



Events and Conference Services Department/Staff Event Request Form

Please complete this form to request a facility reservation for **University Events** and **University Meetings ONLY**. Please return the form via email to eventservices@coppin.edu. PLEASE NOTE: A SUBMITTED REQUEST DOES NOT CONSTITUTE AN APPROVAL TO USE SPACE. PLEASE WAIT FOR EVENT CONFIRMATION BEFORE MOVING FORWARD WITH YOUR EVENT PLANS. Once received, Events & Conference Services will process your request and respond with approval or denial within 3 business days. Additional cost associated with event will be charged to the department the Monday prior to the event date. **Written or emailed signature of direct supervisor AND Division AVP/VP is require for processing all requests.**

Sponsoring Department/Organization and Division: _____

Event Point of Contact: _____

Contact Number: _____ Email Address: _____

Name of Event & Event Description _____

Is this event being held for Coppin constituents ONLY? YES or NO _____

Is this event in partnership with a NON-CSU Department? YES or NO _____

If YES, what is the name of the Organization? _____

Event Date: _____ Estimated number of attendees: _____

Is there a fee to participate in the event? YES or NO _____

Is the event open to the public? YES or NO If YES, please describe target audience: _____

Set Up time: _____ Event Start Time: _____ Event End Time: _____

Requested Space #1: _____

Requested Space #2 (If Applicable): _____

Space Set up Request: NOTE: All Spaces, unless otherwise noted, will be used in their **STANDARD SET-UP**

All Custom Set-Up requests require a Work Order and Floor Plan when submitting this form to ECS.

Audio Visual: **(Choose One)**

AV Package 1 (Laptop, projector, and screen) _____

AV Package 2 (Laptop, projector, screen, microphone, and podium) _____

AV Package 3 (Laptop, projector, screen, microphone, panel, and podium) _____

Will Food be served at your event? YES or NO

All catering must be coordinated through Coppin Dining Services. Please call 410-951-1229 or email coppincatering@thompsonhospitality.com for assistance. All events serving food are subject to additional housekeeping charges.

Are any outside visitors attending this event? YES or NO _____

Please contact Parking Services to coordinate your campus parking needs 410.951.3556

I authorize the event listed above and affirm that it complies with CSU Campus Space Usage Policies. I authorize billing for all necessary charges associated with the execution of this University event.

PeopleSoft Account Information _____ - _____

Manager/Director/Chair Signature Here (required): _____ Date: _____

Division AVP/VP Signature Here (required): _____ Date: _____