

Student Union

General Reservation and Use of Facility Policy

The University of Akron

Student Union Event Planning Office

Reservation Line: 330.972.8689

Email: sueventplanning@uakron.edu

Effective 8/12/07

Room Reservations

The Student Union (SU) Event Planning Office uses a software management system to schedule all room reservations. Once your event space has been reserved, you will receive an email confirmation with 24 hours detailing the specifics of your event. Please reference the Reservation ID (located at the top right portion of your confirmation) when inquiring about your reservation.

Space is reserved in the order in which requests are received. First consideration is given to institutional needs and annual major events, followed in order by registered student organizations, University departments and affiliated organizations, and non-University customers.

It is recommended that reservations be made at least 24 hours in advance by calling or emailing the SU Event Planning Office. Requests for space for a multi-purpose room(s) and/or larger events are referred to an event coordinator who will make arrangements with the customer contact to discuss set up needs.

The SU Event Planning Office reserves the right to assign, and if necessary, reassign space while taking into consideration the size of the group, type of program, and space available to assure the maximum and most appropriate utilization of space. If space is reassigned, customers will be notified by phone and followed up by email confirmation.

Rooms are available at the scheduled meeting time unless specific pre-access setup time is requested. Pre-setting, decorating, and special setups may be arranged based upon room availability. Please end your meeting or event on time to allow proper preparation for the next event.

Tentative reservations will be held for 10 days. During that 10-day period a formal request must be submitted to the reservation line. Consideration may be given for situations that require a longer lead time for finalizing dates. Client will be notified prior to room release.

To reserve space in the Student Union, a customer must be a member of one of the following categories:

Student Organization

Must be officially recognized by the University and currently registered with the SOuRCe located in the Hub of the Student Union in room 130. Currently registered student organizations can reserve Student Union and campus facilities for general meeting and programming use free of rental charges (with exception of Game Room) and equipment which may incur associated charges. Designated contacts only will be allowed to reserve rooms, make changes, or cancel reservations.

Student organizations that have been placed On Hold by the Office of the Vice President for Student Affairs or its designee or are not in good standing with the University, cannot reserve space until the issue(s) has been resolved.

New student groups that are going through the recognition process and are registered with the Office of Leadership and Development and currently hold **Status A** can reserve the use of campus facilities a maximum of 3 times for general meeting use only. New student groups in the **Status B** category can utilize facilities for a maximum 6 times for general meeting use only.

New student groups in **Status A** or **Status B** can reserve concourse information table space only, but cannot conduct fundraising or major event programming during the recognition process.

University Academic/Administrative Departments or Affiliated Organizations may reserve meeting rooms free of rental or labor charge except for Ballroom(s), Theatre, Dining Cove, and Game Room.

Individual Students, Faculty, and Staff are considered External Customers.

Non-University Individual or Group (External Customer) may reserve space at the Non-University Individual or Group rate. All non-University customers sign a contract and payment of terms agreement to confirm reservation. Deposits are non-refundable.

Non-University Individual or Group (External Customer) Sponsored by a Department or Student Organization may reserve space at the University Department or Student Organization **Sponsored** rate. The following criteria must be met in order to receive this discounted rate.

- A UA Department or Student Organization contact person must be designated and be present at the event.
- UA designated contact person and non-University customer contact person are to attend a pre-event meeting with the SU Event Planning Office event coordinator 30 days before the event. All non-University customers sign a contract and payment of terms agreement to confirm reservation.
- All charges are billed directly to the account of the sponsoring UA department or student organization, who are responsible for reconciling charges and payment agreement with non-University customer.
- Arrangements for parking, food service, and police are the responsibility of the UA designated contact. Direction and assistance will be provided by SU event coordinator.
- All revisions and changes are to be channeled thru the designated UA contact person to the event coordinator.

Scheduling Timeline

Student Organizations

Once the annual SOuRCe registration process has been completed, a group may reserve space for meetings by semester.

Major events must be scheduled at least 30 days before the event and may be scheduled up to one year in advance. A pre-event meeting is required within 30 days of the event. The room reservation will be held as **Tentative** until this meeting takes place.

