The Associated Students Event Services Department is pleased to announce the opening of our Priority Reservation Period for meeting and event spaces in the Cesar Chavez Student Center for Academic Year 2020-2021. Organizations may submit requests according to the priority windows listed in this memo.

As of April 2020, we have moved the reservation request process to GatorXperience. Please use the following link to submit your requests on your designated priority start date:

https://sfsu.campuslabs.com/engage/submitter/form/start/399378

Requestors will receive an email from AS Event Services once a reservation has been created. Questions and requests for assistance may be directed to the AS Event Services Department:

Associated Students Event Services Department  
Cesar Chavez Student Center - T119  
Office Hours: Monday-Friday 9:00am to 5:00pm  
Phone: 415-405-0723  
Email: scheduling@asi.sfsu.edu

In-office hours are subject to change due to the ongoing SF State response to the Coronavirus outbreak, but emails and voicemails will continue to be monitored and addressed in the order they are received.

PRIORITY WINDOW RESERVATION REQUEST GUIDELINES

- **PRIORITY WINDOWS**
  - Priority windows begin at 9:00am on the designated start date and close on the first day of the following priority window.
  - Reservation requests will not be accepted before the appropriate priority window opens. Requests received outside the designated priority window will be processed in the order they were received once all requests within that window are addressed.

- **RESERVATION LIMITS**
  - To ensure availability to as many organizations as possible, Registered Student/Greek Organizations will be limited to three (3) recurring weekly meetings during their priority window. Additional requests may be made once the priority period has ended.

- **RESERVATION STATUSES**
  - Reservations are subject to administrative review and will be considered tentative until all requirements are met.
  - Registered Student/Greek Organization requests are subject to review by the Department of Student Activities and Events prior to approval.

- **GENERAL RESERVATION GUIDELINES**
  - Organizations requesting space in the Cesar Chavez Student Center agree to adhere to the policies and procedures outlined in the AS Event Services Handbook, available by visiting asi.sfsu.edu/meeting-events.
  - Organizations with outstanding past due balances for past reservations will not be permitted to reserve space until all invoices are paid in full.
ATTENTION REGISTERED STUDENT/GREEK ORGANIZATIONS:

Reservation requests may only be submitted by student organization officers who have completed the Student Leader Orientation, and are approved by the Department of Student Activities and Events. SF State faculty, staff, or community members may not request reservations on behalf of a Registered Student/Greek Organization, and may not be listed as primary or secondary contacts on reservations. Requests which do not comply will be immediately dismissed.

Graduating or outgoing organization leaders may continue to submit reservation requests until their tenure as an SF State student and/or organization officer has ended. It is the obligation of the RSO/RGO to update AS Event Services of any changes in leadership and event contacts. Incoming leadership must send an email to scheduling@asi.sfsu.edu providing their position, SF State email address, and phone number, and be able to confirm that they have completed the Student Leader Orientation before being added as a reservation contact. Failure to comply may result in the forfeiture of reserved spaces.

Priority Window Schedule - Academic Year 2020-2021

a) AS-SFSU Operating Schedule 9:00am - Monday, April 13th, 2020

b) AS Board of Directors 9:00am - Thursday, April 16th, 2020

c) Associated Students Program/Department Events 9:00am - Monday, April 20th, 2020
   i) Art Gallery, The Depot, Early Childhood Education Center, Education and Referral Organization for Sexuality, Environmental Resource Center, Legal Resource Center, Project Connect, Project Rebound, Productions, Rack N Cue, Richard Oakes Multicultural Center, Queer and Trans Resource Center, and Women’s Center events, programs, and meetings.

d) Traditional Annual Special Events 9:00am - Thursday, April 23rd, 2020
   i) “Traditional Events” are special events that have taken place in the Cesar Chavez Student Center for at least five (5) consecutive years.
   ii) Organizations may reserve a maximum of two (2) Traditional Events per semester.

e) All University-Wide Special Events and Programs 9:00am - Monday, April 27th, 2020
   i) Office of the University President, Commencement, New Student Programs, Student Activities and Events, Health Promotion and Wellness, and Career Services and Leadership and Development.

f) Registered Student/Greek Organization Meetings 9:00am - Thursday, April 30th, 2020
   i) Meetings may only be requested in the following spaces:
      1) Rosa Parks A-C, D, E, F; T-153; T-160; T-152
      2) Weekly meeting reservations may not exceed three (3) hours in length.

g) Registered Student/Greek Organization Special Events 9:00am - Monday, May 4th, 2020
   i) Jack Adams Hall and Multi-Room Conferences

h) University Department Events and Programs 9:00am - Monday, May 11th, 2020

i) End of Priority Reservation Period 9:00am - Monday, May 18th, 2020
   i) All requests will be processed in the order they are received.