

Frequently Asked Questions

Who can request a campus space?

Faculty, Staff, and affiliated CSU Organizations, including registered student organizations, can request reservations for departmental meetings, conferences, luncheons, receptions, academic activities, etc.

Can outside groups, individuals or organizations request a space or venue?

Columbus State University welcomes the opportunity to host community events. Non-affiliated groups must fill out our [All-Other Event Request form](#). Each request will be considered. Event Services staff will not find or assign campus sponsors for outside groups.

How far in advance should reservation requests be made?

Submission of an events request should be done in accordance with the following general guideline:

Participants	Submit at least
Over 50	12 working days in advance
Over 100	20 working days in advance
Over 300	12 weeks in advance
Over 500	6 months in advance

How long will it take to get a confirmation?

Requests for space require a minimum of 7 to 10 business days to process. Facility Coordinators make every effort to accommodate your request as quickly as possible.

How do I cancel a reservation?

Please send an email to the Facility Coordinator of the building, at least 2 business days prior to the event and include:

- Your reservation confirmation number
- Name of your event
- Date and Time of your event
- Location of your event

I need a space for an event today. Can I reserve one?

Due to the numerous notifications and considerations taken for each event, same-day space reservations will not be accommodated except for self-serve conference rooms, if available.

What if I need to make changes or adjustments to my reservation?

You must notify the Facility Coordinator of changes or adjustments that need to be made no less than 72 hours prior to your event. This is to ensure that all support departments and employees have ample notification for the following services: event setup, equipment rentals, audio/visual scheduling and support, parking, security, plant operations (grounds, custodial, HVAC), event breakdown, public relations (press releases, photographs), environmental (tent permits, etc.), alcohol permissions, etc.

Will University Operations plan my event?

University Operations can offer guidance in regards to planning. To help produce the best event possible, we have created a sample timeline and sample events checklist that should help answer many of your questions.

Does University Operations provide decorations and linens?

University Operations does not provide decorations for events. However, we have linens available for a cost. We can also provide information on various vendors and resources that may suit your needs. For assistance, please email University Operations at logistics@columbusstate.edu.

What if AV equipment is needed?

Some campus venues have audio-visual equipment as part of a standard setup. When the equipment is not standard, you will need to put in an eQuest for portable equipment. In some cases, it is necessary for a technician to work with specialized equipment. There may be a charge to use or rent equipment. Remember that equipment and personnel are NOT normally available for last-minute requests.

Where do my guests park?

Visitor parking is available for off campus guests. [Order Visitor Permit](#). For large events, other arrangements must be made through the Parking Services office by e-mailing parking@columbusstate.edu.

How can I find out if the space I want is available?

Please check CSU's [Cougar Scheduler](#) Reservation System. An account is not needed to view campus events.

Can I reserve campus space for a personal or private event?

CSU has many facilities available for personal and private events. For more information, please contact these facility directly.

[Cunningham Conference Center](#)

[Elizabeth Bradley Turner Center](#)

[Coca-Cola Space Science Center](#)

[Oxbow Meadows Environmental Learning Center](#)

[Rankin Atrium, Gardens, and Livery](#)

How can my event support sustainability at CSU?

There are simple things you can do to make your special event more earth-friendly. From eliminating disposable plates and utensils to making sure recycle bins are available, there are many ways you can make a difference.

You can view general guidelines for hosting a sustainable event online through the [Environmental Protection Agency and Green Meetings](#) webpage.

What times are reflected for events on the Campus Calendar?

When you review scheduled events in Cougar Scheduler, the times reflected are only the start and end times of the event; the time to set up the event and to break down the event are not shown. For example, a room has an event listed in Cougar Scheduler to begin at 1:00 pm and you would like to use that same room from 11:00 am to 12:00 pm. The reservation request could be denied because of the time constraints to "flip" the room and break down your event ending at 12:00 pm then set up for the event beginning at 1:00 pm