Student Union and Memorial College Center
Reservation Policy

Functional Area: Student Union
Applies To: All Armstrong faculty, staff, and students.
Policy Reference(s):
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Page(s): 2

Responsible Person

The Director of Orientation, Civic Engagement and Student Union is responsible for maintenance of this policy and for responding to questions posed regarding this policy as he or she is responsible for reservations and the use of the Armstrong Student Union and Memorial College Center.

Purpose / Rationale

The purpose of this policy is to allow the safe and proper use of space in the Student Union and Memorial College Center facilities.

Definitions

SUAO: Student Union and Activities Office

Policy

1. All requests for use of the Armstrong Union are received and processed by the Student Union and Activities Office (SUAO).

2. The SUAO staff reserve the right to deny space usage for any group/event that is programatically or operationally impractical to accommodate or conflicts with the University's mission, or policies.

3. The SUAO staff will assign each reservation to the most appropriate space available. Requests for specific rooms or spaces will be honored when possible. The staff reserves the right to re-assign space when necessary and to identify suitable alternative space for the original reservation.
4. All space reservations will be tentatively confirmed until the Student Union and Event Registration Form has been signed and returned to the SUAO. Please note that your reservation is not final and your event location should not be publicized until you have received a final confirmation.

5. Space availability checks and routine event requests must be submitted by faculty and staff via Pirates Cove Calendar. An auto reply receipt will verify the receipt of the request and a confirmation email will be returned once all forms are submitted and processed. The Assistant Director for Student Union and Activities may require a meeting with the event organizer to clarify details of the event prior to approval.

6. Users who misrepresent an event or affiliation in order to avoid fees and charges will be charged appropriately, may incur additional charges and may have reservation privileges suspended. This determination will be made by the Director of Student Union and Activities or the director’s designee.

7. The sponsoring student organization president or department will be responsible for damages to facilities, equipment or for inadequate clean-up and will be charged the actual cost for repair, replacement or cleaning.

8. Groups sponsoring a large-scale event (more than 75 attendees) can reserve the same room for decorating and set-up for a reasonable amount of time as determined by the Assistant Director for Student Union and Activities.

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