



**CESAR CHAVEZ
STUDENT CENTER**
San Francisco State University

1650 Holloway Avenue • San Francisco, CA 94132 • Office (415) 338-1044 • FAX (415) 338-1738

DATE: April 5, 2010

TO: All SF State Student Organizations
All SF State University Departments

FROM: Mark Jaramilla, Meeting & Events Coordinator

RE: **Student Center Room Reservations, August 2010 - June 30, 2011**

It is that time again to reserve space at the Cesar Chavez Student Center for the 2010-2011 academic year! As we have in the past, the Student Center calendar will quickly fill up. Mark your calendars accordingly and start planning for your events next year.

To ensure that your group obtains your desired time and space, please submit your completed Room Reservation Request on the designated priority start dates listed on this memo.

Please note: Room requests will not be accepted before the appropriate Priority Start Dates.

There are two ways to submit your room requests on your designated priority start date:

1. Submit your request online at www.studentcenter.com. Click on the "Room Scheduling" icon on the bottom right of the page. All online requests must have a pre-approved Web User account. If you do not have a Web User account, please register at your earliest convenience at: <http://www.sfsustudentcenter.com/services/scheduling.php> (Please contact us during our business hours and receive on the phone assistance)

Or

2. Simply drop by the Meeting Services Department Office during our business hours:

Meeting Services Department Office T-123, (415) 405-0723

Monday – Friday, 9:00 am – 5:00 pm

(Hours subject to change due to CCSC Building Hours & SFSU Campus closure)

Attention Student organizations – Only student organization officers registered and approved by the office of Leadership Engagement Action and Development (LEAD) may reserve rooms for their specific student organization.

Student organizations should also be aware that their reservation requests will not be confirmed until it has been approved by a LEAD Advisor and has been filed with Cesar Chavez Student Center Meeting Services Department. For more information on how to reserve a room, see the Room Reservation Handbook available at the Information Desk, Student Center Business Office (LC-134) and also online at <http://www.sfsustudentcenter.com/services/scheduling.php>

If you have any additional questions, the Meeting Services Department staff is more than happy to help you. Please contact us at (415) 405-0723 or email us at rooms@sfsustudentcenter.com.

Priority Scheduling Start Dates For Fall 2010 – Spring 2011

Student Center rooms and related facilities may be reserved according to the following priority list.

Please note: Room requests will not be accepted before the appropriate Priority Start Dates.

**** All Request outside of the appropriate dates will be Denied. ****

Requestors can begin scheduling room reservations on the following dates for each area:

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| a) Student Center operating schedule | May 7, 2010 |
| b) All University special programs
(e.g. Advising Days, Career Center events,
New Student Orientations, World AIDS Day) | May 12, 2010 |
| c) Official meetings for:
-Student Center Governing Board
-Associated Students, Inc. Board and Legislature
-Registered student organizations weekly meetings (1) | May 14, 2010 |
| d) Traditional Annual or Bi-Annual Special Events sponsored by student organizations (2) | May 18, 2010 |
| e) Associated Students, Inc. Programs
(e.g. AS Performing Arts, Project Connect, EROS,
Legal Referral, Women's Center, Project Rebound,
and ASI sponsored events) | May 19, 2010 |
| f) Registered student organizations' regular programs and events | May 20, 2010 |
| g) University groups | May 21, 2010 |
| h) All other groups | May 28, 2010 |

(1) Meetings can only be scheduled in the Rosa Parks and Terrace Level meeting rooms. All weekly meeting reservations cannot exceed three hours.

(2) "Traditional events" are special events that have been scheduled in the Student Center for at least five years by a student organization. Organizations sponsoring traditional events are allowed a maximum of two event reservations per semester. All requests submitted after the designated date of May 18, 2010 will be processed according to the same priority as other student organizations' events with a priority date of May 20, 2010.