



Campus Reservations: How to Request Space

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This guide is designed to help you determine the information required to find and reserve a space for your event, meeting, or table reservation. To ensure all requests are processed in a timely manner, please send an email to rmsched@fgcu.edu. Requests submitted with incomplete information will be delayed.

REQUIRED: Event details must be finalized with your event planner at least 14 days prior to the event date. Please give the Room Scheduler at least **2-3 business days to process** your request.

Do not advertise, promote, or contract services for your proposed event until you have received an email confirmation from Campus Reservations.

REQUIRED INFORMATION

- 1. Event Title/Name**
- 2. Host Organization Name**
 - Registered Student Organization, FGCU Department, Course Related, etc.
- 3. Are you working/partnering with additional Departments or Organizations?**
- 4. Headcount** (Best Guess)
- 5. Event Date(s)**
 - 1st, 2nd, and 3rd preferences
- 6. Event Timeframe**
 - Setup Time: _____ Event Times: _____ Breakdown Time: _____
- 7. Event Location**
 - 1st, 2nd, and 3rd preferences, or if you are unsure, let us know what you are looking for in a location (tiered seating, round tables, empty space, outdoor/indoor, etc.)
- 8. Detailed description of your planned activities**
 - Please provide general information about your event including, not limited to VIPs, Guest Speakers, Agendas, etc.
- 9. List any additional services**
 - Technology (AET), Catering, Custodial Services, Parking, etc.
- 10. Event Contact Information**
 - First & Last Name, Phone Number, Email Address
- 11. Is this part of an existing reservation?**
 - If so, provide the reference number (2019-ABXXX)

Fine Print:

Space is subject to availability. Some dates may not be available due to University closures, holidays, school breaks, or may be limited due to hours of operation. Some spaces are restricted or require approval (increases processing time). You can request classroom space at any time and we will add you to a waitlist, however, classrooms cannot be assigned until after the add/drop date for each semester. Paperwork may be required to process your request, including, but not limited to an Event Planning Form, Course-Related Activity Form, Business Information Application, or an Animal Application. **STUDENTS ONLY:** Registered Student Organizations (RSO) must submit an Event Planning Form (when required) 14 calendar days prior to their event day.