# REQUESTING A LARGE SPACE AT THE STUDENT CENTER

01 Gather your event details and complete a Student Center Event Request Form, which can be found on the Student Center Intranet page. Again, be sure to review Student Center policies on events and deadlines for reserving space.

02 Submit your PDF form via email to studentcenter@colum.edu.

03 A member of the Student Center staff will reach out to you regarding your request. If everything looks good and the space is available, they will confirm your request and begin the planning process. Note: they may ask for more details before confirming your reservation.

04 Be sure you have a detailed furniture layout and schedule for the day(s) of your event including setup, any load ins/load outs (inform Student Center staff if you need to load anything in or out), and teardown. A tech plan and/or schedule is needed for any events that require sound or lighting.

05 While space and house technology are available at no cost for Student Organizations, certain things may require an extra cost including additional security, cleaning, etc. Review Student Center policies for this information. Student Center staff will also notify the hosting organization of any possible costs in the planning process.

06 For events that have guests outside of the CCC community, the hosting organization will have to provide a guest list to securitycommand@colum.edu at least two (2) days before the event. Guest list form can be found on Student Center Intranet site. If external guests are invited but unknown, event host(s) will have to staff a table pre-security on the 1st floor to check in and identify any non-CCC guests for the duration of the event.

07 All 5th floor events will require a walkthrough meeting at least two weeks before the event date. A CCC faculty or staff advisor must be present for the duration of the event including setup and teardown.
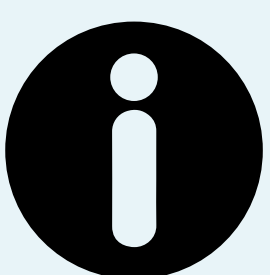
ⓘ ANY FURTHER QUESTIONS? CALL THE STUDENT CENTER RECEPTION DESK AT **312-369-8000** FOR MORE INFORMATION.