


Name of Policy: <u>Reservation policy for student union facilities</u>		 Revision date: March 17, 2017 Original effective date: November 18, 2008	
Policy Number: 3364-30-01			
Approving Officer: President			
Responsible Agent: Senior Vice President for Student Affairs			
Scope: All Campuses			
<input type="checkbox"/>	New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

Student organizations and high priority university wide events will have precedence in reserving public space in or near the student union, within the student union, patio and the Edison fountain areas of centennial mall, front steps of the student union and the flatlands. While the named spaces are available to registered student organizations, university departments and affiliates, community members and the general public for both business and personal use, reservation of any space will not be allowed in advance of 18 months prior to the event. Student Organizations use will take precedence according to the following schedule:

On November first of the current academic year, only registered student organizations will be permitted to reserve space in the student union and afore mentioned areas for the period beginning on or after August first of the following academic year.

On December first of the current academic year, all university departments and affiliates will be permitted to reserve space in the student union and afore mentioned areas for the period beginning on or after August first of the following academic year.

On January first of the current academic year, the general public will be permitted to reserve space in the student union and afore mentioned areas for the period beginning on or after August first of the following academic year.

At any point after a designated priority access date is passed, facility users in that category may continue to make facility reservation requests on an equal access "first come, first served basis. This schedule excludes university wide major events such as; homecoming, art on the mall, new student orientation and presidential priorities which may be scheduled more than eighteen months in advance and supersede student organization priority dates.

(B) Purpose of policy

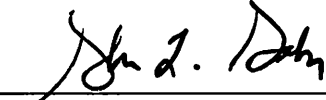
The purpose of this policy change is to ensure that priority is given to registered student organizations in accessing student union meeting and event space and to regulate extended commitments that prevent student use. Additionally, it is intended that once space is committed to a facility user it will remain committed unless the space is released by the requestor or in the case of non-university use the terms of the contract will prevail.

(C) Procedure

The various facility user groups will be granted access to schedule space in accordance with the schedule detailed in the policy statement and by following the procedures detailed as follows.

- (1) Registered student organizations will submit an event registration form electronically to the student union office to request the tentative reservation of space twenty-eight days in advance of the event.
 - (a) Once approvals are obtained from the Office of Student Involvement and Leadership, tentative reservations will be confirmed.
- (2) University departments, administrative offices and affiliated organizations will submit an event registration form electronically to the student union office to request a space reservation.
- (3) Organizations with no university affiliation will submit an event registration form in person or electronically to the student union office. Once accepted, the student union will issue a contract for the use of space with the terms of use and payment terms detailed in the agreement. Upon the return of this signed contract with the deposit the requested space will be confirmed.

- (4) Requestors of exterior spaces scheduled by the student union will be required to complete an event registration form for the use of exterior space. The event registration form will be circulated for approvals from grounds, campus police and any other department that may be impacted by the event being planned. Once approved, the requestor will be issued a confirmation notice stating the details of the event and the relevant approvals.

<p>Approved by:</p>  <hr/> <p>Sharon Gaber, Ph.D. President</p> <p><u>March 17, 2017</u> Date</p> <p><i>Review/Revision Completed by:</i></p> <p><i>Senior Leadership Team</i> <i>Senior Vice President for Student Affairs</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • <i>Former 3364-30-01, effective date December 10, 2012</i> <p>Initial effective date: November 18, 2008 Review/Revision Date: December 10, 2012; March 17, 2017 Next review date: March 17, 2020</p>
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