



## **Requesting Meeting and Event Space on behalf of a non-ASU entity**

Requests for meeting or event space on behalf of a non-ASU entity must be submitted to the President's Office for approval. Please use this link to request space - <https://goo.gl/forms/sBcAoViRAoCvUtjD2>.

Upon submittal, the Director of Operations will communicate any further questions and confirmation if the program has been approved.

If approved, the external organization will be required to fill out a Facility Use Agreement and provide the appropriate insurance coverage as listed in the Agreement. The ASU department or individual 'sponsoring' the outside organization must plan to attend and participate in the function, leveraging the opportunity to further educate the audience about ASU.