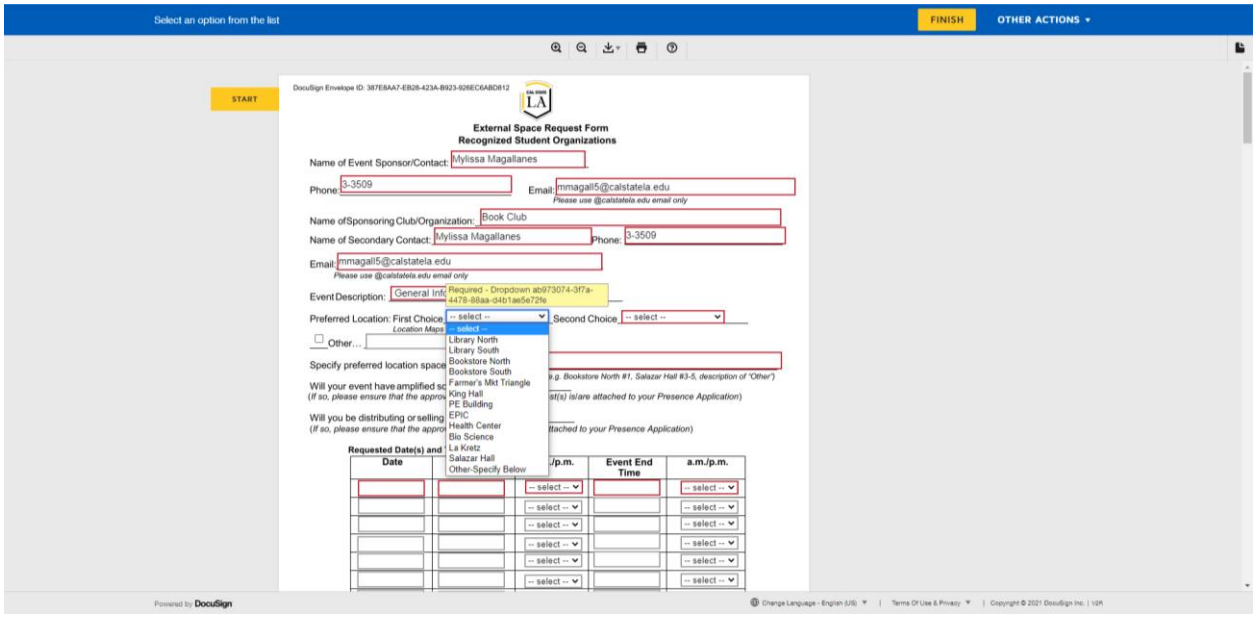
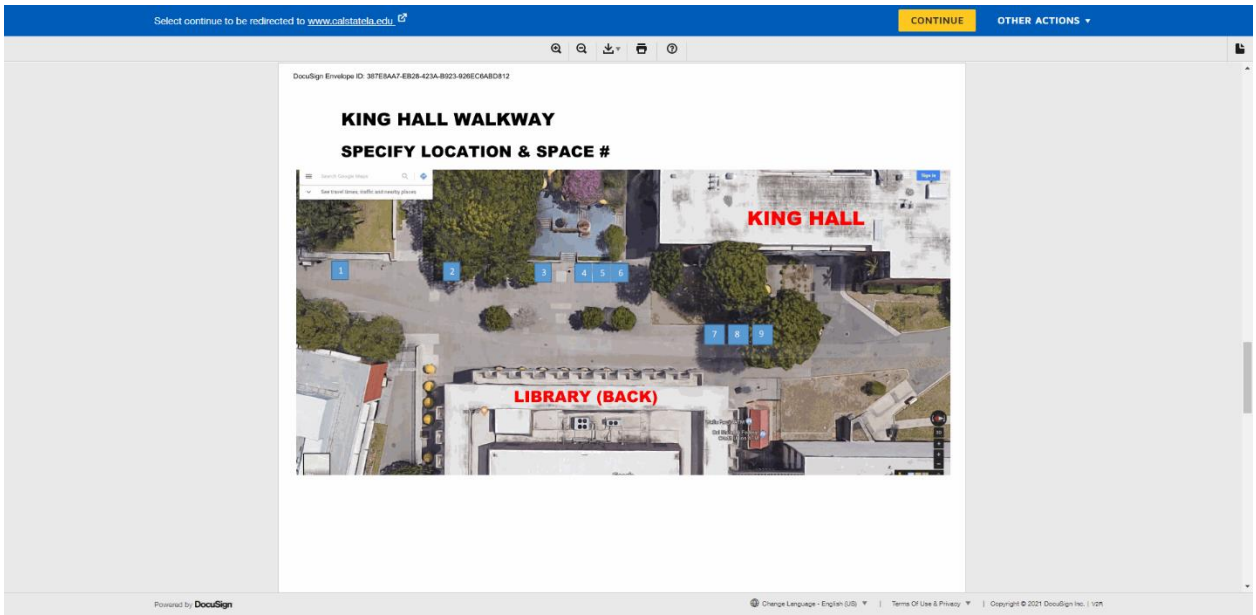
Step by Step Guide: How to Submit External Space Reservation Form via Docusign

