



How To Reserve An Outdoor Space For Events

Elise Foradory | 65 steps | 7 minutes

★ Txst

🌐 Mymazevo

i This Scribe is only visible to you. Make any changes and then share it.

1 Navigate to

<https://www.lbjsc.txst.edu/services/event-services/outdoorspacereservations.html>

2 Click "Submit Your Request"

How To Reserve An Outdoor Space For Events

RESERVATION REQUESTS

Submit Your Request

3 Click "REGISTERED STUDENT ORGS"

OUTDOOR SPACES EVENT

SUBMIT A RESERVATION



REGISTERED STUDENT ORGS



UNIVERSITY DEPARTMENTS

4 Click the "Email Address" field and login using TXST credentials

How To Reserve An Outdoor Space For Events

LOGIN

Email Address

Next

5 Click "Texas State University, LBJ Student Center"

Select Organization...

▼ Organizations

Texas State Univ LBJ Student Center

▼ Organizations You Can Join

Texas State University, Alkek Library

How To Reserve An Outdoor Space For Events



MAIN MENU

REQUESTS

Add New Request

Events

My Events

7 Click this button.



Texas State University, LBJ Student Center

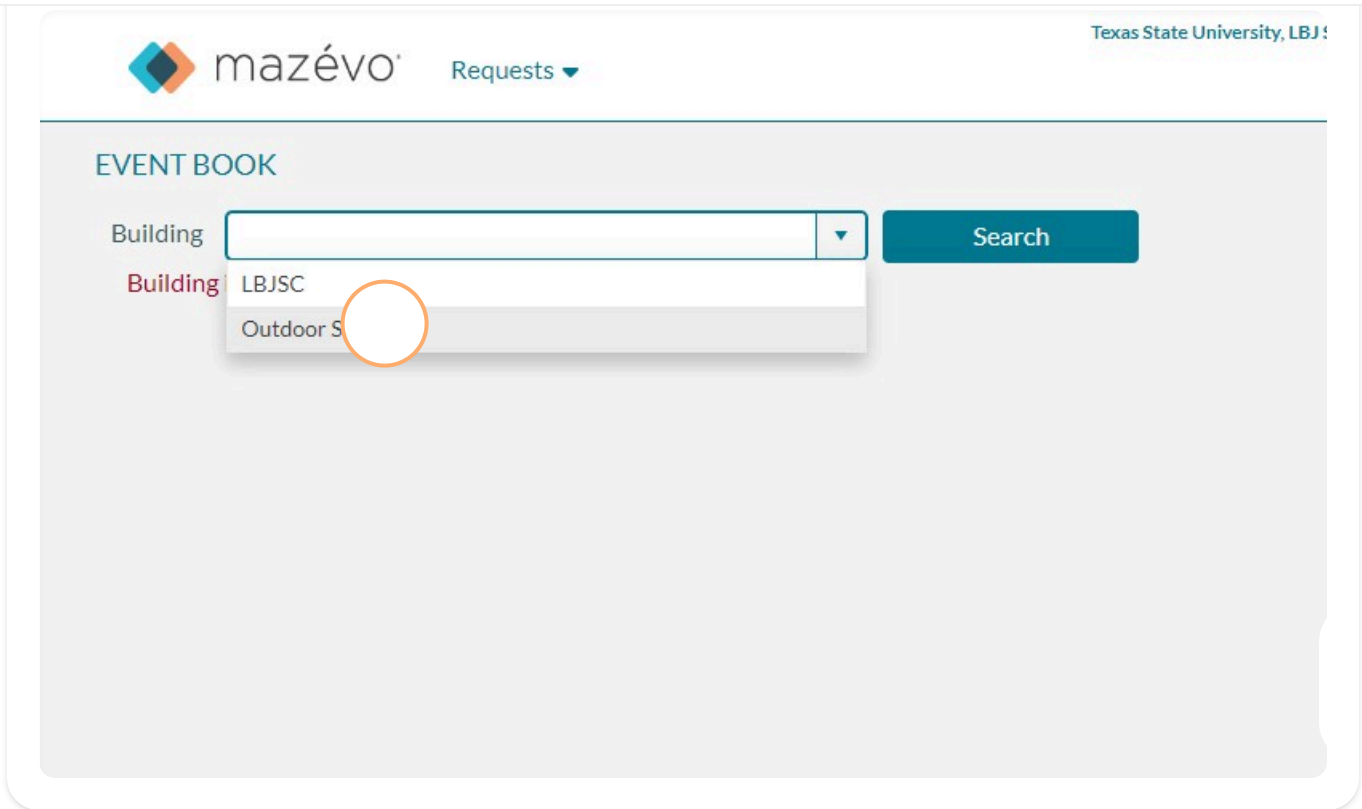
EVENT BOOK

Building

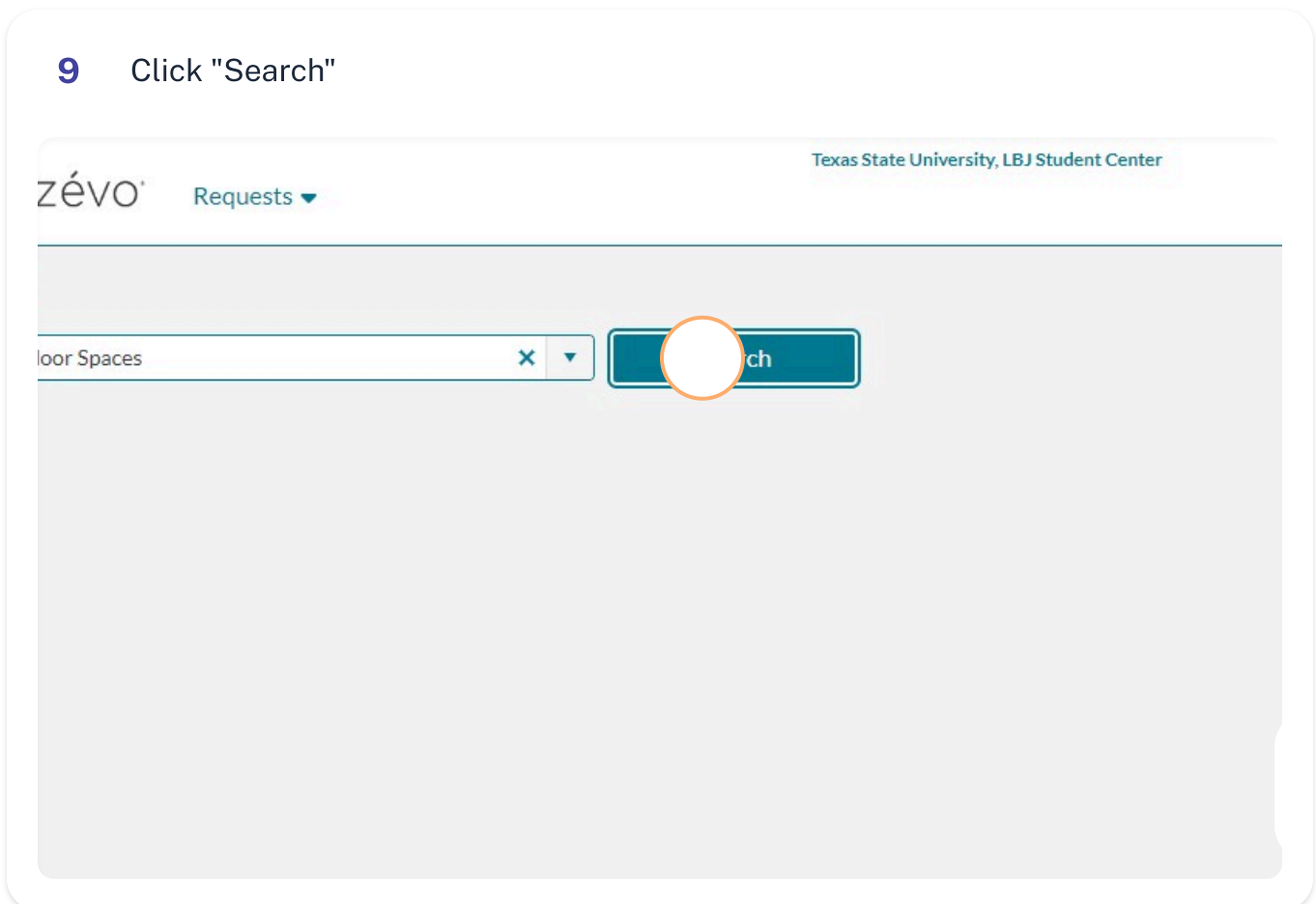
Search

Building is required

How To Reserve An Outdoor Space For Events



9 Click "Search"




How To Reserve An Outdoor Space For Events

mazévo Requests ▾ Texas State University, LBJ

EVENT BOOK

Building: Outdoor Spaces

Today  Wednesday, October 23, 2024

| | October 23, 2024 | | | | | | |
|-----------------|------------------|---------|---------|----------|----------|----------|---------|
| | 7:00 AM | 8:00 AM | 9:00 AM | 10:00 AM | 11:00 AM | 12:00 PM | 1:00 PM |
| Bobcat Trail #1 | | | | | | | |
| Bobcat Trail #2 | | In use | | | | | |
| Bobcat Trail #3 | | | | | | | In use |