University Academic/Administrative Departments or Affiliated Organizations

Meetings can be reserved at any time keeping in mind that certain dates are protected for University traditions such as Homecoming.

Major or annual events must be scheduled at least 30 days before the event and may be scheduled up to five years in advance. A pre-event meeting is required within 30 days of the event.

Non-University Individual or Group (includes Sponsored events) may reserve conference space up to five years in advance. Wedding receptions may be scheduled up to two years in advance. Consideration may be given for situations that require a longer scheduling lead time. Set up arrangements and customer needs will be discussed at a pre-event meeting when the contract is explained and signed.

Cancellations – No Shows

In the event that a confirmed request for space is no longer needed by the customer, it is the responsibility of the customer to cancel the request. Cancellations must be submitted to the Event Planning Office by phone or email anytime prior to a meeting and seven (7) days prior to a major event. Cancellations less than seven (7) days prior to a major event will be assessed a cancellation fee. Cancellation and No-Show fees are calculated at a Non-University customer rate. Charges will be assessed for expenses incurred up to that point.

The Student Union Operations staff reports all no-shows and Student Union policy violations. Failure to cancel a reservation more than two times per semester will result in loss of privileges for the remainder of the semester.

Changes

The Event Planning Office may not be able to accommodate late requests or changes made within 24 hours of your event. Submit request for changes to the Event Planning Office by phone or email. Major set up changes requested within 48 hours of your event are subject to our discretion and may result in additional charges.

Customers are unable to transfer their scheduled space to another customer.

Charges Incurred

UA account number is required for billing charges and will be billed directly within 10 days of the event. If your organization does not have a UA account, a deposit and contract may be required in advance with final amount due within 10 days of receipt of invoice. A copy of the detailed invoice will be mailed following the event.

Charges incurred as a result of unauthorized rearranging room setup or causing damage to the building or equipment resulting from negligence will be assessed. A cleaning fee will be assessed when an excessive amount of cleaning is required as a result of your event.

Additional Information and Services

Arrangements can be made with the SU Event Planning Office for the following services to insure the success of your event. Please request these at the time of your booking.

Audio Visual and Other Resources All meeting rooms are equipped with a Gateway laptop (Microsoft XP w/Tablet edition), wireless mouse / laser pointer, projector, screen, DVD/VHS/CD Media Unit. Flip chart post it pad w/easel, whiteboard, tripod, speaker phone, and microphones are also available on request.

Directional Signage Requests for exterior and interior directional signs must be submitted two weeks prior to your event. A nominal fee will be charged.

Food Service Due to health and liability issues, food from outside sources is prohibited in the Student Union and must be provided by University Catering Services. It is the responsibility of the department or student org contact person to secure food and beverage service for a reservation that requires catering. You must contact the University Catering Sales Office no later than two weeks prior to your event to guarantee catering. Non-University customers must coordinate catering needs with their Event Coordinator.

Request for exceptions may be submitted to the Director of Dining Services (330-972-6404). Customers must receive clearance before any food, beverage, or refreshments can be brought into the building or sold at your event.

Parking Special event parking fees may apply.

Security Due to the nature of your event, security personnel may be required. Fees for these services are the responsibility of the customer and will be coordinated with UAPD.

Shipments The Event Planning Office will accept shipments related to your event up to three business days prior to your event. The Student Union cannot be held responsible for damaged, lost, stolen or miss-shipped items. If items are left for pickup longer than three business days after your event, you will be charged a storage fee of \$50 per day. The Event Planning Office will not accept COD packages or be responsible for shipping packages after an event unless special arrangements have been made.

Use of Student Union Facilities and Equipment

The Student Union is geared to meet the co-curricular needs of customers such as registered student organizations, academic and administrative departments, the University community, and the general public. All reservations for space in the Student Union, including meeting rooms, dining rooms, lounges, and lobbies are to be made through the Student Union Event Planning Office in the Department of Student Life.

