PURPOSE: To define a solution in the event overlapping reservations occur.

SOURCE: Harper Center for Student Life and Learning Administration

POLICY: In the event overlapping reservations occur, the Skutt and Harper Centers’ Reservations and Event Planning office will review each reservation number and determine which client made the first request. The client who made the initial reservation would be granted the space.

If it can not be determined which reservation was made first, the Reservations and Event Planning office will try to resolve the overlapping reservations. If an amicable solution can not be determined by the Reservations and Event Planning office the final decision on who will be granted the space will be made by the director of the Skutt and Harper Centers or his/her designee.

The Reservations and Event Planning office will assist the displaced client to the best of its ability to locate an alternate location.

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