11 Click this icon.

| | October 28, 2024 | | | | | | |
|-----------------|------------------|---------|---------|----------|----------|----------|---------|
| | 7:00 AM | 8:00 AM | 9:00 AM | 10:00 AM | 11:00 AM | 12:00 PM | 1:00 PM |
| Bobcat Trail #1 | | | | | | | |
| Bobcat Trail #2 | | In use | | | | | |
| Bobcat Trail #3 | | | | | | | |
| Bobcat Trail #4 | | | | | | | |
| Bobcat Trail #5 | | | | | | | |
| Bobcat Trail #6 | | In use | | | | | |
| Bobcat Trail #7 | | | | | | | |
| Bobcat Trail #8 | | | | | | | |

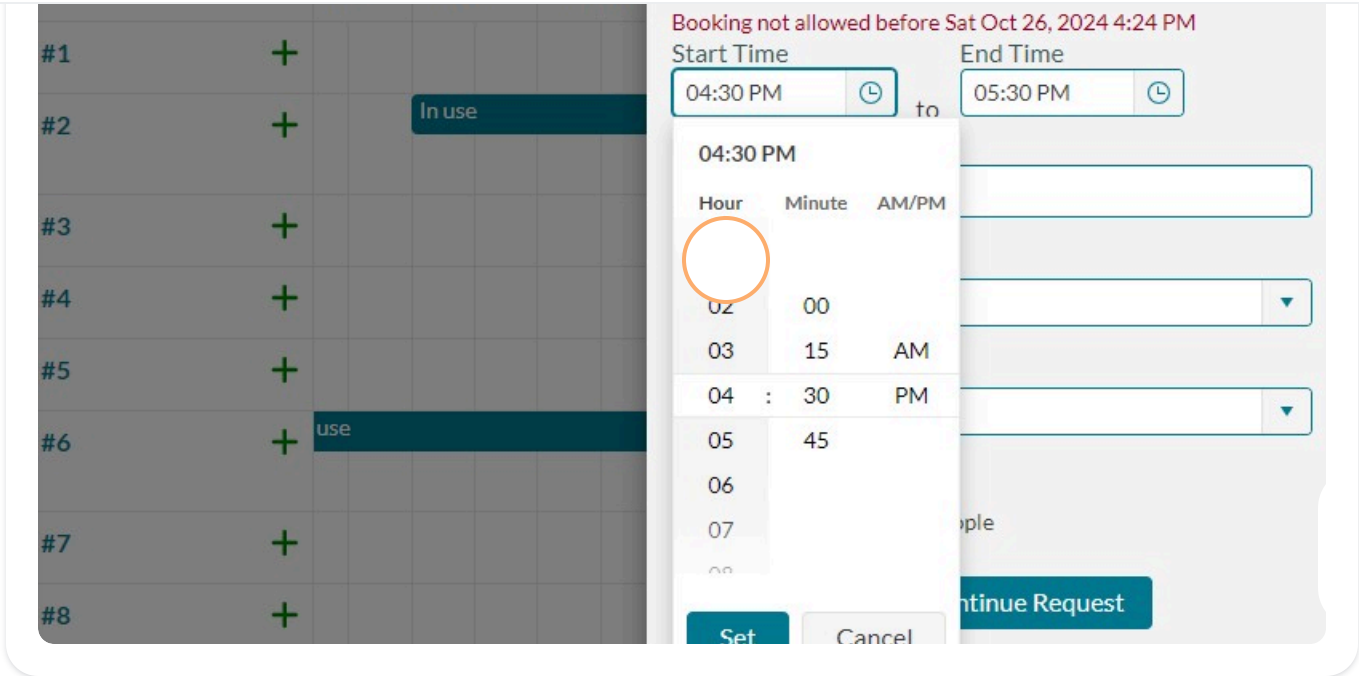
How To Reserve An Outdoor Space For Events

12 Click Here.

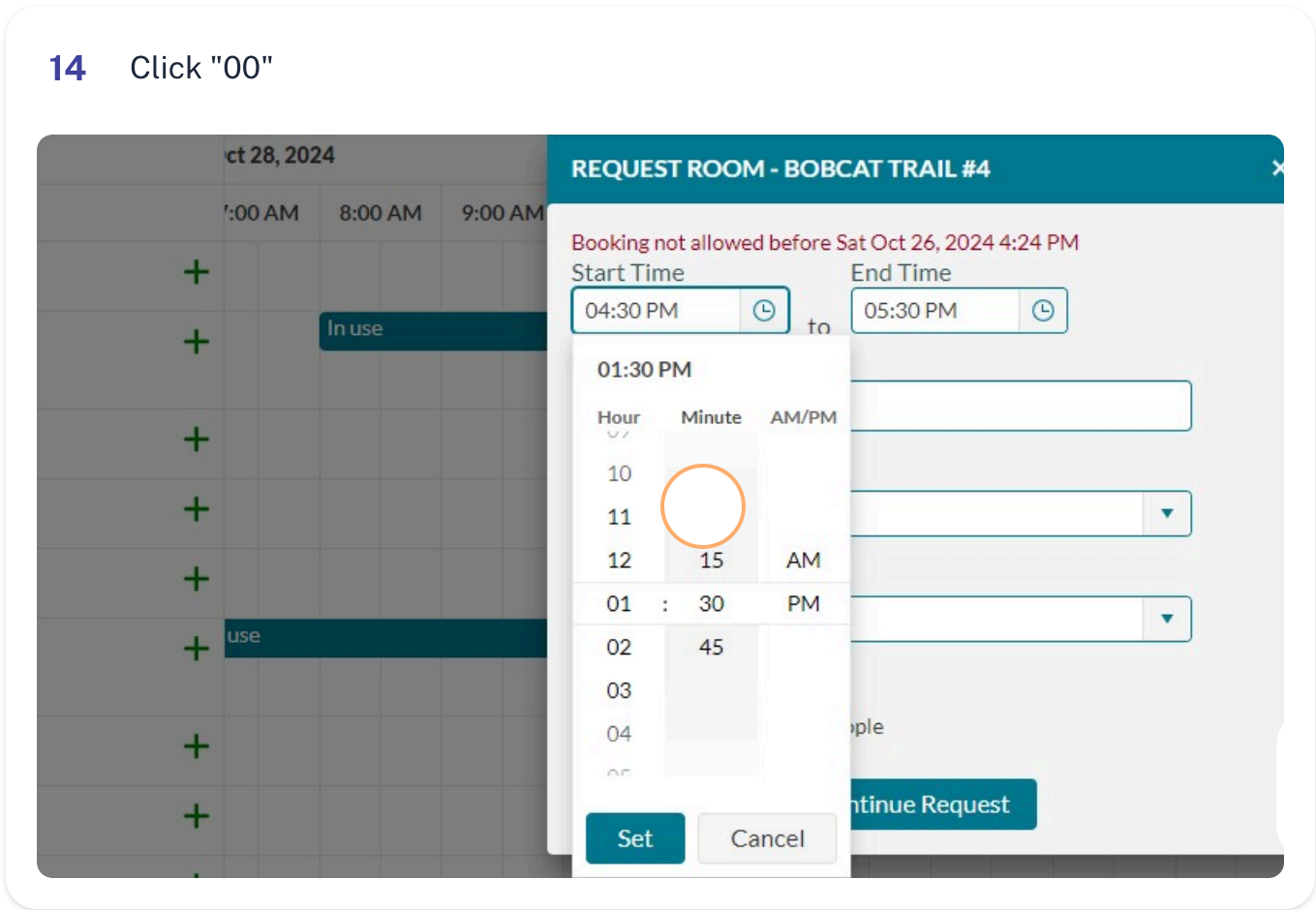
The screenshot shows a room booking interface. At the top, there is a search bar with a dropdown menu and a 'Search' button. Below this, the date 'Monday, October 28, 2024' is displayed. A calendar grid shows time slots from 7:00 AM to 9:00 AM. One slot is marked 'In use'. A modal window titled 'REQUEST ROOM - BOBCAT TRAIL #4' is open, displaying a warning: 'Booking not allowed before Sat Oct 26, 2024 4:24 PM'. The modal contains the following fields: 'Start Time' (04:30 PM), 'End Time' (05:30 PM), 'Event Name (Required)' (Sport Club Event), 'Event Type (Required)' (dropdown menu), 'Organization (Required)' (dropdown menu), and 'Number Of People'.

