

**UNIVERSITY UNION
SERIES RESERVATIONS
TERMS AND POLICIES**

A Series Reservation must be scheduled for the same time on the same day for the entire semester on a weekly, bi-weekly or monthly basis.

Series Reservations for University Union 4th level meeting rooms and the Lyceum Theatre may be made beginning the first Monday in August, for the fall semester, and the first Monday in December, for the spring semester.

Series Reservations may be scheduled to begin the first week of classes.

Series Reservations are prohibited during pre-final and finals weeks. Dates requested during the weeks of pre-finals and finals require an Event Application signed by the Dean of Students.

If more than one meeting room is required within the same week, an additional room may be reserved one (1) day in advance of required date. Requests will be honored on a space available basis.

Event Planning & Scheduling Services will issue room reservation confirmation and/or a notification of changes to the Student Organization representative within one (1) business day of submitted request.

Rooms may be reserved, free of charge, once a week for a maximum of four (4) hours for Series Reservations. The Diamond Eagle Suite, Syndicate Venue, 1 O' Clock Lounge and the Courtyard are not available for Series Reservations.

All Series Reservations are scheduled on a first-come, first-served basis.

Meetings are to adjourn by 9:45 pm.

Failure to arrive within thirty (30) minutes of the scheduled time may result in the cancellation of reservation. Continued late arrivals or a maximum of two (2) no-shows may result in the cancellation of meeting rooms for the remainder of the semester or the loss of reservation privileges.

Event Planning & Scheduling Services reserves the right to make room assignments in a manner that maximizes the amount of space available. Room preference will be considered when accompanied by justification, but is not guaranteed.

It is the responsibility of person applying for Series Reservations to notify organization members of any room changes.

Verde Catering must provide all food and beverage for meetings *before* 5:00 pm Monday through Friday.

Food and beverage may be brought in or ordered from local restaurants for meetings scheduled in 4th Level rooms *after* 5:00 pm Monday through Friday and weekends in 4th Level Meeting Rooms.

Pending availability, audio/visual equipment is provided free of charge for Series Reservations. Event Planning & Scheduling Services must be in receipt of all technical equipment needs at least (10) business days in advance of the Series Reservations meetings. Technical personnel fees may apply.

Amplification levels are not to exceed 92 Decibels in the University Union and Lyceum Theatre. Amplification is prohibited in all 4th Level meeting rooms.

Reserved space must be used in existing room setup. Should unexpected changes to room setup be required, customer must contact the Union Building Manager for assistance by use of the Event Phone.

Event Planning & Scheduling Services must be in receipt of all "special room setup" requests at least one (1) business day in advance of the Series Reservation meeting.

Service fees will be assessed when reserved room is not returned to the original setup arrangement and condition.

All trash, personal and supplier effects are to be removed at the end of event.

Liability for damages or conditions requiring additional cleaning of the reserved space will be charged to the organization named as responsible party.

Reference Appeals Process in Sections 23 in the Union House Guidelines for dispute procedure.