



Step by Step Guide: How to Submit External Space Reservation Form via DocuSign

Link to forms: <http://www.calstatela.edu/usefacilities/forms>

1. Submit all information, begin signing
2. Fill out and complete all required fields
 - a. All email address fields must be completed with a calstatela.edu email address.

Select an option from the list

FINISH OTHER ACTIONS

START

DocuSign Envelope ID: 387E8AA7-EB28-423A-8923-926EC6ABD812

**External Space Request Form
Recognized Student Organizations**

Name of Event Sponsor/Contact: Myliissa Magallanes

Phone: 3-3509 Email: mmagall5@calstatela.edu
Please use @calstatela.edu email only

Name of Sponsoring Club/Organization: Book Club

Name of Secondary Contact: Myliissa Magallanes Phone: 3-3509

Email: mmagall5@calstatela.edu
Please use @calstatela.edu email only

Event Description: General Info Required - Dropdown ab973074-3f7a-4478-88aa-d4b1ae5e72fe

Preferred Location: First Choice: -- select -- Location Maps Second Choice: -- select --

Other... Library North Library South Bookstore North Bookstore South Farmer's Mkt Triangle King Hall PE Building EPIC Health Center Bio Science La Krietz Salazar Hall
(If so, please ensure that the appropriate attachment(s) is/are attached to your Presence Application)

Specify preferred location space: (If so, please ensure that the appropriate attachment(s) is/are attached to your Presence Application)

Will your event have amplified sound? (If so, please ensure that the appropriate attachment(s) is/are attached to your Presence Application)

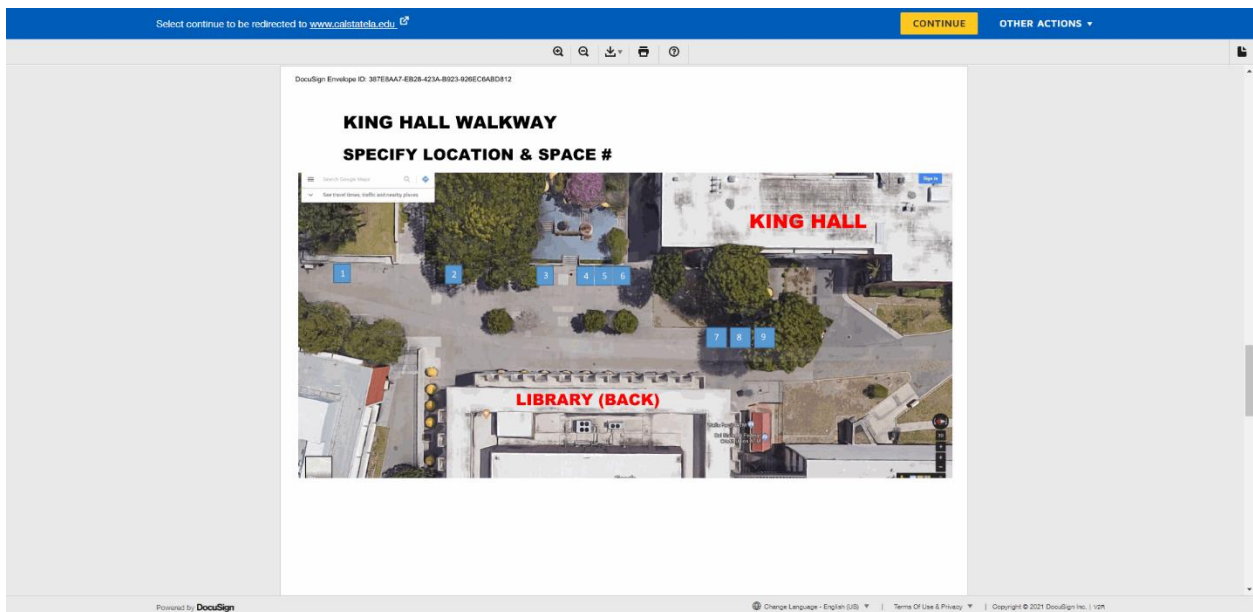
Will you be distributing or selling items? (If so, please ensure that the appropriate attachment(s) is/are attached to your Presence Application)

