

FACILITIES/EVENT REGISTRATION

Event Classifications

- **CLASS 1 EVENT:** A Facility Request Form must be approved by Arena & Conference Services a ***minimum of 30 working days prior to the event.***
 - Evening and weekend events.
 - General public in attendance.
 - Admission fee or ticket sales required for admission.
 - Alcohol.
 - CSU Police required for event.
 - A food waiver request for the event.
 - Special requirements and/or services are needed for the event.
 - Mandatory attendance for an Events Committee Meeting. If the organization does not attend the meeting the event will be canceled.

- **CLASS 2 EVENT:** A Facility Request Form must be approved by Arena & Conference Services a ***minimum of 15 working days prior to the event.***
 - Events with set up or audio/visual requirements.
 - Auditorium requests for rehearsals.
 - Events requiring Campus Catering services.

- **CLASS 3 EVENT:** A Facility Request Form must be approved by Arena & Conference Services a ***minimum of 5 working days prior to the event.***
 - Information tables.
 - Bake sale and fundraising tables.
 - Events requesting facilities requiring no set up or audio/visual services.