FACILITY POLICY
Harper Center for Student Life and Learning

SECTION
Building Reservations

POLICY
Hold on Rooms

PURPOSE: To define a hold for a room and establish a length of time a client may request to hold a room thus maximizing the facility’s use.

SOURCE: Harper Center for Student Life and Learning Administration

POLICY: It is not the policy of the Harper Center for Student Life and Learning to hold more than one space for an event, or to hold a room for a client for an undefined event. A room hold is at the discretion of the Reservations and Event Planning office.

When a request is made to hold a room for an event, the client will have two weeks from the date the reservation is made to either confirm a planned event or release the room. When the two week time period has passed, the Reservations and Event Planning office will release the hold after notifying the client.

Due to the high demand for room reservations in the Harper Center for Student Life and Learning, clients may not hold more than one space at a time. Holds may not be placed farther than one calendar year in advance unless it is between the dates of May 15 and August 1. For this latter request an agreed upon timeline will be decided between the client and Reservations and Event Planning staff.

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