

General Guidelines for Space Reservations for The University of Akron Student Union

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General Guidelines for Space Reservations for the University of Akron Student Union

The Office of University Scheduling is located in the Center for Service and Leadership of The University of Akron Student Union, Suite 130, and is responsible for reserving and coordinating the use of all Student Union facilities.

Priorities and Timing for Submission of Reservation Requests

Facilities are reserved in the order in which requests are received, with first consideration given to institutional needs and major annual events such as those related directly to academic success and University tradition (e.g., Homecoming, Preview Days, New Student Orientation or Welcome Week). Determination of which events are considered major annual events will be made by the Executive Director of the Student Union, or the Director's designee, in consultation with the Associate Vice President and Dean of Students.

After the space requirements for institutional needs and annual major University events have been met, requests for reservations are filled in the order in which they are received following a schedule of access based on user category. This schedule, in order, is registered Student Organizations, Campus Based Users and affiliated organizations and External clients. The staff of the Student Union reserves the right to assign, and if necessary, reassign facilities considering the size of the group, type of program, and space available to assure the maximum and most appropriate utilization of space.

I. Eligibility for Use of Facilities

A. In order to reserve space in The University of Akron Student Union a user 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 Center for Service and Leadership in Student Union Room 133. Currently registered student organizations can reserve Student Union and campus facilities for general meeting and programming use.

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

New student organizations that are going through the recognition process and are in:

- **Status A** can reserve the use of campus facilities a maximum of 3 times for general meeting use only.
- **Status B** category can utilize facilities for a maximum 6 times for general meeting use only.
- **Status A** or **Status B** can reserve concourse information table space only, but cannot conduct fundraising or major event programming during the recognition process.

Campus Based Users: Must be officially recognized by the University.

Individual students, faculty, or staff persons: are considered to be an External Client.

External Client: Any group or individual that does not qualify in any of the foregoing categories. All external clients must sign a contract to confirm reservation.

Co-Sponsored: An External Client may seek sponsorship by a Campus Based User or Student Organization and reserve space at the Co-Sponsored rate if the following criteria are met:

- A UA Department or Student Organization contact person must be designated and be present at the event.
- A UA designated contact person and External client contact person are to attend a pre-event meeting with an Office of University Scheduling representative 30 days before the event. All Co-Sponsored customers sign a contract 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 with External clients unless alternative billing arrangements are agreed upon.
- Arrangements for parking, food service, and police are the responsibility of the UA designated contact. Direction and assistance will be provided by the Office of University Scheduling.
- All revisions and changes are to be channeled through the designated UA contact person to the Office of University Scheduling.

Alumni: Alumni requesting space for personal use will be granted the corresponding Co-Sponsored rate.

B. Fronting Policy

Fronting consists of eligible campus based users, student organizations or individuals reserving space in the Student Union for another person or group. Hiding or concealing the identity of the true client due to non-eligibility for use of facilities, monetary exemptions, or the policies and mission of The University of Akron and

the Department of Student Life is not permitted. Professional or external organizations are not eligible for University departmental or student organization rates. **They are considered to be “Co-Sponsored” and will be assessed the “Co-Sponsored” rate.**

- No Sponsoring Organization/Campus Based user or Client may serve as a front for another organization. Campus Based users and Student Organizations fronting will be charged the maximum applicable rate and/or subject to the loss of reservation privileges.
- Student Union staff will make the determination as to fronting by considering the nature of the event, past experience with respect to similar events, type, and the nature of attendees.

C. Unrestricted Public Access

The University of Akron Student Union facility is not a place of unrestricted public access. The Student Union is intended for the use of students, faculty, staff, guests of the University and participants in authorized on-campus activities. Vagrancy, loitering or interfering with this intended use is prohibited and violators will be required to leave the premises.

Exceptions to access policy and identification methods will be considered by Student Union staff on a case-by-case basis.

D. Scheduling/Reservation Timeline

1. Tentative Reservations

Facilities may be placed on hold for a reserved date for a maximum of ten (10) days, after which time the sponsoring group must provide the required information needed to have a firm reservation. If not confirmed by the end of the ten (10) day grace period, the room(s) may be released. Another group needing the same room, and prepared to confirm the space, may place a request with the Event Planning and Scheduling Offices. At that time, the group tentatively holding the room must either confirm or release the room.

