

3364-30-01 Reservation policy for student union facilities.

(A) Policy statement

Student organizations and university-wide major events will have precedence in reserving public space inside and near the Thompson student union Centennial mall (including the patio and Edison fountain areas), front steps of the student union and flatlands. While these 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 these spaces will not be allowed in advance of eighteen 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, new student convocation, student appreciation days, new student orientation, vice president for student affairs priorities, 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 via the online involvement network (invonet) event registration process at least twenty-eight days prior to the event. Upon availability, the student union office will tentatively reserve the space. Once the office of student involvement and leadership has approved the event, the tentative reservation 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) Event registrations for outdoor spaces reserved by the student union (e.g., centennial mall and the flatlands) will be circulated for approvals from grounds, campus police, risk management, and any other department that may be impacted by the event being planned. Once approved, the requestor will be issued a confirmation notice. A pre-event planning meeting with the afore mentioned approvers may be scheduled due to the details of the events.