

EVENT APPROVALS & ROOM RESERVATIONS

**UPSTATE STUDENT GOVERNMENT
SUNY UPSTATE MEDICAL UNIVERSITY**





APPROVAL REQUIRED THROUGH OFFICE OF CAMPUS ACTIVITIES

REQUIRED FOR ALL EVENTS,
MEETINGS, FUNDRAISERS, ETC.

TWO STEP PROCESS:

WWW.UPSTATE.EDU/CAMPUS-ACTIVITIES/STUDENT-ORGS/OFFICERRESOURCES

STEP 1 – Event Approval

- Fill out event approval form on-line for all on & off campus events.

Note – All events, meetings, gatherings for student organizations and classes must be approved through the Office of Campus Activities.

STEP 2 – Room Reservations

- Fill out request on-line for on campus events only

Once the event is approved and the room is booked you will receive email notification. If any issues arise you will be notified by email.

- Per USG no more than three events may take place at one time
- All campus event taking place
- Date/Time requested is not available
- Space requested is not available

REASONS EVENTS MAY BE DECLINED

Specific space/location request is not required. Can request a space that will accommodate estimated attendance. Can request preferred building.

PROCESS SUMMARY

- Fill out Event Approval Form on-line for all on & off campus events
- Fill out room request on-line (if on campus)
- Event is approved and room is booked
- You receive an email confirming approval of off campus events or room confirmation for approved on campus events
- Event is posted on Presence