
NOTES :

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Before you sign, please review your information at the front/back of this page to ensure accuracy.

**LOS ANGELES ROOM CONCERT PA** (For Bands Only)

Wired Microphone \_\_\_\_\_ up to 7 available     i-pod Connection     DI Box (Direct Input Box) 1 available  
 For events with a band playing, please set-up a meeting with Event Services Coordinator at the U-SU *Front* Desk 107.



**MEDIA SERVICES – SMART ROOMS**

These rooms come with a built-in Audio and Visual System.

Select the room(s) needed for audio/visual equipment then add accessories below

- BOARD ROOM NORTH**
- ALHAMBRA**
- SAN GABRIEL**
- LOS ANGELES A**
- LOS ANGELES B**
- LOS ANGELES C**
- LOS ANGELES ABC**    Screens:     A     B     C     Side C
- LOS ANGELES BC**    Screens:     B     C     Side C

\*Sponsors are responsible for providing their own laptop

**MEDIA SERVICES – NON-SMART ROOMS**

These rooms come with a media cart upon request. Please select a room and individual items needed for the event.

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li><input type="radio"/> <b>BOARD ROOM SOUTH</b></li> <li><input type="radio"/> <b>PASADENA</b></li> <li><input type="radio"/> <b>MONTEBELLO</b></li> <li><input type="radio"/> <b>EL MONTE</b></li> </ul> | <p><b>MEDIA CART OPTIONS</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> LCD Projector    <input type="checkbox"/> Bluetooth</li> <li><input type="checkbox"/> MP3 Playback    <input type="checkbox"/> FM Radio</li> <li><input type="checkbox"/> Sound Connection</li> </ul> |
|--|--|

**ACCESSORIES**

- Non-Amplified Podium     Laser Pointer/Powerpoint Clicker
- Laptop VGA Adaptors:     MAC     HDMI     Surface

**PODIUM OPTIONS**

If you selected a room, each room comes with a Podium, Projector, and Screen. Select additional items below if needed.

- 3.5 mm Jack for Audio Connection (for Sound)
- Podium Microphone
- Wireless Microphone: Hand-held \_\_\_\_\_ Up to 2
- Wireless Microphone: Lava lier (Clip Mic) \_\_\_\_\_ Up to 2
- Music Playback:     iPod     CD
- DVD/VHS     DVD     VHS
- Laser Pointer/Powerpoint Clicker
- Laptop/VGA Adaptors:     MAC     HDMI     Surface

NOTE: To reserve the theatre, once the request form has been submitted a meeting must be set up with a Coordinator.

**MEDIA SERVICES THEATER - U-SU THEATER PACKAGES**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Basic Sound - CD/Mp3 player with 1 Wireless Mic  | <input type="checkbox"/> Podium                                    | <input type="checkbox"/> Bluetooth Audio |
| <input type="checkbox"/> Full Sound - CD/Mp3 player <input type="checkbox"/> Wireless Mics _____ 5 available                              | <input type="checkbox"/> DI Box _____ 2 available                  | <input type="checkbox"/> Bluetooth Audio |
| <input type="checkbox"/> HD Cinema - Projector, Blu-Ray, THX, DVD/VHS player <input type="checkbox"/> 2 Wireless Mics                     | <input type="checkbox"/> Computer/Sound Connection                 | <input type="checkbox"/> Bluetooth Audio |
| <input type="checkbox"/> Presentation - Projector, Computer/Sound connection, Podium <input type="checkbox"/> 3 Wireless Mics             | <input type="checkbox"/> Blu-Ray or DVD/VHS Player                 | <input type="checkbox"/> Bluetooth Audio |
| <input type="checkbox"/> Discussion Panel - Podium with Microphone, & 5 Table top Wireless Mics   | <input type="checkbox"/> Projector w/ computer sound connection    | <input type="checkbox"/> Bluetooth Audio |
| <input type="checkbox"/> Basic Stage Lighting - Stage Wash  |  |  |
| <input type="checkbox"/> Full Stage Lighting - Stage Wash, Side Light, Down Wash, LED, & Cyc Wash   | <input type="checkbox"/> Follow spot (Requires tech @ hourly rate) |  |
| <input type="checkbox"/> Laptop VGA Adaptors: <input type="checkbox"/> MAC <input type="checkbox"/> HDMI <input type="checkbox"/> Surface |  |  |

**Reservation Agreement**

\_\_\_\_\_ I understand initialing this agreement gives me the responsibility to pass this information to either the main contact or the event contact of this event.

Name: \_\_\_\_\_

\_\_\_\_\_ I understand that failure to come and sign my Reservation Confirmation after 2 business days from notification, will result in an **automatic cancellation**.

\_\_\_\_\_ I understand **ALL** events must be finalized **NO** later than 2 business days prior to the event date.

\_\_\_\_\_ I understand if no update on reservation request is received 3 business days after submitting Request Form, it is the sponsor/department/club/organization's responsibility to follow up with our office.

\_\_\_\_\_ I understand I, or my event contact, will need to present an ID in order to check-in the day of the event, and **ONLY** I or my event contact can sign and/or make changes to the reservation.

\_\_\_\_\_ I understand my reservation must be canceled **2 business days** prior to the event date, or it will be considered a No-Show.

\_\_\_\_\_ I understand that submitting requests less than **10 business days** in advance does not guarantee my paperwork will be processed in time.