PURPOSE: To specify the guidelines for reservations and use of the Harper Center for Student Life and Learning.

SOURCE: Harper Center for Student Life and Learning Administration

POLICY: Space in the Harper Center for Student Life and Learning is available for use by registered student organizations, university departments, organizations that have an affiliation with the University, or public clients consistent with the Catholic Jesuit mission. Reservations for space in the Harper Center must be made through the Reservations and Event Planning office either by phone, e-mail or in person. Reservations are made on a first-come, first-served basis. However, in extremely unusual circumstances, confirmed reservations may be over-ridden.

Most space reservations can be made up to one year in advance; reservations for events holding Regular Event Status will be held indefinitely. The following guidelines must be met in order for any event to be considered eligible for obtaining Regular Event Status:

- The event must occur on the same date annually – or
- The event occurs on the same day of the month annually – and
- The event occurs no more than one time per semester, exceptions being some summer events including Summer Preview and the Institute for Priestly Formation
- The event must be sponsored by a registered student organization, University department or University organization

If the event qualifies according to the above listed criteria, an application for Regular Event Status must be submitted to the Reservations and Event Planning office. Upon receipt, the application will be reviewed by the Skutt and Harper Centers Administration. Application for such status does not guarantee approval.

Due to the additional time needed to plan events such as weddings and conferences, reservations for wedding receptions may be made up to two years in advance, and conferences up to five years.

Once a reservation has been confirmed and a contract signed, a representative from the Reservations and Event Planning office will be assigned to work with the client to finalize all logistical requirements and expectations for the event. Planning meetings for large and/or complex events should take place at least twenty (20) business days prior to the event due to the size, scope and nature of the event. Any other client reserving space in the Harper Center for standard meetings or smaller events should coordinate room set up requirements and equipment requirements at least ten (10) business days prior to their event.
Arrangements may need to be made with outside vendors for special rental items not
normally available as part of the Harper Center’s inventory of equipment. The
Reservations and Event Planning office may secure these items on behalf of the client.
However, any charges incurred for use or rental of equipment or materials will be the sole
responsibility of the client. Failure to make prompt payment to any outside vendor will
result in the cancellation of future reservations held by that client.

[LLC3.1Reserving Space]
Reviewed 3/09