Final information to confirm the event must be provided to the Office of University Scheduling no later than (2) weeks prior to the event date. If all information is not received within a timely manner the user will risk cancellation of their reservation.

2. Student Organization Users

Recurring reservations, Game Room and Concourse Table reservations may be reserved by semester up to one semester in advance once the annual SOuRCe registration process has been completed. A semester is defined for this purpose as fall, spring or summer semester. For example, a student organization may reserve a weekly meeting space for the upcoming fall semester anytime during the summer semester.

Major events must be scheduled at least 30 days before the date of the event is to be held and may be scheduled up to one year in advance. A pre-event meeting is required to be held FOUR (4) weeks (or 30 total days) IN ADVANCE of the event. The room reservation will be held as “Pending Major Event Meeting” until this meeting takes place.

Definition of a Major Event:

A major event or dance event is defined as an activity where a multi-purpose room has been reserved *and* ONE of the following applies:

- The event is open to the public (non-university students)
- Music will be provided and dancing may occur
- An event where alcohol will be served

Examples of multi-purpose rooms on campus include and are not limited to: the Student Union ballroom, Student Union theatre, Robertson Dining Hall, Martin University Center ballroom, Leigh Hall auditorium, and Shrank Hall auditorium, EJ Thomas Hall, Quaker Station, Quaker Square Inn, the Student Recreation & Wellness Center, InfoCision Stadium, James A. Rhodes Arena (JAR), and Stiles Field House.

Student Organization Users are responsible for understanding and following the Major Event Policy in its entirety. To view the Major Event Policy **click here (hyperlinked)**

3. Campus Based Users

Recurring reservations, Game Room and Concourse Table reservations may be reserved at any time keeping in mind that certain dates are protected for University traditions, academic success and major annual events. Major or annual events must be scheduled at least thirty (30) days before the event and may be scheduled up to five (5) years in advance. A pre-event meeting is required within thirty (30) days of the event.

Definition of a Campus Based User Major Event:

A major event or dance event is defined as an activity where a multi-purpose room has been reserved *and* ONE of the following applies:

- The event is open to the public
- Music will be provided and dancing may occur
- An event where alcohol will be served

4. External Clients and Co-Sponsored Users

These groups may reserve 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 reviewed and signed.

E. Late Requests, Changes and Transfers

The Office of University Scheduling may not be able to accommodate late requests or changes made within 24 hours of your event.

If an appropriate room is available, it may be assigned, but special services will not be available. Special services include changes in room arrangements or requests for audio-visual equipment. Major set up changes requested within 48 hours of your event are subject to our discretion and may result in additional charges.

Submit request for changes to the Office of University Scheduling by phone or email.

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

F. Right to Assign, Reassign or Terminate a Reservation

The Office of University Scheduling reserve the right to assign, reassign, or terminate space for a meeting or event when circumstances demand. Reasonable attempts will be made to accommodate the user in finding alternate space.

G. Cancellations & No Shows

1. Student Organization Users

The Student Union Operations staff reports all no-shows of any Student Union space including Concourse Tables 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 current semester.

In the event that a confirmed request for space is no longer needed by the user, it is the responsibility of the user to cancel the request. Please contact the Office of University Scheduling by telephone (330) 972-8689, or by email to sueventplanning@uakron.edu.

This may be done at any time prior to a meeting and must be done 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.

2. Campus-Based, Co-Sponsored and External Users:

In the event that a confirmed request for space is no longer needed by the user, it is the responsibility of the user to cancel the request. Please contact the Student Union Reservation line (330) 972-8689 or the Office of University Scheduling in writing. Email is acceptable – sueventplanning@uakron.edu.

This may be done at any time prior to a meeting and must be done 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 will be assessed based on expenses accrued up to that point.

H. Charges and Billing

1. Student Organization Users

To confirm facilities, student organizations must have the necessary funds in their UAF/SAF account to cover the rental rate of the room(s) they are scheduling as well as any audio visual (equipment and staffing), UAPD, and other charges they may incur. If the necessary funds are not available by the cancellation deadline date the room(s) will be released.

University student organizations without a UAF/SAF account will be required to pay a deposit at the time of the confirmed booking equal to 50% of the expected costs including room rental, audio-visual (equipment and staffing), special opening/closing and Student Union related charges. The final bill must be paid within ten (10) days of receipt of the invoice. Failure to pay within this time frame will result in cancellation of any space reserved for future dates.