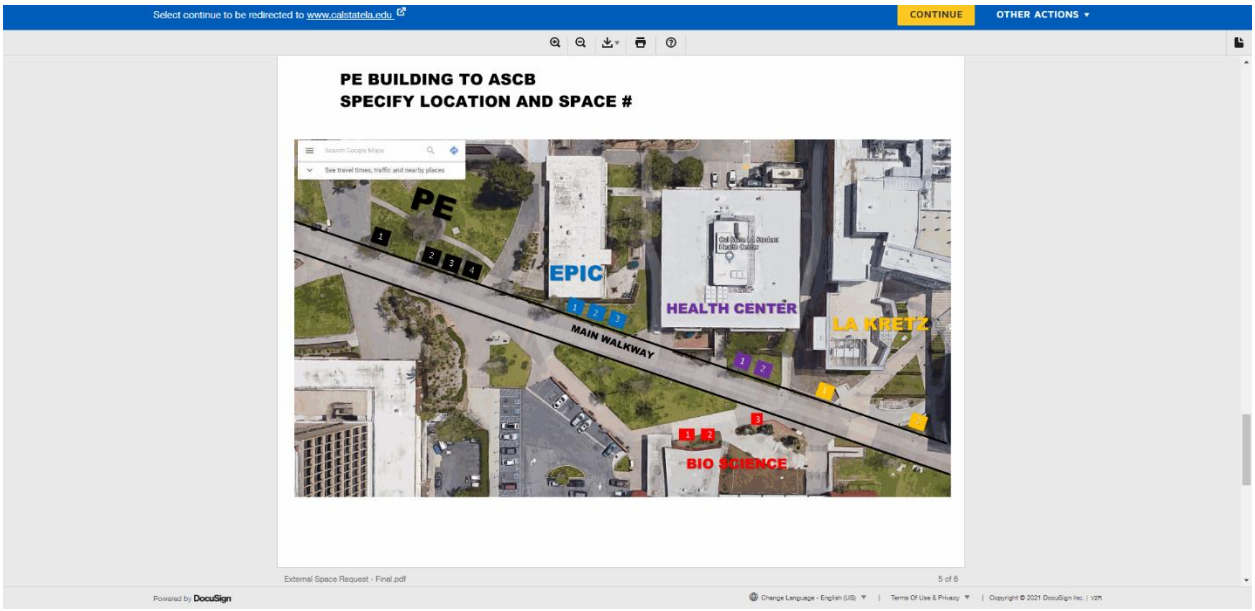
Link to forms: http://www.calstatela.edu/usefacilities/forms

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.