The customer will be responsible for the proper use of the Student Union facilities, furnishings and equipment. The customer is responsible for all Student Union property missing or damaged, as a result of actions by the customer, customer's guests, agent, independent contractor or any person on customer's behalf. The Event Planning Office is not responsible for damage to or loss of any items left on the premises.

Customer may not, without prior approval from the SU event coordinator, make any changes to the facility, such as, but not limited to, changes or rearrangement of room setup, changes to the structure or electrical systems. Customers shall be held financially responsible for any damages to the building or equipment resulting from negligence on the part of the organization, its members and/or guests.

Confetti, dance dust, glitter, silly string, bubbles, or water or sand filled items are not authorized. Unauthorized use of such items will incur a \$200 fee. SU Event Planning Office offers mirror, candle lamp or vase centerpieces. Free standing decorations are allowed. Decorations cannot be attached to ceilings, lighting fixtures, walls or floors. Balloons must be weighted down and not floating freely or tied to any furniture and are to be disposed of by the customer after the event.

Customer shall make arrangements with the SU Event Planning Office before adhering posters, pictures, etc., to ANY wall surface, otherwise they will be held responsible for cost of repairing damages to surfaces (ballroom walls, wood walls, pillars, etc.). This includes getting clearance to use products such as double face tape, scotch tape, etc. No surface is exempt from this requirement. Arrangements can be made to order material from the SU Event Planning Office for this purpose (poster putty, etc.)

The University and its employees assume no responsibility for injury or losses incurred by the Customer, guests, or their property. Customer shall observe all state and local regulations concerning health, safety and public order and agrees to abide by all applicable University rules and regulations. The premises shall at all times be under the control of the University and all University personnel, police, and fire department employees shall have the right to enter the facility at any time.

No sidewalks, doors, passages or ways of access to or through the SU facility shall be obstructed by the customer, except in the lobby areas as permitted and agreed to by the SU Event Planning Office.

Giving the customer notice, the Assistant Dean or designee may terminate a reservation at any time. In the event of termination or cancellation, the Event Planning Office shall refund any deposits and shall incur no other liability.

The Student Union is a non-smoking facility, including patios, outside café's, and balcony.

EMERGENCY CLOSING

If the SU Event Planning Office is unable to perform its obligations under this agreement for any reason beyond its control, including but not limited to, facility and/or weather emergency, power outage, accident, riot, strikes/labor disputes, restrictions or regulations on commodities or supplies, epidemic, acts of war or terrorism, or act of God, such non-performance is excused and the SU Event Planning Office will not be liable for any consequential damages of any nature. The SU Event Planning Office agrees to reschedule your event to a mutually agreeable and available date and location.

Emergency personnel will notify customer contact regarding the closing. For information about University closing, please contact 330-972-7669 or 330-972-4636.

Compliance with Student Union Policies

All customers of the Student Union are to adhere to the General Facility Reservation and Use of Facility Policy as well as the following policies when using the Student Union. Policies are posted on our website at: <http://www.uakron.edu/studentlife/stuunfac/policies.php>

- Animals in the Student Union
- Concourse Table Space
- Events Involving Alcohol
- Game Room Rules and Guidelines
- General Reservation and Use of Facility Policy
- Handbill Distribution
- Hours of Operation
- Kiosk
- Memorial Outdoor Space
- Non-University Food Policy
- Posting of Materials/Banners
- Procedure for Serving Food on Campus
- Public Address System
- Rental Rates
- Sales and Distribution
- Solicitation for Donation
- Table Tents
- Ticket Sales Agreement
- Vending

Failure to comply with the above policies may result in a fine and/or loss of facility usage. Policies and prices are subject to change.

Assistant Dean or designee has the right to waive normal procedures.

The Student Union policies are in accordance with The University of Akron policies.

Policies: www.uakron.edu/studentlife/stuunfac/policies.php

Room Options/Rental Rates: www.uakron.edu/studentlife/confac/roomres.php

University Catering

Sales Office: 330.972.7668

Catering Services: www.uakron.edu/aux/dining/UCatering.php