One week prior to the event date, funds adequate to cover the balance of all charges including catering, UAPD and audio/visual services must be secured in the group's account at the SOuRCe office. If the necessary funds are not deposited in the account, the event will be subject to cancellation.

2. Campus Based Users

A valid UA account number will be requested at the time the reservation request is received and is required for billing charges. All charges will be billed directly within ten (10) business days of the event.

3. External Clients and Co-Sponsored Users

External clients must sign a contract, provide proof of insurance and pay a deposit at the time of confirmed booking equal to 50% of the expected costs. Full payment is due two weeks (14 days) prior to the event based on the estimate. Any additional charges accrued on-site shall be paid within ten (10) business days upon receipt of invoice. A reservation will not be considered confirmed until payment is received. **Facilities may be held for up to ten business days after the initial reservation is made.** If the deposit is not received by the end of the ten day period, the facility will no longer be considered to be held or reserved, and may be reassigned.

If an event is cancelled after the deposit is received, the user may receive a 75% refund of the deposit provided that notice of the cancellation is received 31 days prior to the date of the reservation. There will be no refund if the cancellation is received 30 days or less before the date of the reservation.

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.

Some events may require special services which must be arranged through other University departments. When the coordinating University department charges a fee for that service, the fee will then be billed to the user. If the event sponsor is a University organization, then fees will be charged directly to the users account. For External Clients and Co-Sponsored users, the Student Union will bill the user for such charges.

II. Use for Academic Classes

The Student Union is not available for classroom use for courses offered by academic departments, or for meetings which are course or degree requirements. Events sponsored by an academic department and publicized as open to the campus community and/or the general public may be scheduled subject to the regular reservation policies of the Student Union.

III. Facilities, Equipment and Services Available

A. Meeting Room Style and Seating Capacities

Reservable space in Student Union includes all 3rd Floor meeting rooms (308, 310, 312, 314, 316, 318, 321, 322, 323, 335) and the Grand Ballroom (and all of its subsidiaries).

To see chart **click here (hyperlink to Style and Seating Capacities chart and room photos set)**

The Office of University Scheduling has information on the seating capacities for the rooms based on configuration of setup. It is a violation of applicable fire codes to exceed those limits. Student Union personnel will notify the user if attendance for the event is greater than allowed for the facility selected. If asked to do so, the user must reduce the number in attendance. If the user is unable to reduce the number, Student Union administration may require the user to stop the event.

B. Lounge and open spaces

Lounges and open spaces within the Student Union are dedicated for public use however these spaces may be reserved upon request. Access will be granted upon the discretion of Student Union administration.

C. Occupancy

State and local fire codes dictate the maximum occupancy for rooms and program spaces in the Student Union based on setups.

D. Concourse Table Policies

General Policies

- Concourse tables in the Student Union are available to registered Student Organizations and Campus Based Users. We do not allow external vendors to contract with the Student Union for concourse tabling
- Reservation of Concourse Tables is at the discretion of the Student Union staff.
- Space is reserved in order of dated requests.
- Prospective users of table space forfeit their space if not in use within one hour of the starting time specified on the reservation request form. Repeated failure to cancel a table reservation 24 hours prior to contracted time may result in loss of privilege to use table space.
- Failure to comply with concourse table policies and/or the reasonable requests of Student Union administration may result in cancellation of the current and/or future concourse table reservations.

- All users must check in at the Student Union Information Center prior to setting up their table.
- The name of the sponsoring organization must be displayed. Signs are to be displayed at the table. Posting on walls, columns, and windows is not permitted.

Student Organizations and Campus Based Users using Concourse Tables

- At least one member of the sponsoring organization must be present at the table for the duration of the reservation. An organization may have no more than two representatives at the table at any time. Representatives must stay behind the table or within two feet of the front of the table.
- Distribution of information by means involving shouting, yelling, or physically approaching individuals is prohibited. Interference with the normal business of the Student Union or interruption of the free flow of traffic throughout the Student Union is prohibited.
- Literature, promotional items, or other ‘giveaways’ may only be distributed from concourse tables located in the Student Union. All literature distributed must clearly identify the Student Organization or Campus Based User. All individuals or organizations distributing literature will be held responsible for cleaning up litter resulting from its distribution.
- All Student Organization literature must obtain the University of Akron Student Organization disclaimer
- The use of any audio-visual equipment must be approved in advance by Student Union administration. The use of audio-visual equipment without sound may be used as space is available. Requests for the use of such equipment must be made no later than one business day before.
- The use of audio-visual equipment with sound (including TV, VCR, DVD, CD or tape player) will be limited to a maximum of one concourse table per day. Requests for the use of such equipment must be made no later than one business day before. The volume must be kept at a reasonable level as determined by the Student Union administration
- Concourse tables and chairs must remain in designated area.
- Concourse table users may not sell items which are in direct competition with items sold by the service areas of the Student Union. If the item(s) to be sold are considered to be in direct competition, the activity may be subject to additional review by Student Union administration.
- Organizations are not permitted to sell food items at information tables without prior, written permission from Student Union administration.

