

PV Reservation Process Step by Step

In order to request to host an event on campus each student organization and department must follow the following process listed below.

1. A requester must complete the Event Request Form – Located on www.pvpawlink.pvamu.edu. Be sure to indicate if the event is a Simple, Minor or Major Event.

Simple Event Request

Space requests that do NOT require support outside of the items/services automatically associated with the reserved space.

Minor Event Request

Space requests located outdoors or indoors, held in venues where ***200 people or less*** are expected. Events located in the Memorial Student Center, Recreation Center and/or other Academic classrooms/auditoriums requiring but not limited to the following needs:

- Cash Handling/Sales at the Door (*requires at least (2) UPD officers & advisor present at event*)
- Table/chair requests in spaces outside Memorial Student Center, Recreation Center, etc.
- Rentals (i.e. Staging, Tables, Chairs, Games, Inflatables, Novelties and/or tents)
- Sound & Lighting equipment
- Furniture placement
- Amplified Sound (i.e. DJ, PA, etc.)
- Campus Security Coverage

Major Event Request

Space requests located outdoors or indoors, held in venues ***holding 200 people or more***, and/or requiring, but not limited to, the following logistical needs:

- Cash Handling/Sales at the Door (*requires at least (2) UPD officers & advisor present at event*)
- Table/chair requests in spaces outside Memorial Student Center, Recreation Center, etc.
- Rentals (i.e. Staging, Tables, Chairs, Games, Inflatables, Novelties and/or tents)
- Sound & Lighting equipment
- Furniture placement
- Amplified Sound (i.e. DJ, PA, etc.)
- Campus Security Coverage

Request must be submitted by the following timelines:

Simple Event Requests – no less than 10 business days prior to the event date

Minor & Major Event Requests – No less than 14 business days to the event date

2. Once the event request is submitted it must be approved by the following :
 - Organization Advisor or Department Head
 - Space Coordinator confirms space/date availability, depending on the event
 - University Police Department (if classified as Minor or Major event)
 - COVID task force
 - RMS if needed
 - Final approval will be given from OSE once all parties have confirmed/ approved the event.
3. If the request is classified as simple, the Space Coordinator will approve the event and an event certificate will be generated via PVP AW Link.

4. If the request has been classified as a Minor or Major Event Request, the request must go to the Logistics committee for approval (listed above). The logistics committee will meet to approve and discuss all event requests. Security and all other logistics will be decided for the event, including cost, which must be covered by the organization or department.
5. Once the event certificate has been generated for an event, the event has been fully approved by the logistics committee and The Office of Student Engagement.

OSE Reservation Cancellation/Change Process Step by Step

Event Cancellation

Cancellation/Change of any space request must be received by the Office of Student Engagement via PVPaw Link through written completion of the *Event Cancellation/Change* no later than **72 BUSINESS HOURS** prior to the event. Failure to properly cancel a space reservation will result in the full charge of all preparation costs for such reservation. Repeated no show or cancellation of a space reservation could result in the organization or department's loss of space reservation privileges for the remainder of the year/semester.

********Note - If an event reservation changes, rescheduled, cancelled or moved due to circumstances that are beyond the client's control, the client will not be charged or penalized for the event changes. Logistic committee will work with the client to modify, change or reschedule the reservation space or date.***