PURPOSE:  To utilize all available space within the Harper Center for Student Life and Learning as often as possible by attempting to accommodate clients who do not have a reservation.

SOURCE:  Harper Center for Student Life and Learning Administration

POLICY:  Any group requesting space on the date of the event or after 12:00 p.m. the previous working day will be allowed to use a space that has been preset for a later function if no other space is available, providing that the group accepts the space “as is” and vacates the space as found. No special set up will be accommodated.

If space is available the Reservations and Event Planning office will:
  ● Determine if there is adequate setup time for the late reservation.
  ● Check to make sure adequate event management staff is scheduled to handle any setups and teardowns.
  ● A minimum charge will be applicable, with additional charges depending on the extent of disruption that may occur. See Policy 4.1 for fees.
  ● Determine, assess, and collect all special fees related to the late reservation request.

During weekends and weekday non-business hours (M-F 8:00 a.m. to 4:30 p.m.), accessibility to space and/or equipment will be determined by the on duty building manager. All previous stipulations above apply.

Whenever possible, late reservations should be made in person and not by phone so that confirmation can be made immediately.