

Room Reservations- On Campus Departments/Organizations

Room Reservations-On Campus:

- 1.) Conference rooms are reserved through the Reservation Center. Completed reservation forms must be turned in by 12:00 noon on the business day preceding the reservation. Recognized student organizations must make reservations in person. Telephone reservations will be accepted from official University departments and organizations. Reservations are subject to automatic cancellation without notice if details are not completed by the deadline date.
- 2.) Reservations for conference rooms will not be accepted more than four weeks in advance and organizations may not have more than three reservations scheduled at any one time. Exceptions can be made for organizations which need to confirm a speaker or schedule a special ceremony.

Exception: Block Reservations- Recognized Student Groups

Recognized student organizations may make block reservation's for the academic year.

Reservations will be accepted the first day of each semester. Reservations are for one room, one day per week and for a maximum of three hours. Any organization which fails to notify the Reservation Center of a cancellation by noon the business day prior to the reservation date will be considered a "no-show" and subject to penalties.

If an organization would like to make additional room reservations outside of their block reservation, it will need to be made a minimum of 2 weeks in advance.

Departments/Schools Block Reservations:

Block reservations can be made for each academic year. Reservations must be between 8:30am and 4:30pm. Any other reservation will need to be pre-approved.

- 3.) Meetings requiring audio visual equipment should have all details finalized a minimum of two weeks prior to the reservation date. Equipment needs outside the inventory of the USU will be requested by the Reservation Center from AIC. Audio visual equipment is provided on an availability basis.
- 4.) Only the designees or the faculty/staff advisor may make a reservation for recognized student organizations.

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- 5.) Reassignment of space may occasionally be necessary and shall be done at the discretion of the Reservation Center. Whenever possible, the Reservation Center will notify the group of the change in advance. The USU reserves the right to cancel an event or modify the extent of services
- 6.) Groups failing to cancel a reservation will forfeit any facility deposit and be held responsible for all costs incurred for set-up, staffing, equipment rental, etc. as well as the appropriate "no-show" penalty.
- 7.) All charges incurred with a reservation are due and payable within 30 days of the invoice date. Any group with unpaid bills to the USU or Student Involvement Office will not be allowed to reserve space in the USU and all reservations currently scheduled will be cancelled.
- 8.) All space rental fees will be waived for official university groups providing the sponsoring group is not charging an admission or registration fee or soliciting donations or contributions. Collecting of membership dues for clubs/organizations is permitted.
- 9.) No organization may reserve space on behalf of another organization. Organizations may not sell, sublease, or transfer reservations to another organization or individual. The organization reserving the space must be the primary organizer and sponsor of the event. Failure to comply will result in immediate cancellation of any reservations scheduled and suspension of facility use privileges for the remainder of the academic year.
- 10.) Groups are responsible for any damage to the reserved space, it's furnishings and equipment as a result of negligence or abuse by it's members or guests.