



# CESAR CHAVEZ STUDENT CENTER

San Francisco State University

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

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DATE:

April 6, 2012

TO:

All SF State Student Organizations  
All SF State University Departments

FROM:

Mark Jaramilla, Meeting & Events Coordinator

RE:

**Student Center Room Reservations Priority Dates, August 2012 - May 2013**

It's that time again to reserve space at the Cesar Chavez Student Center, a historically popular location for meetings and special events. We encourage you to request your desired date quickly for a successful reservation fulfillment. We look forward to hosting your event this upcoming 2012 – 2013 Academic Year.

To ensure that your organization obtains your desired time and space, please submit your Room Reservation Request on the designated Priority Start Dates as listed on this memo. ***Please be aware, room requests will not be accepted before the appropriate Priority Start Dates.***

There are three ways to submit your Room Requests on your designated priority start date:

1. Submit your request online at: <http://130.212.45.65/Login.aspx>

NOTE: All online requests must have a pre-approved Web User account. If you do not have a Web User account, please create an account at your earliest convenience at: <http://130.212.45.65/AccountManagement.aspx>  
(Please contact us during business hours for phone assistance)

**Or**

2. Call in during our business hours and receive phone assistance: (415) 405-0723

**Or**

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

**Student Center Meeting Services Department Office, T-123**

Monday, Tuesday, Thursday, Friday, 9:00 am – 5:00 pm

Wednesday 9:00 am-4:00 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.

All student organization reservation requests are tentative, until approved by LEAD.

**All Organizations** are expected to adhere and follow SFSU policies and procedures, and by booking space within the Student Center, you are agreeing to terms as stated within on our Student Center Room Reservation Handbook. PDF Link: <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](mailto:rooms@sfsustudentcenter.com).



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## Student Center Room Reservations Priority Dates, August 2012 - May 2013

***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:

- |  |                                |
|--|--------------------------------|
| a) Student Center operating schedule   | 9:00 am, <b>April 20, 2012</b> |
| b) All University special programs<br>(e.g. Advising Days, Career Center events,<br>New Student Orientations, World AIDS Day)  | 9:00 am, <b>April 25, 2012</b> |
| c) Official meetings for:<br>-Student Center Governing Board<br>-Associated Students, Inc. Board and Legislature<br>-Registered student organizations weekly meetings <b>(1)</b> | 9:00 am, <b>April 27, 2012</b> |
| d) Traditional, Annual, or Bi-Annual Special Events sponsored by student organizations <b>(2)</b>  | 9:00 am, <b>April 30, 2012</b> |
| e) Associated Students, Inc. Program<br>(e.g. AS Performing Arts, Project Connect, EROS,<br>Legal Referral, Women's Center, Project Rebound,<br>and ASI sponsored events)        | 9:00 am, <b>May 2, 2012</b>    |
| f) Registered student organizations' regular programs and events   | 9:00 am, <b>May 4, 2012</b>    |
| g) University Departments & Affiliations   | 9:00 am, <b>May 7, 2012</b>    |
| h) All other groups  | 9:00 am, <b>May 9, 2012</b>    |

**(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 to reserve a maximum of two traditional events per semester. Requests received after the priority date will be automatically dropped to the next immediate priority date on the calendar. After May 7th, all requests are on a "first come first serve" basis.

**(3)** Rigoberta Menchú Hall can be used a maximum of 3 times per semester per student organization. It is available on weekdays after 4:00 p.m. or on weekends during the semester. During Intersession and Summer it can be reserved during the day. This area is reserved for receptions only. The furniture arrangement is limited to a reception configuration.