

Winter/Spring 2025

University Classroom/Conference Room Quick Request Form (QRF)

DOWNLOAD COMPLETED FORM TO YOUR COMPUTER AND EMAIL TO SPACEMGT@CSUS.EDU

Today's Date: _____

CUSTOMER INFORMATION – COMPLETE ALL INFORMATION	
Campus Department	
Submitted By (Name and Title)	
Requester Email and Phone	
Person Responsible for Event (Name and Title)	
I have read and agree to the terms and conditions for use of University facilities.	Yes

EVENT INFORMATION	Meeting 1	Meeting 2
Event Date (Between 1/2/25 - 5/18/25)		
Day (Monday – Friday only)		
Event Start Time		
Event End Time		
Estimated Attendance (Less than 100)		
Space Requested (Max 2 rooms per date) If relevant, list building and/or room feature preference (e.g., MND Hall, tables/chairs, tiered seats, etc.)		
Purpose of Meeting/Activity		
Required for course – Yes/No	Yes No	Yes No
If yes, list course subject, number, and section		
K-12 Participants (Yes/No)	Yes No	Yes No

FOR SPACE MANAGEMENT USE ONLY

Allow at least 3 business days to process this request.

The requested space is confirmed only when an event summary confirmation has been emailed to you.

QRF requests will be processed in the order received for the current term only. Events may be scheduled during campus standard hours of operation. University facilities are not available overnight and on holidays when the Sacramento State campus is closed. Annual Event Scheduling Timelines: February 1st for summer requests; June 1st for fall requests; October 1st for winter and spring requests. This form is for campus customers only. Community organizations must contact Space Management directly for requirements to use of University facilities – 60 days' advance notice is required.