

## **MEETING ROOM RESERVATIONS**

Meeting room reservations are reserved on a first come first served basis. The Reservations and Event Planning Services will make every effort to assign you with your requested space. Depending upon availability, the Reservations and Event Planning Office reserves the right to relocate your meeting to the next best available classroom space in other campus buildings.

**Only current officers of registered student organizations and departments, or department designees, may authorize the reservation of meeting facilities.**

Meeting room space should be reserved a minimum of three business days prior to your meeting. Student Organizations may reserve space on the same day as the event, provided space is available.

All charges incurred as a result of utilizing meeting facilities, set-up, clean-up, repair and/or replacement of damaged or stolen property will be the responsibility of the user group.

Series reservations may be requested by organizations that schedule regular weekly or monthly meetings. Series reservations may be made for one (1) semester.

Meeting rooms for upcoming academic semesters can only be booked after the end of the previous academic semester.

Cancellation of a confirmed meeting room may be made a minimum of one business day in advance by an authorizing agent.

**Any** user group appearing on the accounts aging list may be denied reservation privileges.

**Concerns and appeals to this policy may be presented to the Union Policy Board Activities Committee.**