

SGA Event Guidelines

- The only request form SGA Clubs should use is the [SGA Event Request form](#). Make sure to select ‘**SGA Event Request**’ under ‘Select an item.’ Doing so sends the request directly to the SGA Clubs Director for their approval before they send it to the University Events Office. SGA is in charge of verifying that the request is coming from one of their clubs, and events requested without SGA’s approval will not be approved by University Events.
 - Needing help with our new request form on 25live? Here are [Detailed Instructions](#) to help. Needing more help? Here is a [Video Tutorial](#) on how to request an event.
- Events may begin no earlier than 30 minutes after the building opens and must end 30 minutes before the building is officially scheduled to close. Client access to venues must end a minimum of 15 minutes prior to building close unless otherwise arranged through the University Events Office.
- Unless otherwise stated, you will have access to the room(s) 15 minutes prior to the start of the event. You are expected to be out of the room by the specified end time.
- Event requests must be submitted with the following notice:
 - 5 business days’ notice is required if no additional setup or resources are needed
 - Special arrangements can be made, under certain circumstances, but would require discussion and approval from the Events Office.
 - 2 weeks’ notice is required if additional setup or resources are needed
- Changes and updates may be made up to 48 hours before your event, with some restrictions
- The Events Office cannot guarantee additional resources requested if extra staffing is required in order to provide. This will be handled on a case-by-case basis.
- No day-of changes are permitted.
- A full description of all activities taking place and equipment being brought in is required to be included on the Event Request Form on 25live.