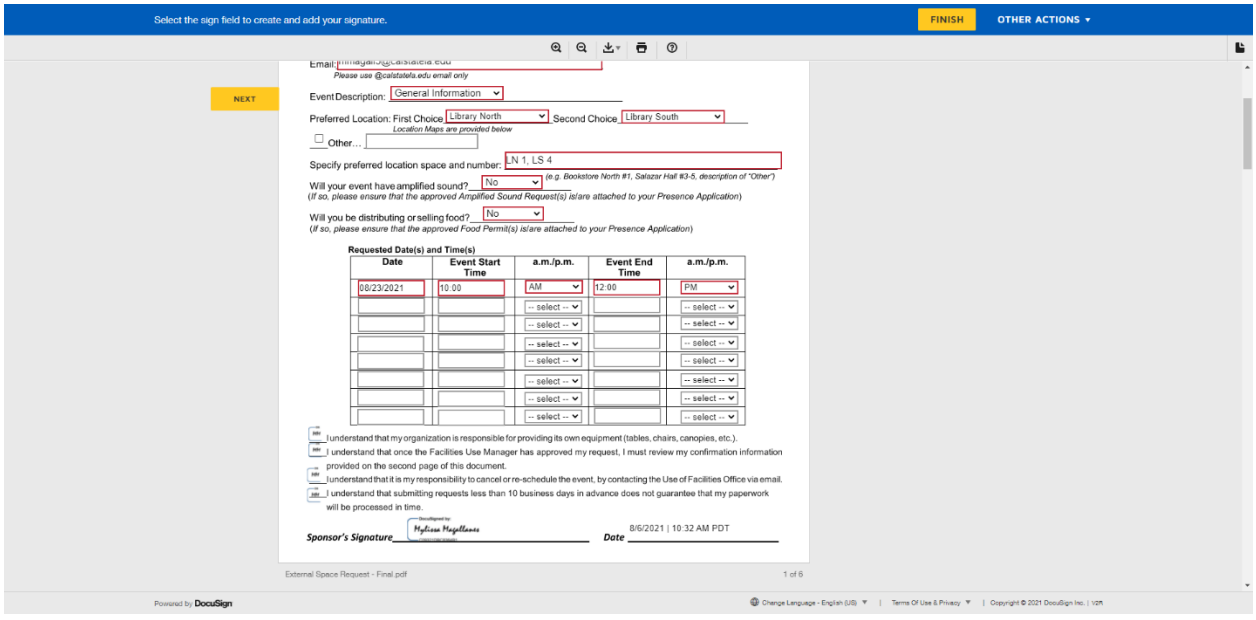


3. For reference on walkway locations, scroll down to walkway layouts

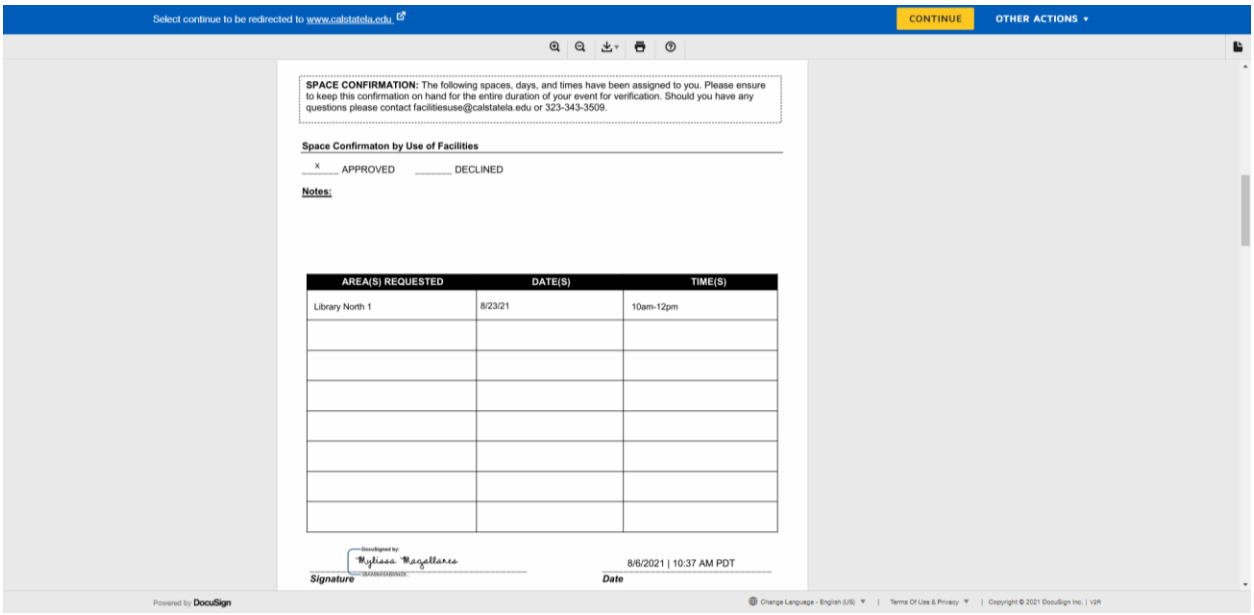




4. Specify preferred location (if applicable) by referencing the walkway map locations
5. Indicate all times and dates on one form if the event is multiple days
6. Initial and sign
7. Click "Finish" in top right corner



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.



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