



CALIFORNIA STATE UNIVERSITY CHANNEL ISLANDS  
Associated Students Incorporated

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**Effective Date:** <Office Use Only>  
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**Procedure on ASI Event Request Form/Clubs and Organizations Event Request Form**

**Intent:** To provide an efficient and consistent means to any group affiliated with either the ASI entities or clubs and organizations who wish to request campus space for an event or meeting; it also provides a system for all entities of the University to request equipment from The Hub.

**Background:** Due to the launch of the R25 system and the elimination of the Events & Facilities Use Request Form, ASI is establishing a process by which clubs and organizations, ASI entities, and other various members of the campus community can request the usage of space as well as equipment from The Hub.

**Accountability:** Advisors for clubs/organizations, Coordinator of Student Leadership Programs, ASI Support Coordinator, Director of Leadership, Career and Health, Dean of Students and the Vice President for Student Affairs.

**Applicability:** ASI entities, students, faculty and staff affiliated with a club or organization requesting the usage of space, and all students, faculty or staff that wish to request the usage of The Hub's equipment.

**Attachment(s):** ASI Event Request Form/Clubs and Organizations Event Request Form

**Procedure:** The requestor will fill out all information pertaining to their request. The areas indicated in red are required fields that must be completed in order for the form to be processed. After the requestor has verified that all information on the request is accurate, they must obtain their advisor's or supervisor's signature.

Clubs and Organizations:

The advisor of a club or organization does not have access to request their group's events or meetings through R25; however, their approval of the Clubs and Organizations Event Request Form is mandatory in order for the Leadership, Career and Health office to further process the form. Upon advisor approval, the form should be delivered to the S.E.A.L. Center, where it will be processed by the coordinator of Student Leadership Programs.

ASI Entities:

Upon filling out the request form and obtaining an approval signature from an advisor, the document is returned to the ASI support coordinator for processing.

Student, Faculty and Staff Requesting Equipment:

The requestor will fill out as much of the form as possible. Please ensure that the equipment quantity (if applicable), duration of use, and pick up and delivery times of the requested equipment are indicated in detail on the form. After the form is complete and a supervisor has signed off on the request, it is sent to the ASI support coordinator for processing. Once approved, it is the requestor's responsibility to pick-up the requested items and deliver the items no later than 24 hours after the date of the event. Failure to adhere to these terms may result in suspension from using The Hub's resources.