13 Click "01"

How To Reserve An Outdoor Space For Events

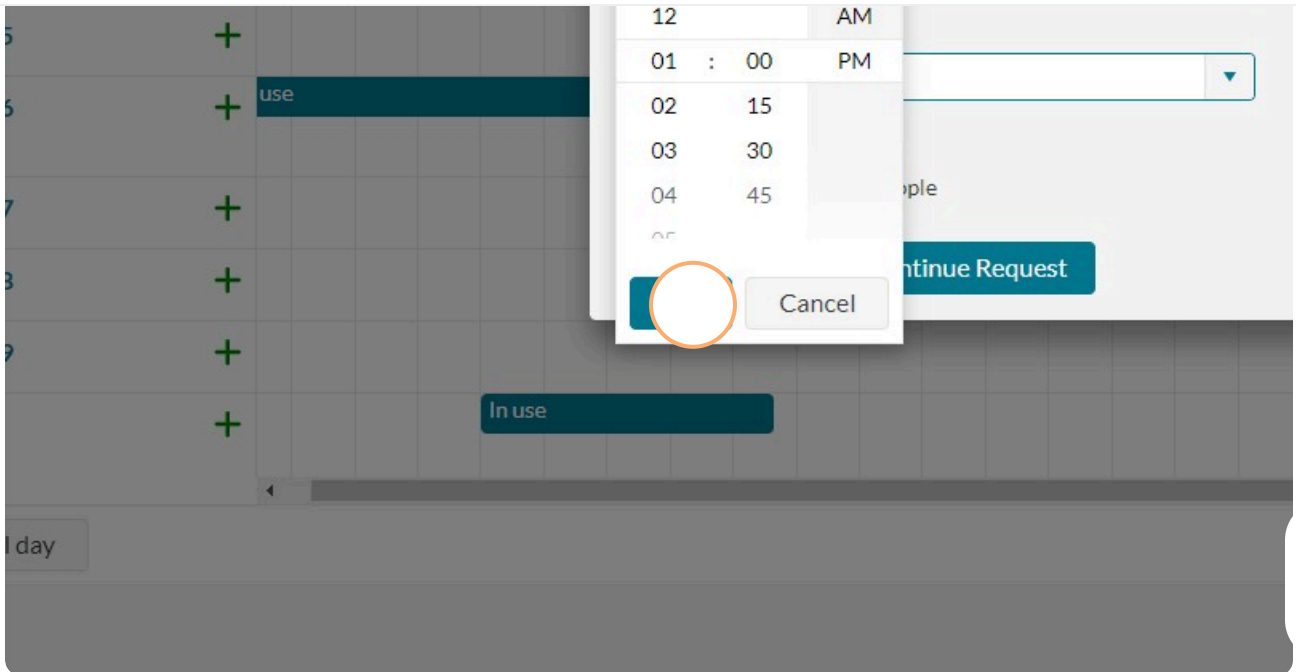


14 Click "00"

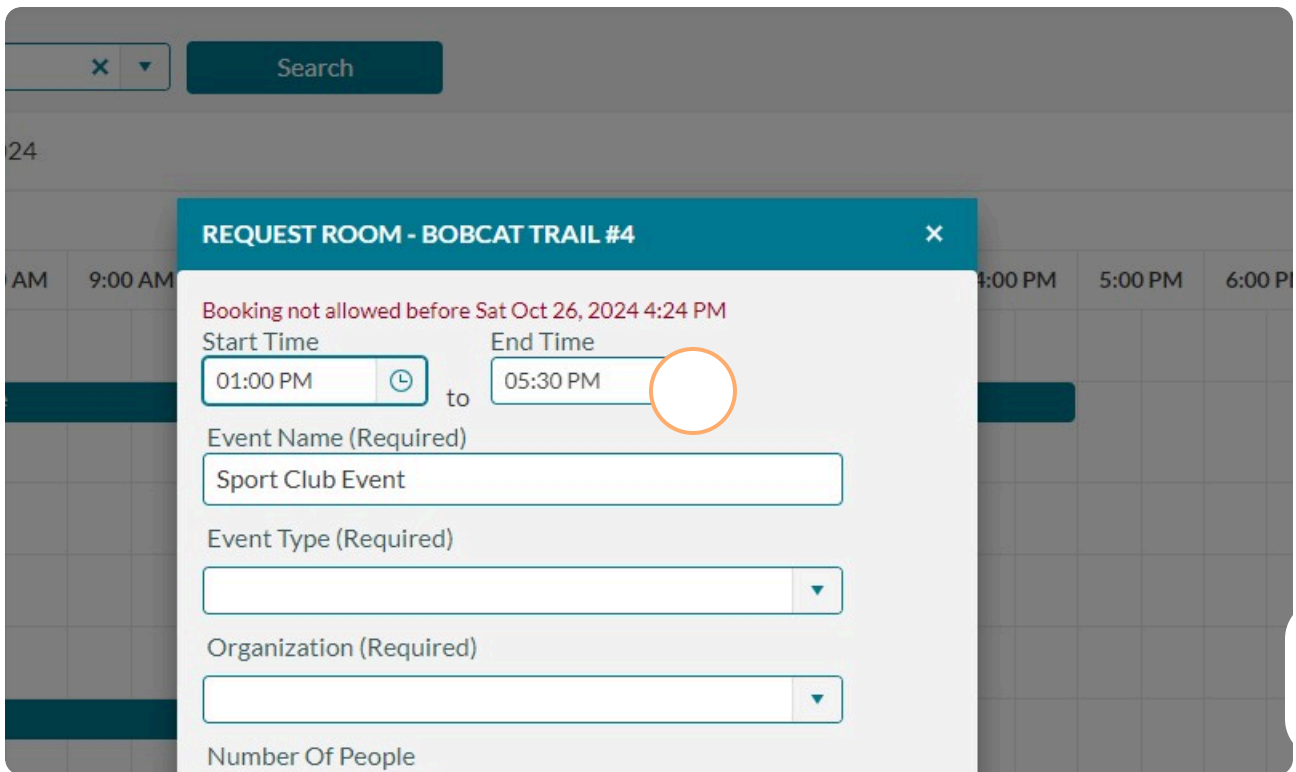


15 Click "Set"

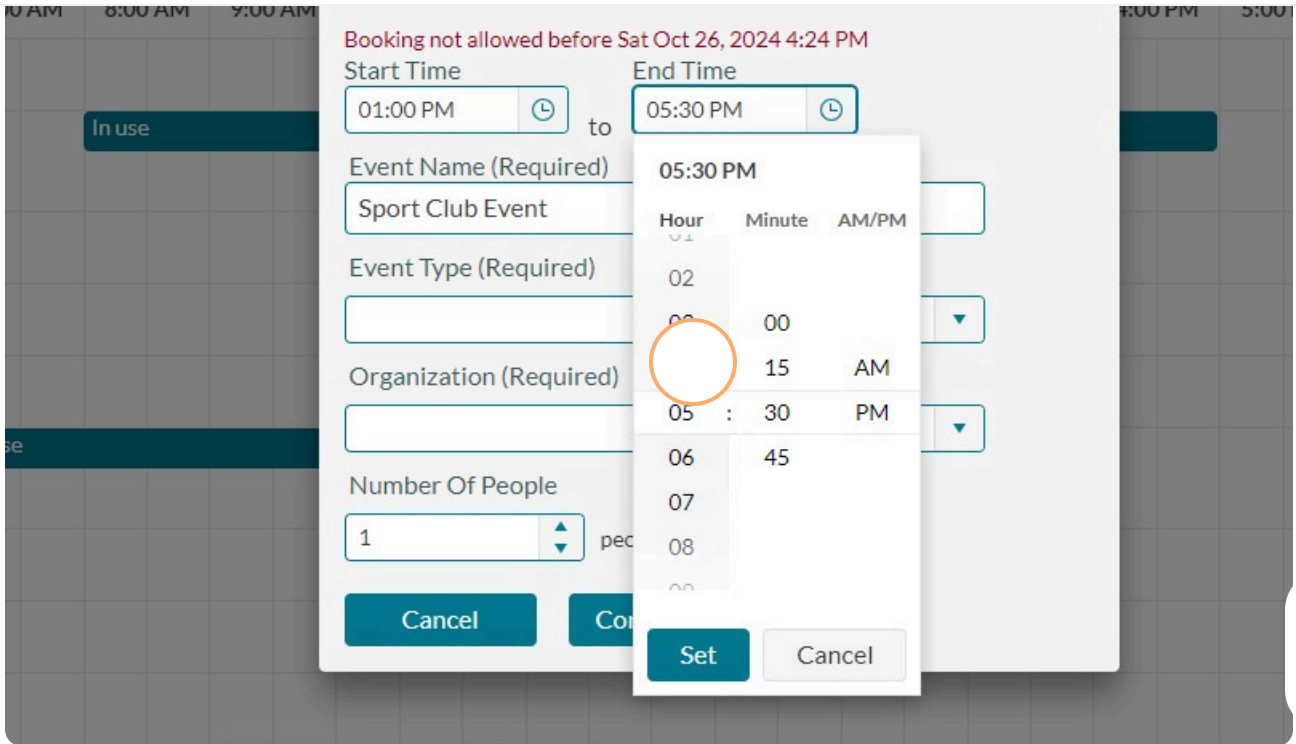
How To Reserve An Outdoor Space For Events



