


<p>Name of Policy: <u>Reservation policy for student union facilities.</u></p> <p>Policy Number: 3364-30-01</p> <p>Approving Officer: President</p> <p>Responsible Agent: Vice President for Student Affairs</p> <p>Scope: Main and Scott Park Campuses</p>	 <p>Original Effective date: November 18, 2008</p>				
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(A) Policy statement

Reservable space in or near the student union and the Scott Park student center (all meeting spaces within the student union and the Scott Park student center, the patio spaces of these two facilities, the Edison fountain area of centennial mall, the front steps area of the student union and the flatlands) is available for registered student organizations, university departments & affiliated organizations, personal use and general public access in accordance to a schedule of access that will permit major university-wide events and student organizations to obtain reserved space before it is committed to non-university functions or personal use functions.

On the Monday following November 15 of the current academic year, registered student organizations only can begin to confirm reservations for meeting space in the student union and the Scott park student center through August 1 of the following academic year.

On the first Monday in December of the current academic year, academic departments, administrative offices and university affiliated committees and/or organizations may begin to confirm reservations for meeting space in the student union and Scott park student center through August 1 of the following academic year.

On January 1 of the current academic year, organizations with no university affiliation may begin to contract for the use of meeting space in the student union and the Scott Park student center through August 1 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 throughout the year on an equal access “first come, first served” basis.

Only university-wide major events like homecoming, art on the mall, new student orientation/registration and presidential priorities will be placed on the student union or Scott Park student center schedule more that 18 months in advance or before registered student organizations have access to available dates.

(B) Purpose of policy

The purpose of this policy change is to ensure that a priority be established for registered student organizations to have premium access to student union or Scott Park student center meeting space before extensive commitments are made that occupy the use of these facilities and 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 scheduled user, or in the case of contracted non-university use the terms of the contract will prevail.

(D) 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 written requests in person or electronically to the student union office to request the tentative reservation of space.
 - (a) After securing space, all the appropriate forms and approvals will need to be obtained, completed and returned to the office of the dean of students.
 - (b) Once approvals are obtained from the office of the dean of students, tentative reservations will be confirmed.
- (2) University departments, administrative offices and affiliated organizations will submit written requests in person or electronically to the student union office to request a space reservation.
- (3) Organizations with no university affiliation will submit their request for space in written form 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) Requests to use exterior spaces scheduled by the student union will be required to complete an application for the use of exterior space that 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 facility use permit, stating the details of the event that was approved.

<p>Approved by:</p> <p><u>/s/ laj</u> Lloyd A. Jacobs, M.D. President</p> <p><u>November 18, 2008</u> Date</p> <p><i>Review/Revision Completed by: Vice President for Student Affairs Student Affairs Leadership Team</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• <i>3360-30-22 Policy on space utilization for the Student Union and Student Center, former Main Campus policy, previous effective date</i> <p>Initial effective date: November 18, 2008 Review/Revision Date: Next review date: November 18, 2011</p>
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