



Requests are honored on a first-come, first-served basis.

This form does not guarantee a reservation.

Event Request Form – Important Information

Thank you for your interest in hosting an event at California State University, Long Beach (CSULB). Before submitting your request, please take a moment to review our **Rate Sheet**, which outlines the costs associated with our various services and facility rentals.

Additionally, please be aware of the **insurance requirements** necessary to hold events on campus. All suppliers, vendors, and lessees must procure and maintain insurance coverage for the duration of their contract to protect against claims for injuries or property damage arising from their operations.

3rd Party Information

3rd Party Name

3rd Party Address

3rd Party Email

3rd Party Phone #

3rd Party Contact Name

3rd Party Contact Email

Are you working with a university department? Yes No

Please note: You will require a Partnership Sponsor Form.

Event Information

Event Name

Event Date

[Preferred Location \(s\)](#) [\[Review available spaces\]](#)

Event Start Time

Event End Time

Number of attendees

Access Start Time

End Access Time

Event Description

Will food be served? Yes No

Will alcohol be served? Yes No

Will minors be in attendance? Yes No

If so, will minors be accompanied by parents or guardians? Yes No

And, indicate an age group for minor attendees:

0-5

6-9

10-13

14-17

Will your event feature a Guest Speaker? Yes No

Please note, the Event Services office requires 30-day notice for all events featuring a guest speaker.

If so, provide the speaker(s) name(s), title(s), and company(s).

Requested Services

Do you require the following **Parking Services**? (Select all that apply)

Permits # Signage Mobile Marquee Other: _____

Do you require the following **equipment**? (Select all that apply and indicate quantity.)

Chairs # Trash Cans # Canopy #
 Tables # Recycling Bins # Other: _____

Do you require any of the following **Audio-Visual** equipment?

(Select all that apply)

Projector Hyflex Room Speakers
 Projector Screen Desktop None
 Microphone Podium Other: _____

I have read and agree to be governed by CSULB policies, information and regulations and the statement on fundraising (when applicable). I understand that the violations of campus regulations may result in the loss of privileges or other restrictions at CSULB. Scheduling events needs to follow the [Tier Classification Guidelines](#). As a reminder, requests are honored on a first-come, first-serve basis; **this form does not guarantee a reservation.**

Signature

Date