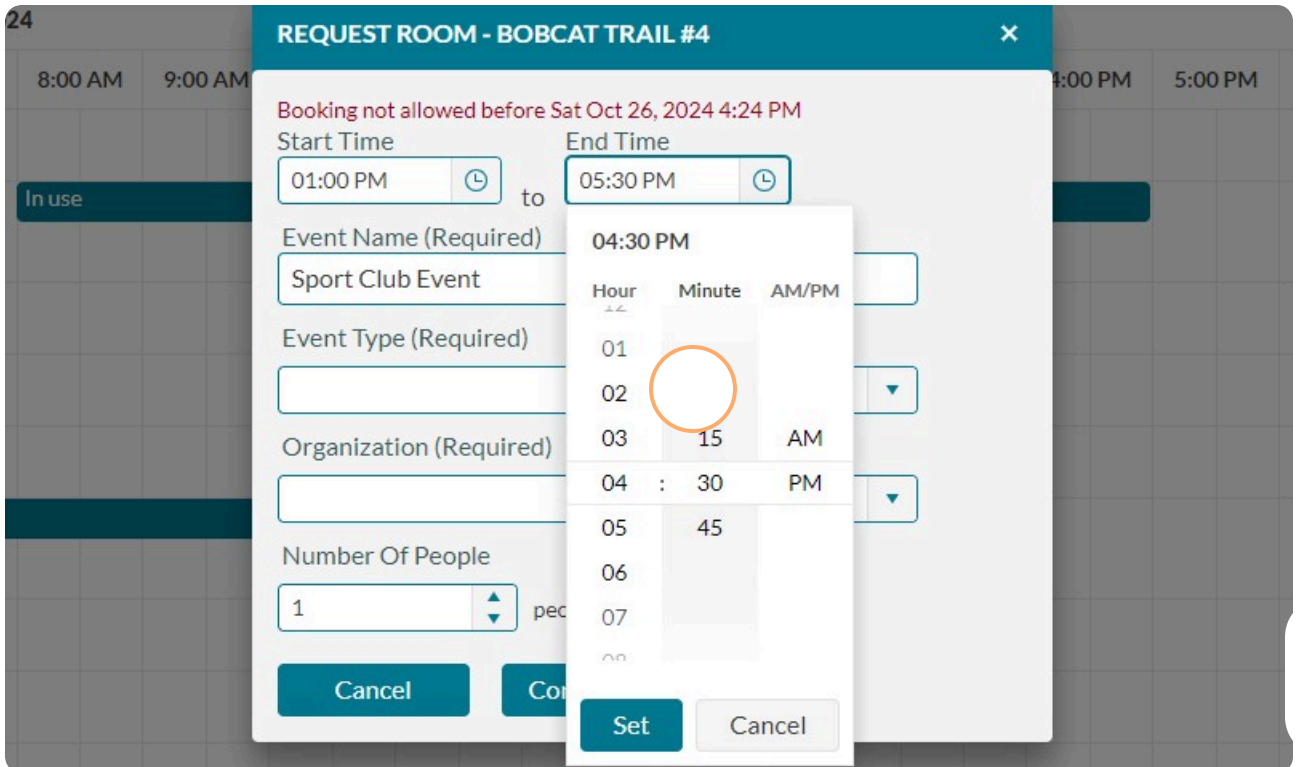
16 Click here.



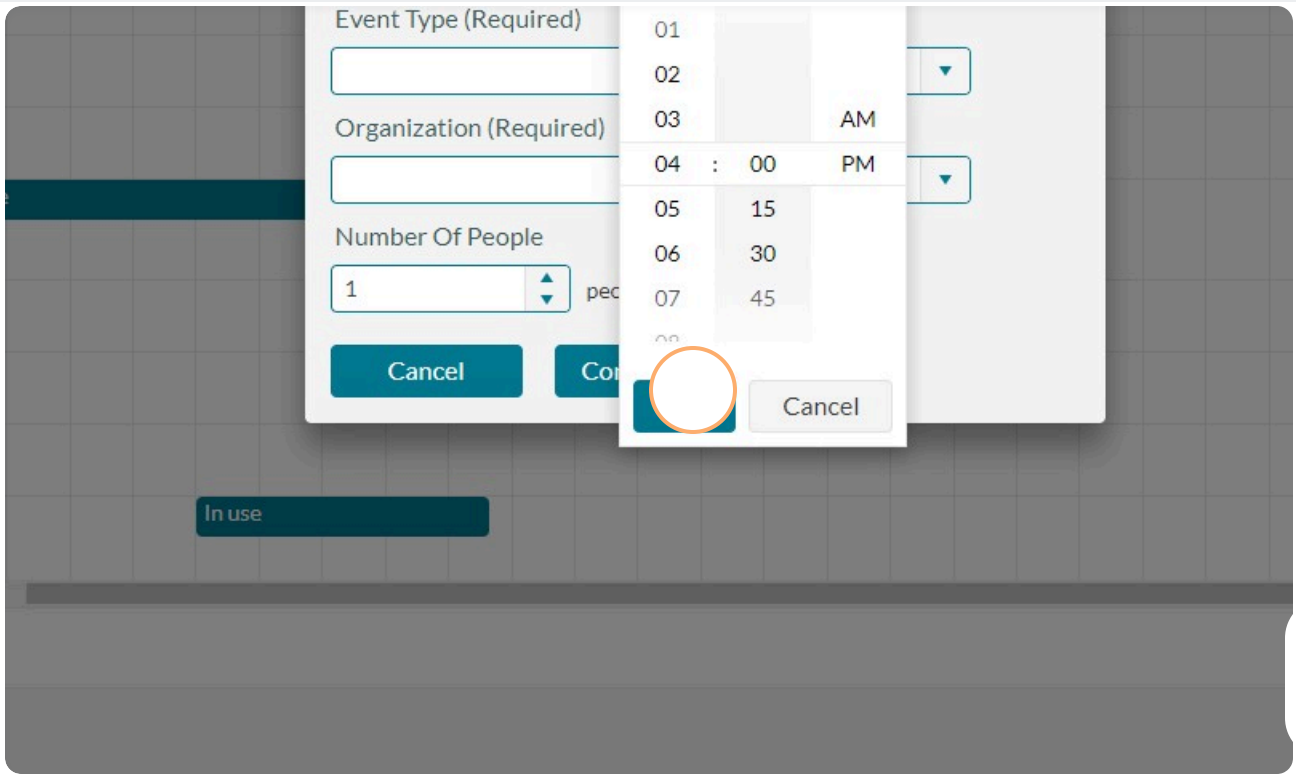
How To Reserve An Outdoor Space For Events



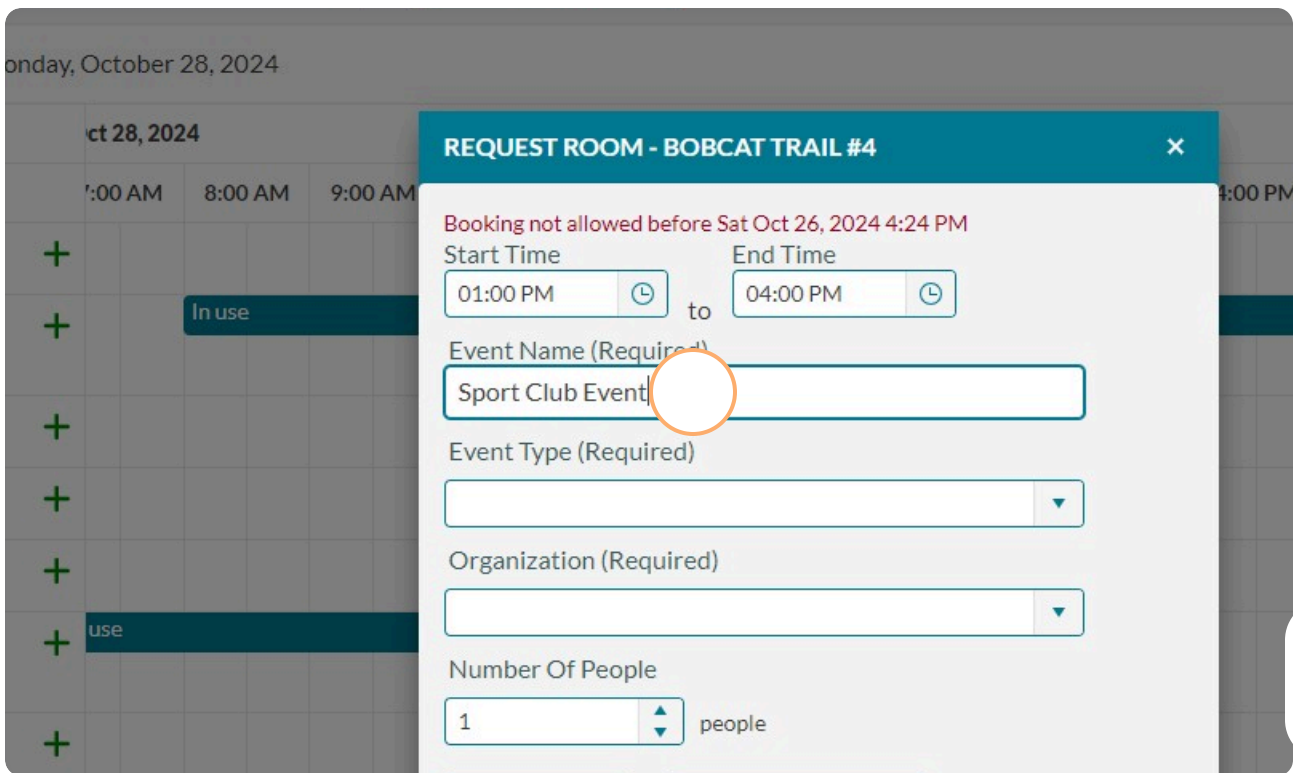
18 Click "00"



