

PROCEDURE GUIDE FOR REQUESTING EVENTS AND SERVICES FOR CAMPUS EVENTS

Scheduling an Event

1. Request the facility on-line using the Room Availability or the Request an Event module on our CUI website under "my cui". This will create an Express Request that will go to University Services.
 - Be sure to check the Room Availability module on "my cui" before you Request an Event.
2. This is only an Express Request. When the University Services office receives the on-line request, it will be reviewed and become a Scheduled Event if all is well. Please allow a **MINIMUM** of 48 hours before receiving a confirmation back from University Services.
 - A confirmation will be sent via e-mail from SPii Request Wizard with the subject line: Activity Confirmation. If there are any questions or conflicts, University Services will notify the contact person.
 - Be sure to include the pre-access and post-access times, if needed.
3. Include the equipment needed by checking the appropriate box on the Services tab of the request form and include any special information in the "Furnishing Special Instructions" box. This will alert University Services that extra time is needed for the set up of the event. **UNIVERSITY SERVICES WILL NO LONGER BE PLACING THE REQUEST WITH ARAMARK FOR YOUR EQUIPMENT. YOU WILL NOW BE RESPONSIBLE FOR CONTACTING ARAMARK TO ORDER THE EQUIPMENT THAT IS NEEDED FOR THE EVENT.**
 - a. Make sure that the size of your event, i.e. how many people and the equipment being requested, will be accommodated by the room/facility that the event is being held in.
4. All of the requests for any events in the residence hall areas will continue to be handled by Residential Education Services at Ext. 1498. They in turn, will contact University Services so it gets on Scheduler Plus.
5. All audio/visual requests are now the responsibility of the requestor as well. Here are the contacts for the facilities:
 - a. Grimm Hall:
 - i. All of these rooms have full AV other than the Preus Faculty/Staff Lounge
 - b. CU Center:

- i. The Music Department is your contact for this facility. You will need a sound technician for the worship center and a student employee will be hired by The Music Department and your department will be charged for this service.
 - c. All other locations on campus
 - i. Equipment must be ordered through IT via an e-mail to the Help Desk at ITS@cui.edu. You will be responsible for picking up the equipment and returning it.
- 6. If you have any questions about these procedures, please contact Kristen Maisano.

FREQUENTLY ASKED QUESTIONS

1. Q: Why do I have to have an event number for Aramark when I'm only requesting equipment or a set-up?
A: We have to be sure that the facility has been reserved and that it isn't double-booked. Our scheduling system will not allow us to reserve two events in the same facility at the same time.
2. Q: Why do I have to enter the pre-access and post-access time when I'm requesting a facility?
A: You may have a large event and you need to be in the facility a few hours (or fifteen minutes) before it is actually open to your guests. Also, the clean up time may take longer than you may think. It's always best to be safe, than sorry.
3. Q: Why will the event be charged for a sound tech in the CU Center if it's a university sponsored event?
A: Jon Jordening will hire a student who has been fully trained on the equipment to work your event. They must be paid so it will come out of the budget of the requesting department.
4. Q: Why can't I just call University Services and request an event?
A: You must use the on-line "Request an Event" or the "Room Availability" modules. The "Room Availability" module has the "Request an Event" button at the bottom that takes you right to the "Request an Event" module. This way you will know that the room/facility is available before you request it. This system has a safeguard built in so you can't make a last minute on-line request; you cannot request an event any earlier than 2 days before. **ONLY** in this instance should you contact University Services by phone or e-mail.