

THE POINTE
Reservation Request Form



Housing & Residential Life

CALIFORNIA STATE UNIVERSITY
LONG BEACH

Basic Event Information					EMS#:
Requested Event Date(s):		During Weekend?		During Holiday?	
Event Name:					
Department/Organization:					
Reserved Time*	Start:	End:	* Time needed to access and vacate the facility, including catering		
Event Time*	Start:	End:	* Time your event will actually start and end		
Number of Participants*:		# of Minors, if any:		* Numbers must not exceed max capacity numbers	
Description of Event: (Write a short description of your event/purpose/organization)					

Room & Event Specifications						
Requested Room(s): (Check all that apply)	Pacific Sunset:		Summit:		Set Up Type:	
	Gallery:					
Audio / Visual		Amenities			Parking	
Wireless/Lapel Mics	Qty:		Stage Rental (\$50)		Guests will pay & park via kiosks	
Hardwired Mics	Qty:		Easel Rental (\$5ea)		1-day permit (\$15 each)*	Qty:
Projector / Screen			Mobile Cork/Whiteboard (\$20ea)		Custom directional signs (\$60 each)	Qty:
PPT Clicker			Dance Floor Rental - 21'x21' (\$250)			
Partition Pacific Sunset Room?		* Linens are not provided by the Pointe.			* Plus \$30 Parking Processing Fee (flat-rate)	
*We do not have teleconferencing equipment		* Pinning/taping material on walls is not permitted.			* Campus Depts: Ask your Dept about kiosk codes	
Catering				Insurance		
Do you plan to use catering?*		*A campus approved caterer must be used for any event involving food and drink.				
If yes, which one?						
Please specify any vendors/special arrangements/decorations/accommodations you might bring or need for your event:						

Primary Contact Information			Day of Event Contact (if same as primary, leave blank)		
Contact Name:			Contact Name:		
Primary Number:			Mobile Number:		
Email Address:			Email Address:		
Address <small>*(if on-campus, skip and input dept. building/room below)</small>			Customer Type		
Street					
City					
State, Zip		*On-Campus:	*If student org, must be scheduling certified		

For Office Use Only		Notes
Calendar		
EMS Number		
MOU/FUA Sent		
MOU/FUA Rcvd		
Payment		
EMS Tent. Booked		
Layout Finalized		
Other Services		