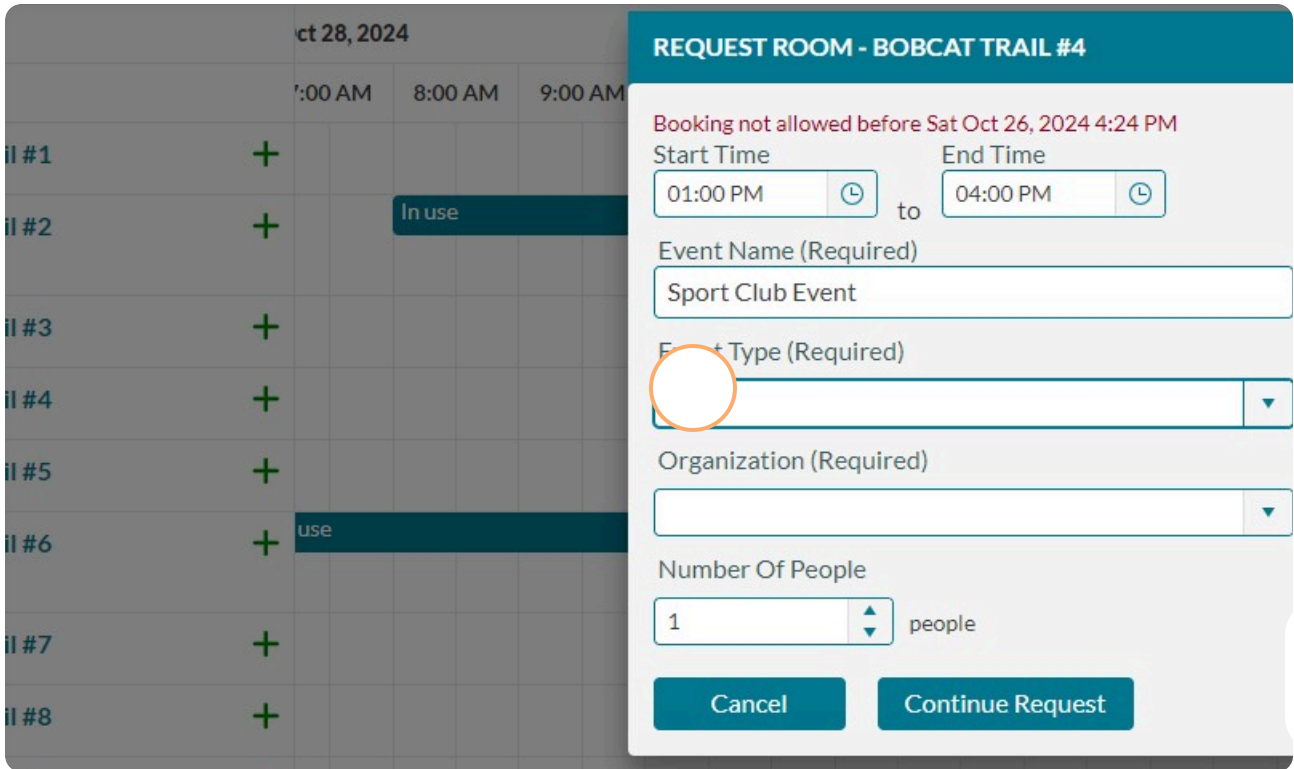
How To Reserve An Outdoor Space For Events



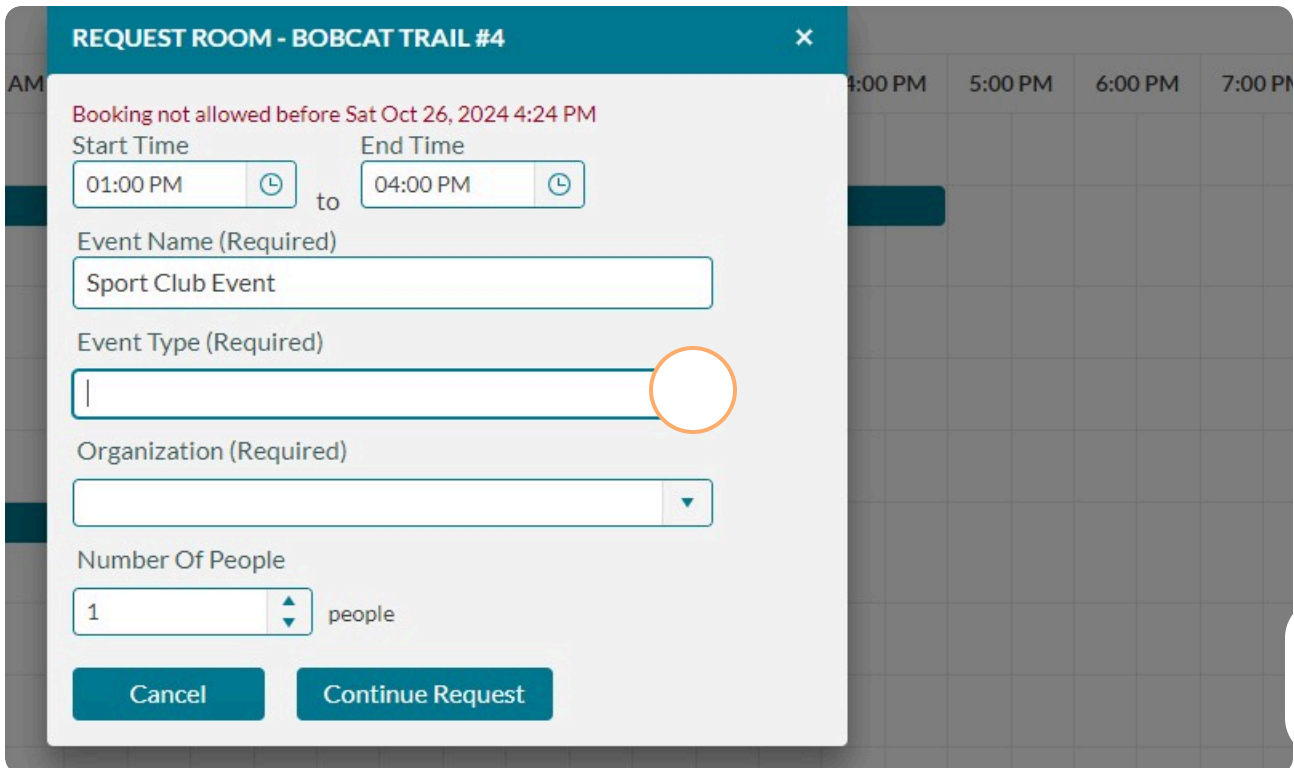
20 Click the "Event Name" field and enter Sport Club Event Name.



