

Request Process for Event Spaces

1. Go to cougarscheduler.columbusstate.edu
2. Click on **Request an Event**
3. Select the appropriate form type
 - a. **Student Event Request Form** - Student Organization, Student Life, or Activities Council Events.
 - b. **Faculty/Staff Event Request Form** - CSU Departmental, Foundation, Program, or Sponsored Events.
4. Fill out the form, be sure to include dates, times, locations, and any special requirements.
5. After filling out the Contact Information and the Location Information, you will need to fill out Meeting Recurrence.
 - a. Put the Start Time and the End Time, then select the date(s) needed on the calendar. Be sure to select the **Create** button after entering the date(s) and time.
 - b. The meeting will then populate under the Meetings box. Select the individual meeting(s) and select **Request Rooms**.
 - c. The filter can be adjusted during room selection to show more or less.
 - d. If this is an offsite event, please de-select the “Room Required” checkbox and type the offsite location in the description on the form.
 - e. If a request is submitted without a room but needs a space on campus, this event will be declined due to lack of correct information.
6. Look over the form thoroughly and make sure all relevant questions are answered.
7. You will receive two e-mails:
 - a. An e-mail notifying of successful submission.
 - b. An e-mail within three business days notifying you if the event request has been approved or denied

Process after Submitting a Space Request

Faculty/Staff Requests:

1. If someone is interested in reserving space, they are required to complete and submit a form on the Cougar Scheduler website. Upon completion, this form is sent to Steve Morse in University Support and Jennifer Joyner in University Advancement.
2. The request goes into their scheduler account queues for review and is evaluated on the following criteria:
 - a. Can we support this event on campus? (Manpower for event setup and services, appropriate space requirements)
 - b. Does the individual requesting the space have enough money in the department or program account for funding?
 - c. Does this event align with the core values of the University?
3. After we ascertain that the campus can accommodate the event and our office can support any additional event setup that may be required, the form is approved. The contact for the event **WILL NOT** receive an e-mail notification of approval at this point. If the event is declined during this step, the contact **WILL** receive an email.
4. When approving in the system, the form is automatically sent to the queue of the facility manager in charge of scheduling for the requested space.
5. If the facility manager can accommodate the event, the request is listed as scheduled automatically in Cougar Scheduler and the contact receives an e-mail of approval. *Note: If the contact has not received an e-mail from Cougar Scheduler confirming the space reservation, the event has not yet been approved.*
6. This process only reserves the space and the event contact is still responsible for entering any necessary eQuests for event services (event setup, audio/visual, security, etc).
8. Food is also be ordered separately through Aramark.

Departments are responsible for making sure their events and meetings are input into Cougar Scheduler. Some exceptions to this approval process are theatre performances, Schwob School of Music recitals and performances, athletic games and practices, and intramural sports. These occurrences must be recorded on the schedule but can be entered by the University Support Services Office or the departmental Facility Coordinator.

Student Requests:

1. If a registered student organization is interested in reserving space, they are required to complete and submit a form on the Cougar Scheduler website. Upon completion, this form is sent to the University Support Services office for approval.
2. The request is evaluated on the following criteria:
 - a. Can we support this event on campus? (Manpower for event setup and services, appropriate space requirements)
 - b. Does this event align with the core values of the University?
3. After we ascertain that the campus can accommodate the event and our office can support any additional event setup that may be required, the form is approved. The contact for the event **WILL NOT** receive an e-mail notification of approval at this point. If the event is declined during this step, the contact **WILL** receive an e-mail.
4. When approving in the system, the form is automatically sent to the queue of the facility manager in charge of scheduling for the requested space.
5. If the facility manager can accommodate the event, the request is listed as scheduled automatically in Cougar Scheduler and the contact receives an e-mail of approval. *Note: If the contact has not received an e-mail from Cougar Scheduler confirming the space reservation, the event has not yet been approved.*
6. This only reserves the space and does not guarantee room setup or additional services. The contact for the event must coordinate with their organization's on-campus advisor to enter the eRequests for event services (equipment checkout, room setup, security, audio/visual, etc).
7. Food is also ordered separately through Aramark.

Request Process for General Use Classrooms

1. Go to https://aa.columbusstate.edu/room_request.php
2. Fill out the form in its entirety, making sure to include dates, times, locations, and any special requirements.

Please place all space requests twelve days prior to the event date if possible.

Please feel free to call University Support Services at 706-507-8203 if you have ANY questions. Our support staff will be happy to guide you through this process on the phone.

An e-mail within 2-3 business days will notify you if the academic space request was approved.