

# RSO On-Campus Event Planning FAQ

## How do I book an event space on-campus?

- All room requests must be made through Involve@State.
- You can use 25Live MSU to find out what rooms are available for RSO events, including classrooms and lecture halls. <https://25live.collegenet.com/pro/msu#!/home/search/location/list>
- Larger venues, including the Wharton Center or the MSU Union, can't be booked through Involve@State. They must be reserved by contacting them directly.

## How much does it cost to book a room?

- Classrooms and lecture halls can be booked for free!
- Larger venues like the Breslin Center, the MSU Union, or the Kellogg Center usually have reservation fees. The fee amount is related to the several factors, including the size of the requested space and the amount of time it will be reserved.

## Can I have food at an event?

- You can have food at an event, but you must indicate this in your event request. In all spaces, there are clean-up fees associated with having food at an event and it may take longer for your event to be approved.

For more venue, food, and pricing information, visit the Department of Student Life website:

<https://studentlife.msu.edu/rso-s/Venue,%20Food,%20and%20Pricing%20Information.html>

For more information visit the RSO Handbook (<https://studentlife.msu.edu/rso-s/student-organization-handbook.html>). Please email Student Life at [Involve@msu.edu](mailto:Involve@msu.edu), or the RSO Consultants at [rsoconsultant.mgr@asmsu.msu.edu](mailto:rsoconsultant.mgr@asmsu.msu.edu) and [rsoconsultant@asmsu.msu.edu](mailto:rsoconsultant@asmsu.msu.edu) if you have any questions.