How To Reserve An Outdoor Space For Events

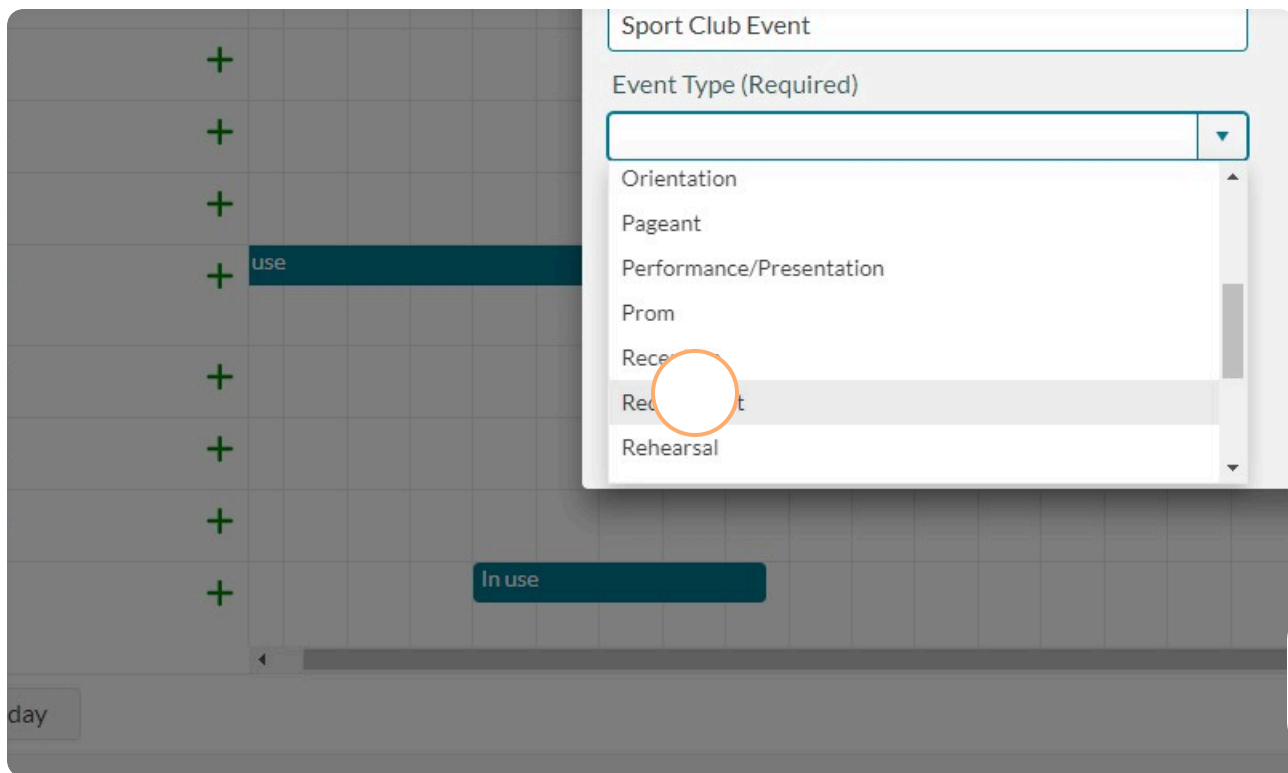


22 Click here.



How To Reserve An Outdoor Space For Events

23 Click here.



24 Click here.

How To Reserve An Outdoor Space For Events

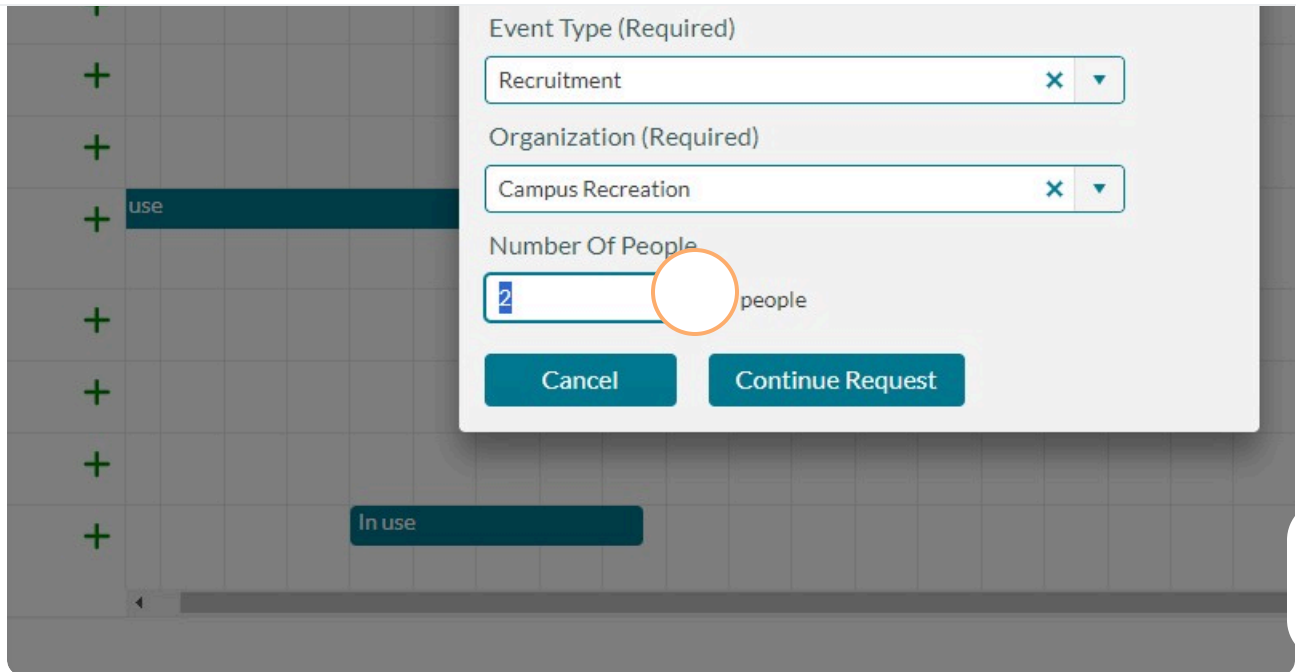
A screenshot of a reservation form. The form has the following fields: "Event Name (Required)" with the text "Sport Club Event"; "Event Type (Required)" with a dropdown menu showing "Recruitment"; "Organization (Required)" with an empty text input field; and "Number Of People" with a spinner box containing the number "1" and the label "people". At the bottom of the form are two buttons: "Cancel" and "Continue Request". An orange circle highlights the "Organization (Required)" input field.

25 Click "Campus Recreation"

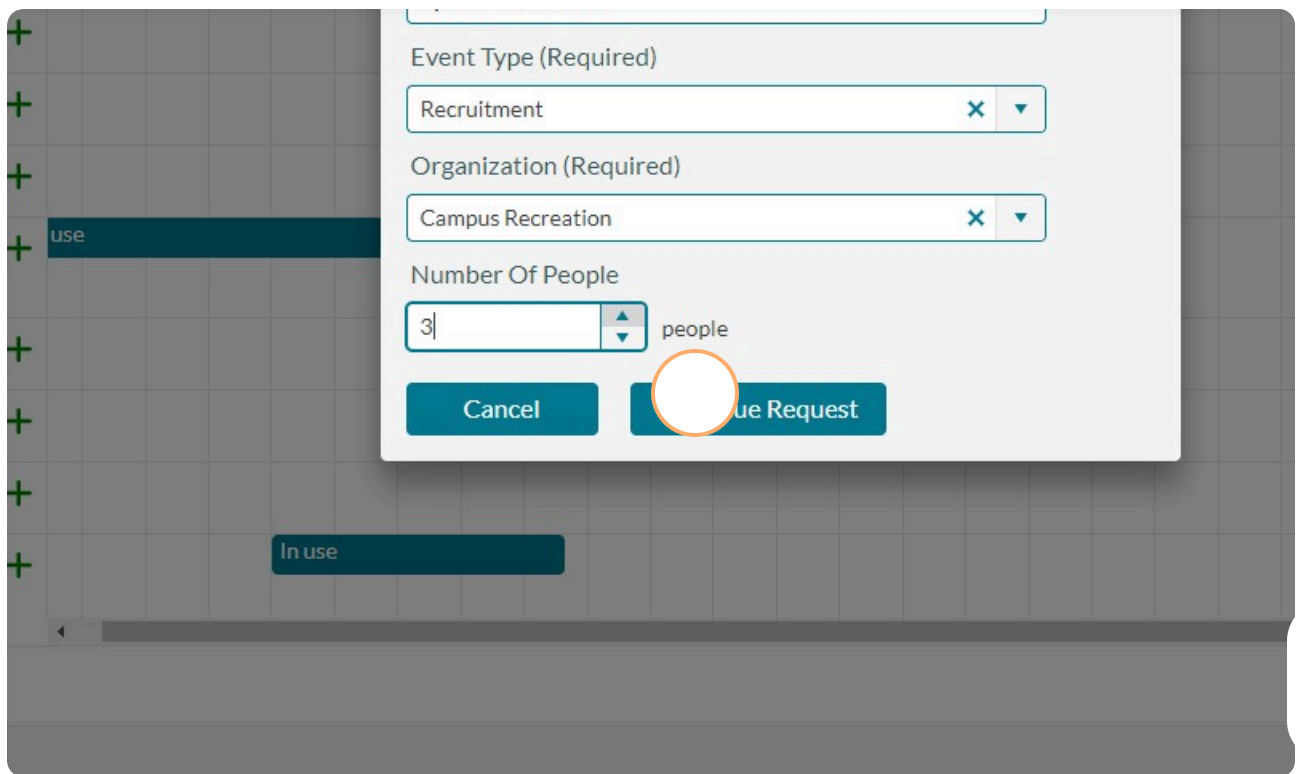
A screenshot of the reservation form with the "Organization (Required)" dropdown menu open. The dropdown menu lists two options: "--" and "Campus Recreation". The "Campus Recreation" option is highlighted with an orange circle. The "Continue Request" button is visible at the bottom of the form. In the background, a calendar grid is visible with a date marked "In use".