E. Game Room

The Student Union Game Room is open to all University of Akron students free of charge. Students must present a valid Zip Card to be admitted. Guests are permitted as long as they are accompanied by a University of Akron student with a valid Zip Card, have photo identification and pay \$5 for an all-day pass.

Faculty, Staff, Campus Based Users (must be officially recognized by the University), and their guests can pay a fee of \$5 for an all-day pass for the use of the Student Union Game Room.

There are Bowling and Billiards classes offered in the Game Room; however the Game Room is still open to visitors during this time, depending on which side classes are being held. Please respect the classes being conducted.

- No Running/Horseplay in the game room.
- Please do not sit, lean, or place personal effects on the gaming tables.
- Bowling shoes and socks are required on bowling lanes.
- Do not adjust the TV's. Please ask a staff member for assistance.
- Please place all trash in the waste or recycling bins before you leave.
- Food is allowed in the game room. However, please keep the items in the designated areas – away from bowling lanes and off of pool tables.
- Please do not move any furniture without the approval and/or assistance from the staff.

The Game Room may be reserved by user groups for private parties. Fees are applicable for user groups. To reserve the Game Room for a special event, contact sueventplanning@uakron.edu.

More detailed rules are found in the Game Room regarding specific use of bowling lanes and billiards tables.

F. Audio-Visual Equipment Usage and Staffing Policies

The Student Union has a variety of audio-visual equipment available for use. Requests for equipment must be made at least three business days prior to the event. A client may cancel an equipment order or staffing request up to one (1) business day prior to an event without penalty.

External Clients and University academic or administrative departments and organizations will be charged for some audio-visual equipment use. **Student organizations are not charged for normal usage of equipment.**

Please see Audio Visual Charge Chart by clicking here (hyperlink to chart)

The Student Union reserves the right to substitute equivalent or better equipment to provide the same result. If a substitution is made by the Student Union and the equipment used carries a higher rental fee, then the client will be charged for the original equipment requested, and thus the lower fee.

Student Union audio-visual technicians/event assistants are required when audio visual equipment is used in the Theater and the Grand Ballroom. Technicians/event assistants will also be required in meeting rooms when multiple types of technologies are requested. Technicians/event assistants may be requested for the duration of an event in any other room within the Student Union. Certain types of equipment require that a Student Union audio-visual technician be assigned to operate the equipment. There will be a per hour charge for technicians/event assistants in these situations.

Any audio-visual equipment used in the Student Union must be provided by the Student Union. Exceptions will be granted for equipment which cannot be provided by the Student Union, such as DJ systems, production-quality sound and/or lighting, broadcast or reproduction equipment arranged through the Student Union staff, and specialized software programs not owned by the Student Union.

Other requests for exceptions may be directed to Student Union Administration.

Clients who bring in their own equipment without prior authorization may be charged by the Student Union for the equivalent Student Union equipment.

IV. Event Related Policies

A. Reservation Times

When making a reservation with the Student Union please include any necessary pre-access and post-access requests with your initial reservation request. If these requests are not made the space will not be available to your group until the stated reservation time on your confirmation.

B. Safety & Security

The Office of University Scheduling will consult with the University of Akron Police Department to determine the need for security and the number of officers required. All related fees will be the responsibility of the Sponsoring Organization/Department or Client.

Examples for the determination of security include but are not limited to:

- Type of Event
- Location, time, and setup of event
- History of sponsoring group or performers
- Number of attendees
- Open or closed event to the non-University community
- No weapons are permitted

C. Storage & Shipping

The Office of University Scheduling 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.