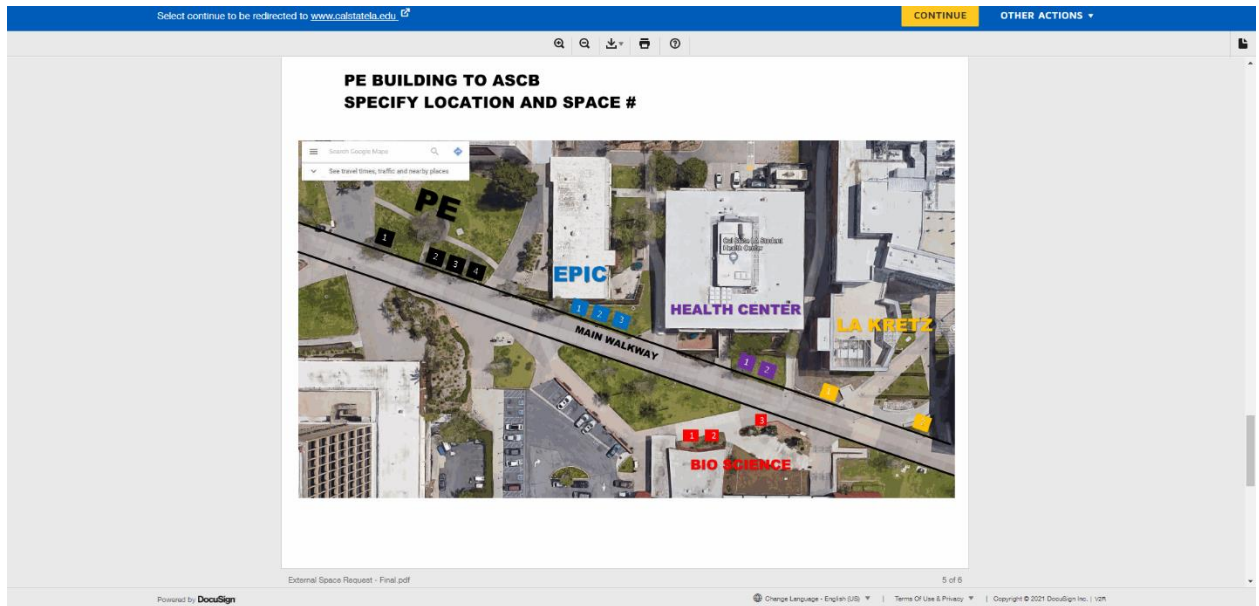
Requested Dates) and				
Date		j/p.m.	Event End Time	a.m./p.m.
		-- select --		-- select --
		-- select --		-- select --
		-- select --		-- select --
		-- select --		-- select --
		-- select --		-- select --
		-- select --		-- select --

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3. For reference on walkway locations, scroll down to walkway layouts





4. Specify preferred location (if applicable) by referencing the walkway map locations
5. Indicate all times and dates on one form if the event is multiple days
6. Initial and sign
7. Click "Finish" in top right corner

Select the sign field to create and add your signature. **FINISH** OTHER ACTIONS ▾

NEXT

Email: Please use @calstatela.edu email only

Event Description: **General Information**

Preferred Location: First Choice **Library North** Second Choice **Library South**
Location Maps are provided below

Other...

Specify preferred location space and number:

Will your event have amplified sound? **No** (e.g. Bookstore North #1, Salazar Hall #3-5, description of "Other")
(If so, please ensure that the approved Amplified Sound Request(s) is/are attached to your Presence Application)

Will you be distributing or selling food? **No**
(If so, please ensure that the approved Food Permit(s) is/are attached to your Presence Application)

Date	Event Start Time	a.m./p.m.	Event End Time	a.m./p.m.
08/23/2021	10:00	AM	12:00	PM
	<input type="text" value="-- select --"/>	<input type="text" value="-- select --"/>	<input type="text" value="-- select --"/>	<input type="text" value="-- select --"/>
	<input type="text" value="-- select --"/>	<input type="text" value="-- select --"/>	<input type="text" value="-- select --"/>	<input type="text" value="-- select --"/>
	<input type="text" value="-- select --"/>	<input type="text" value="-- select --"/>	<input type="text" value="-- select --"/>	<input type="text" value="-- select --"/>
	<input type="text" value="-- select --"/>	<input type="text" value="-- select --"/>	<input type="text" value="-- select --"/>	<input type="text" value="-- select --"/>
	<input type="text" value="-- select --"/>	<input type="text" value="-- select --"/>	<input type="text" value="-- select --"/>	<input type="text" value="-- select --"/>
	<input type="text" value="-- select --"/>	<input type="text" value="-- select --"/>	<input type="text" value="-- select --"/>	<input type="text" value="-- select --"/>

I understand that my organization is responsible for providing its own equipment (tables, chairs, canopies, etc.).

I understand that once the Facilities Use Manager has approved my request, I must review my confirmation information provided on the second page of this document.

I understand that it is my responsibility to cancel or re-schedule the event, by contacting the Use of Facilities Office via email.

I understand that submitting requests less than 10 business days in advance does not guarantee that my paperwork will be processed in time.

Sponsor's Signature: Date: 8/6/2021 | 10:32 AM PDT

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8. Use of Facilities will receive submission and approve or decline request
9. A request will be declined and returned to the requestor if:
 - a. All required information is not completed
 - b. An Event Registration Form is required but not approved in Presence
 - c. No space is available on the requested time/date
10. The notes section will indicate any questions or concerns with the form and will be returned to the requestor
11. If your first or second choice is not available, a confirmation may be made for the next available space.
12. If your request is declined, a new form must be submitted to receive a new confirmation
13. All confirmations must be kept on-hand for the duration of the event.

Select continue to be redirected to www.calstatela.edu

CONTINUE OTHER ACTIONS ▾

SPACE CONFIRMATION: The following spaces, days, and times have been assigned to you. Please ensure to keep this confirmation on hand for the entire duration of your event for verification. Should you have any questions please contact facilitiesuse@calstatela.edu or 323-343-3509.

Space Confirmation by Use of Facilities

APPROVED DECLINED

Notes:

AREA(S) REQUESTED	DATE(S)	TIME(S)
Library North 1	8/23/21	10am-12pm

Requested by: *Wylissa W. Aguilera* 8/6/2021 | 10:37 AM PDT

Signature _____ Date _____

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Reminders:

It is the responsibility of the requestor to check confirmed location and contact Use of Facilities if they would like to reschedule or change locations.

It is the responsibility of the requesting organization to provide tables/chair/canopies or any other necessary equipment for use of the Main Walkway