

## Room Reservations- Off Campus Organizations

### Room Reservations-Off Campus:

- 1.) Conference rooms are reserved through the Reservation Center. Completed reservation forms and entire room rental fee, must be turned in by 12:00 noon 5 business days preceding the reservation. Group must provide detailed event information to the Reservation Center in order to obtain campus approval. In some situations, security may be required. Reservations are subject to automatic cancellation without notice if details are not completed by the deadline date. Non-Academic Events are subject to Campus Approval.
- 2.) Payment for reservation is due a minimum of 10 business days prior to the event. A Facility Use Agreement and Liability Insurance must be signed and submitted with the payment.
- 3.) 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.
- 4.) Meetings requiring audio visual equipment should have all details finalized a minimum of two weeks prior to the reservation date. Audio visual equipment is provided on an availability basis.
- 5.) 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.
- 6.) Self-catering of any kind is not permitted at any time. All food requests must go through Food Services, (559) 278-3904.
- 7.) Cancellation of a reservation must be made by the requestor of the organization 5 business days prior to the reservation in order to receive full refund.
- 8.) 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.