- Space is not available in the Student Union to store materials and/or equipment for organizations utilizing reserved space.
- The Student Union cannot receive shipments of materials without advanced approval from staff for storage arrangements. Items shipped without prior approval will be refused and returned to sender.
- 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 Office of University Scheduling will not accept COD packages or be responsible for shipping packages after an event unless special arrangements have been made.

D. Directional Signage

Requests for exterior and interior directional signs must be submitted at least two weeks prior to your event. There is a nominal charge for signage.

E. Parking and Shuttle Service

Parking and Shuttle services are available for Student Organizations, Campus Based users and External Clients. Special event parking fees may apply.

Student Organizations:

Student Organizations needing parking and/or shuttle services for a Major Event occurring at the University of Akron should address these needs in their Major Event Meeting with the Office of University Scheduling. Other parking/shuttle service needs must be arranged for directly with the Parking Office.

Campus Based Users:

Campus Based users needing parking and shuttle services must arrange for parking and/or shuttle service through the Parking Office.

External Clients:

External clients may arrange to be billed for such charges through the Student Union. If special shuttle services are requested arrangements will be made through Parking Services and billed in accordance with their pricing structure.

F. Special Services

Special equipment requests may be fulfilled by Special Services. Examples of such requests are for tables outside, or for equipment demands that exceed the inventory of the Student Union. In these situations, rental charges will be levied in accordance with Special Service's price list.

G. Sound Amplification

Amplified sound is defined as:

- Electronic amplification of any sound by AC or DC power sources
- Mechanical amplification of sound capable of an 85 decibel volume (i.e., megaphones).
- Percussion instruments capable of a 85 decibel volume, (i.e., drums, cymbals).

Users reserving space who plan to have amplified sound at higher than normal levels must communicate this to the Office of University Scheduling to ensure that the impact on other guests is minimized. Sound amplification equipment generally may not be used in any areas other than the meeting rooms however music in any part of the building must not disturb other functions in the building.

Failure to lower sound level will result in sponsors' loss of all reservation privileges for the remainder of the semester.

H. Emergency Closings

If the Student Union is unable to perform its obligations 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 Student Union will not be liable for any consequential damages of any nature. The Student Union will attempt to reschedule all events to a mutually agreeable and available date and location.

For all customers with questions about University closings or to check if the University is closed, please contact 330-972-7669 or 330-972-4636.

I. Decoration Policies

- All arrangements for decorations, exhibits and displays must be made prior to the deadline for finalizing arrangements.
- Doorways, hallways, corridors, staircases and fire exits cannot be blocked or obstructed.
- Decorations may not be attached to ceilings, light fixtures, walls, floors, woodwork, draperies, windows, curtains or any painted or papered surface unless approved by Student Union administration.
- Special effects equipment, such as smoke, fog and fire machines, sparklers, etc., are **not permitted** in the Student Union.
- Banners and displays made with flammable materials may be used only where no danger of fire exists, as determined by Student Union administration.
- Groups utilizing decorations, exhibits or displays must arrange for labor to set up and remove materials.
- The Student Union is not responsible for the loss of any materials, displays, gifts, favors or other items left in the building.
- Decorations, exhibits and displays must be removed immediately following the event or activity, unless other arrangements have been approved by Student Union administration.
- Candles must be enclosed in glass to prevent a fire hazard.
- All table centerpieces must be non-flammable or constructed of fire resistant materials.
- The Student Union does not permit sand, confetti, glitter, rice, dance wax, powder or similar materials.
- Any special needs for decorations, exhibits, and displays beyond the scope of this policy must be approved by Student Union administration.

J. Movies And Television Licensing

- Proper license and copyright approval must be obtained prior to showing any movies/television shows.
- Movie showings must clearly identify the sponsoring organization, the name of the film, and the movie rating in all advertisements and promotional efforts.

K. Cleaning & Damages

Cleaning

It is the responsibility of the event sponsor to leave all facilities used in their original condition. Facilities that require special cleaning will be cleaned by the Student Union and charged back to the event sponsor.

- Special cleaning include but are not limited to clearing of excessive trash, boxes, pamphlets, and other event supplies, removing flyers, posters, directional signs, anything affixed or attached to windows or doors and cleaning up spills and leftover food.

Damage

It is the responsibility of the event sponsor to leave all facilities used in their original condition. Facilities that require repair due to damage by event attendees will be repaired by the Student Union administration. All charges for repairs will be charged back to the user.