26 Specify how many people will be hosting the event

How To Reserve An Outdoor Space For Events



27 Click "Continue Request"



How To Reserve An Outdoor Space For Events

Please complete the following Request

ADD NEW REQUEST

EVENT INFORMATION: Sport Club Event , When: 1:00 PM to 4:00 PM - Mon Oct 28, 2024, Where: Bobcat Trai

QUESTIONS

Contact Phone Number (Required)

Event Description - Provide a detailed description of your event (Required)

Event time - Provide the start and end time of your event. (Required)

29 Type primary contact phone # for Sport Club event (Sport Club President) or member that will be present at the event.

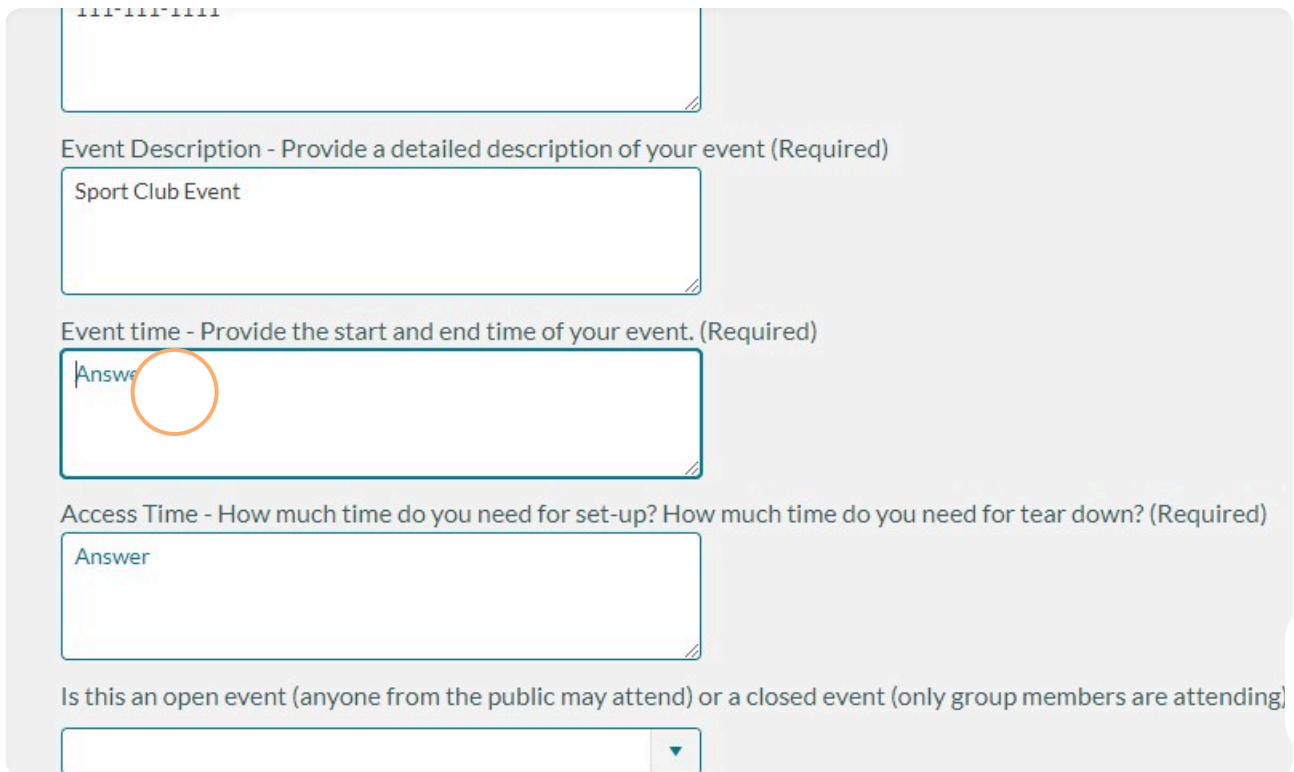
30 Click the "Event Description - Provide a detailed description of your event (Required)" field.



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31 Type a description of the sport club event.

32 Click the "Event time - Provide the start and end time of your event. (Required)" field.



The screenshot shows a reservation form with several input fields. The fields are: "Event Description - Provide a detailed description of your event (Required)" with the text "Sport Club Event"; "Event time - Provide the start and end time of your event. (Required)" with the text "Answer"; and "Access Time - How much time do you need for set-up? How much time do you need for tear down? (Required)" with the text "Answer". The "Event time" field is highlighted with an orange circle. Below these fields is a dropdown menu with the text "Is this an open event (anyone from the public may attend) or a closed event (only group members are attending)".

33 Type event time duration

34 Click the "Access Time - How much time do you need for set-up? How much time do you need for tear down? (Required)" field.

How To Reserve An Outdoor Space For Events

EVENT INFORMATION: Sport Club Event , When: 1:00 PM to 4:00 PM - Mon Oct 28, 2024, Where: Bobcat Trai

QUESTIONS

Contact Phone Number (Required)

Event Description - Provide a detailed description of your event (Required)

Event time - Provide the start and end time of your event. (Required)

35 Type how much time is needed prior to the event for set up

36 Click here.

Event time - Provide the start and end time of your event. (Required)

Access Time - How much time do you need for set-up? How much time do you need for tear down? (Required)

Is this an open event (anyone from the public may attend) or a closed event (only group members are attending)?

Will food or beverages be provided at your event? (Required)

<https://txst.campuslabs.com/engage/submitter/form/s...>

External Speaker - Will the event have a guest speaker? (Required)

How To Reserve An Outdoor Space For Events

Event time - Provide the start and end time of your event. (Required)

1 pm - 4 pm

Access Time - How much time do you need for set-up? How much time do you need for tear down? (Required)

30 minutes before 1230 pm

Is this an open event (anyone from the public may attend) or a closed event (only group members are attending)?

Closed

External Speaker - Will the event have a guest speaker? (Required)

38 [Click here.](#)

How To Reserve An Outdoor Space For Events

Is this an open event (anyone from the public may attend) or a closed event (only group members are attending):

Will food or beverages be provided at your event? (Required)

<https://txst.campuslabs.com/engage/submitter/form/s...>

External Speaker - Will the event have a guest speaker? (Required)

Will there be employment activities? If yes, please describe. If no, type N/A. (Required)

Solicitation - Does your event include the sale or offer of sale of event admission, property, goods, products or s

39 Specify if and what type of food will be distributed/sold/handed out at event.

Is this an open event (anyone from the public may attend) or a closed event (only group members are attending):

Will food or beverages be provided at your event? (Required)

<https://txst.campuslabs.com/engage/submitter/form/s...>

- No
- Yes, Serving food provided by Chartwells.
- Yes, providing factory sealed, unopened packages of food (such as bags of chips or bottled water).
- Yes, not factory sealed or provided by Chartwells, this will require a TFE application (see link).

Solicitation - Does your event include the sale or offer of sale of event admission, property, goods, products or s

How To Reserve An Outdoor Space For Events

Is this an open event (anyone from the public may attend) or a closed event (only group members are attending)?

Will food or beverages be provided at your event? (Required)

<https://txst.campuslabs.com/engage/submitter/form/s...>

External Speaker - Will the event have a guest speaker? (Required)

Will there be employment activities? If yes, please describe. If no, type N/A. (Required)

Solicitation - Does your event include the sale or offer of sale of event admission, property, goods, products or s

41 Click "No"

Is this an open event (anyone from the public may attend) or a closed event (only group members are attending)?

Will food or beverages be provided at your event? (Required)

<https://txst.campuslabs.com/engage/submitter/form/s...>

External Speaker - Will the event have a guest speaker? (Required)


- Yes
- No

Solicitation - Does your event include the sale or offer of sale of event admission, property, goods, products or s

How To Reserve An Outdoor Space For Events

Will food or beverages be provided at your event? (Required)

<https://txst.campuslabs.com/engage/submitter/form/s...>

Yes, providing factory sealed, unopened packages of...  

