

All University – Auditorium Request Form

Instructions

This form should be used by academic departments or colleges to request all university auditorium – “large lecture” – rooms for classes.

The following are CSULB All University Auditorium spaces that can be requested via this form. Seat capacity is indicated in ():

CBA-139	(117)	LH-150	(170)
CBA-139A	(117)	LH-151	(277)
CBA-140	(197)	MM-100	(110)
CBA-140A	(197)	MM-200	(109)
DESN-112	(80)	PE1-059	(120)
ECS-105	(200)	PH1-140	(116)
FCS-008	(96)	PH1-141	(215)
FCS-126	(93)	PSY-150	(149)
LA2-109	(94)	UT-108	(300) – available limited hours
LA4-108	(81)	USU-115	(236) – see attachment for additional information

Prior to schedule building for the spring and fall terms, departments and colleges are asked to submit requests on this form for large lecture space. There is a specified deadline to submit these requests. Once that deadline has passed, subsequent requests should be submitted on this form as soon as a need is determined.

Filling out the form

- Complete the form by clicking the fields, and entering the appropriate information.
- Where ever possible, indicate a 2nd choice.
- The Department Scheduling Coordinator should complete the form and submit to their College Scheduling Coordinator for signature approval. The College Scheduling Coordinator then submits the signed form to Academic Support.

Submitting the form

- To submit your request, print the completed form and submit to Academic Support with required signature approval.
- **Before** schedule building for the term has begun: submit all college request forms together by mail or in-person to Academic Support, BH-123. DO NOT FAX.
- **After** schedule building for the term has begun: submit form by mail, in-person, or fax to Academic Support, BH-123 Fax: 5-7003