

# Reserving Space On-Campus

Updated 2023

Chapman University recognizes student events as a core component of an organization experience. The sections below outline some of the most common event planning procedures and are in no way inclusive of all event planning processes. If you have additional questions, please contact [studentorgs@chapman.edu](mailto:studentorgs@chapman.edu).

## Timeline for Reserving On-Campus Space

All on-campus location requests must be submitted through the [Student Organization Meeting/Event Form](#). This form should only be used by students who have authorization to make a request on behalf of the student organization/chapter (rosters will be checked to ensure that the person is listed as a member). As part of this form, students must select one of the following event types:

1. **On-Campus Event** - Request for on-campus space that includes any of the following: funding, ticketing, Sodexo food service, unique layout requests or staging, risk management waivers, unique media requests, guest speaker/performer, service provider, vendor, or non-Chapman entity involved in the event,
  - a. Requests must be submitted at least 2 weeks prior to the event date
2. **On-Campus Event (Restricted Space)** - Request for on-campus space in any of the following areas: Aitken Arts Plaza (Musco Lawn), Fish Interfaith Center, Hutton Sports Center, Memorial Hall, Musco Center for the Arts, Sandhu Conference Center, Wilson Field
  - a. Requests must be submitted at least 2 weeks prior to the event date
3. **On-Campus Tabling** - Request for a tabling event in any of the following areas: Attallah Piazza, Argyros Forum Student Union, Beckman Hall Lobby
  - a. Requests must be submitted at least 5 business days prior to the event date
    - i. *Note: If canopies are being used, each leg must be weighed down by canopy weights and no more than seven tents can be used in a row without clearance from Fire & Life Safety.*
4. **On-Campus Meeting** - Request for on-campus room using minimal or existing room technology (laptop/projector) and minimal facilities setup (preset classroom, or tables/chairs in one of the pre-defined room layouts)
  - a. Requests must be submitted at least 5 business days prior to the event date

*\*Events that have any of the following will require additional time to plan and schedule. Please refer to the [Timeline for Contracts](#) section to identify how far in advance you must submit the Student Organization Meeting/Event Form.*

- *Paid/Unpaid Speaker*
- *Paid/Unpaid Performer or Artist*
- *Paid/Unpaid Photographer*
- *Paid/Unpaid Service Providers or Vendors*
- *Equipment or Venue Rental*
- *Film Screenings,  
movie/performance rights*

Cancelling an event? Email the Event Operations office at [eventoperations@chapman.edu](mailto:eventoperations@chapman.edu). Use of a space is not confirmed until a confirmation is received via email.