External Speaker - Will the event have a guest speaker? (Required)

No  


Will there be employment activities? If yes, please describe. If no, type N/A. (Required)

Answer 

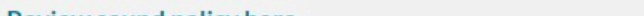
Solicitation - Does your event include the sale or offer of sale of event admission, property, goods, products or services? (Required)



Solicitation- Co-sponsorship of External Vendor: Are you bringing an external vendor to sell and/or offer products or services? (Required)

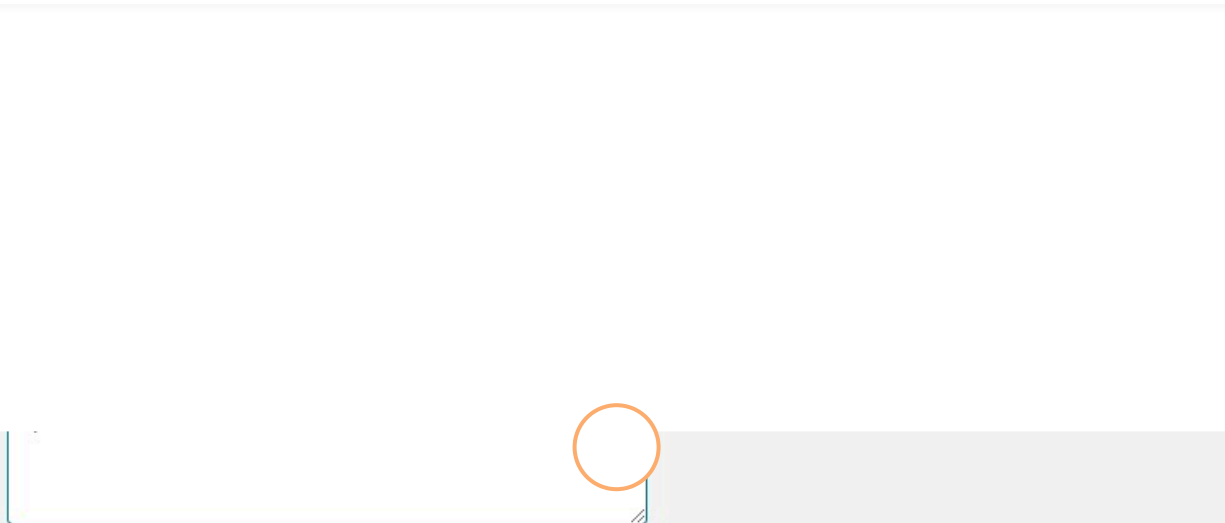


Amplified Sound - Will you have amplified sound? (Required)



43 Type "N/a"

44 Click here.




Event time - Provide the start and end time of your event. (Required)



How To Reserve An Outdoor Space For Events

Access Time - How much time do you need for set-up? How much time do you need for tear down? (Required)

45 Click "Yes" if recruiting (members will have to pay dues), or if promoting a profit share, or if food or merchandise is being sold to fundraise for the sport club

Yes, providing factory sealed, unopened packages of... 



External Speaker - Will the event have a guest speaker? (Required)

No 

Will there be employment activities? If yes, please describe. If no, type N/A. (Required)

N/a

Solicitation - Does your event include the sale or offer of sale of event admission, property, goods, products or services? (Required)


No
Yes 

bringing an external vendor to sell and/or offer products

Amplified Sound - Will you have amplified sound? (Required)

[Review sound policy here](#)



46 Click the "If yes, please describe (Required)" field.



How To Reserve An Outdoor Space For Events

Is this an open event (anyone from the public may attend) or a closed event (only group members are attending)?

Will food or beverages be provided at your event? (Required)

<https://tvt.campushs.com/engage/submitter/form/>

47 Type if recruiting (members will have to pay dues), or if promoting a profit share, or if food or merchandise is being sold to fundraise for the sport club

48 Click here.

Solicitation - Does your event include the sale or offer of sale of event admission, property, goods, products or services?

If yes, please describe (Required)

Solicitation- Co-sponsorship of External Vendor: Are you bringing an external vendor to sell and/or offer products or services?

Amplified Sound - Will you have amplified sound? (Required)

[Review sound policy here](#)

Please enter your Cost Number (Required)

49 Click "No"

How To Reserve An Outdoor Space For Events

Will food or beverages be provided at your event? (Required)

<https://txst.campuslabs.com/engage/submitter/form/s...>

Yes, providing factory sealed, unopened packages of... X ▼

External Speaker - Will the event have a guest speaker? (Required)

No X ▼

Will there be employment activities? If yes, please describe. If no, type N/A. (Required)

N/a

50 Click here.

Selling Food or Merch

Solicitation- Co-sponsorship of External Vendor: Are you bringing an external vendor to sell and/or offer products?

No X ▼

Amplified Sound - Will you have amplified sound? (Required)

[Review sound policy here](#)

Please enter your Cost Number (Required)

Answer

Please enter your Fund Number (Required)

Answer

51 Specify if a speaker will be used to play music

<https://txst.campuslabs.com/engage/submitter/form/s...>

Yes, providing factory sealed, unopened packages of... X ▼

External Speaker - Will the event have a guest speaker? (Required)

How To Reserve An Outdoor Space For Events

N/a



Solicitation - Does your event include the sale or offer of sale of event admission, property, goods, products or services?

Yes



If yes, please describe (Required)

Selling Food or Merch

Solicitation- Co-sponsorship of External Vendor: Are you bringing an external vendor to sell and/or offer products or services?

52 Click the "Please enter your Cost Number (Required)" field.

No



Amplified Sound - Will you have amplified sound? (Required)

[Review sound policy here](#)

No



Please enter your Cost Number (Required)

Answer



Please enter your Fund Number (Required)

Answer

Solicitation- Raffle and/or Auctions: Will you conduct a raffle, auction, or silent auction? If yes, describe activity

Answer

53 Reach out to Coordinator for Competitive Sports to get Cost #"


How To Reserve An Outdoor Space For Events

Amplified Sound - Will you have amplified sound? (Required)

[Review sound policy here](#)

Please enter your Cost Number (Required)

Please enter your Fund Number (Required)



Solicitation- Raffle and/or Auctions: Will you conduct a raffle, auction, or silent auction? If yes, describe activity.

Temporary Exhibit & Structures - Will you have a temporary exhibit and/or structure? (Required)


55 Click the "Please enter your Fund Number (Required)" field.

Amplified Sound - Will you have amplified sound? (Required)

[Review sound policy here](#)

Please enter your Cost Number (Required)

Please enter your Fund Number (Required)



Solicitation- Raffle and/or Auctions: Will you conduct a raffle, auction, or silent auction? If yes, describe activity.

Temporary Exhibit & Structures - Will you have a temporary exhibit and/or structure? (Required)

How To Reserve An Outdoor Space For Events

57 Click the "Solicitation-Raffle and/or Auctions: Will you conduct a raffle, auction, or silent auction? If yes, describe activity. If no, type N/A. (Required)" field. *Sport clubs should not be hosting or participating in raffles*

Reach out to Coordinator for Competitive Sports to get Cost #

Please enter your Fund Number (Required)

Reach out to Coordinator for Competitive Sports to get Fund #

Solicitation- Raffle and/or Auctions: Will you conduct a raffle, auction, or silent auction? If yes, describe activity.

Answer

Temporary Exhibit & Structures - Will you have a temporary exhibit and/or structure? (Required)

Will alcohol be served at your event? (Required)

58 Type "NO"

59 Click here.

Yes

If yes, please describe (Required)

Selling Food or Merch

How To Reserve An Outdoor Space For Events

Amplified Sound - Will you have amplified sound? (Required)

[Review sound policy here](#)

Please enter your Cost Number (Required)

60 Click "No"

Please enter your Fund Number (Required)

Reach out to Coordinator for Competitive Sports to get Fund #

Solicitation- Raffle and/or Auctions: Will you conduct a raffle, auction, or silent auction? If yes, describe activity.

NO

Temporary Exhibit & Structures - Will you have a temporary exhibit and/or structure? (Required)

Yes

Cancel

Submit

61 Click this button.

If yes, please describe (Required)

Selling Food or Merch

How To Reserve An Outdoor Space For Events

No ✕ ▼

Amplified Sound - Will you have amplified sound? (Required)

[Review sound policy here](#)

No ✕ ▼

Please enter your Cost Number (Required)

Reach out to Coordinator for Competitive Sports to get Cost #

62 Click "No"

Please enter your Fund Number (Required)

Reach out to Coordinator for Competitive Sports to get Fund #

Solicitation- Raffle and/or Auctions: Will you conduct a raffle, auction, or silent auction? If yes, describe activity.

NO

Temporary Exhibit & Structures - Will you have a temporary exhibit and/or structure? (Required)

No ✕ ▼

Will alcohol be served at your event? (Required)

▼
Yes
No

63 Click "Submit"

Yes ✕ ▼

If yes, please describe (Required)

Selling Food or Merch

How To Reserve An Outdoor Space For Events

Amplified Sound - Will you have amplified sound? (Required)

[Review sound policy here](#)

Please enter your Cost Number (required)

Reach out to Coordinator for Competitive Sports to get Cost #

64 Click here.

The screenshot shows the mazévo interface for Texas State University, LBJ. A green notification bar at the top says "We received your request". Below it, the "MY EVENTS" section is active, with tabs for "Current" and "Past Events". A search bar is present. A table lists one event: "A9413 Sport Club Event" on "Mon 10/28/24" from "1:00 PM" to "4:00 PM".

| Event (1) | Date | Start Time | End Time |
|------------------------|--------------|------------|----------|
| A9413 Sport Club Event | Mon 10/28/24 | 1:00 PM | 4:00 PM |

65 Wait until event is approved!