

FACILITY POLICY
V. J. and ANGELA SKUTT STUDENT CENTER

SECTION Building Processes			NO. 3.1		
ISSUED April 2006	REV.	REV.	REV.	REV.	REV.
POLICY Reallocation of Reserved Space			PAGE OF 1 1		

PURPOSE: To ensure the integrity of confirmed reservations, while allowing some flexibility should extenuating circumstances require changing a confirmed reservation.

SOURCE: Skutt Student Center Advisory Board

POLICY: Skutt Student Center room reservations are based on a “first come, first served” policy. Once a client has made a reservation and received a confirmation of that reservation, the space reserved should not be relinquished to another client. However, circumstances may arise that would necessitate a request to the original client to vacate their space. If it becomes necessary to move a confirmed reservation to accommodate a second request for the same date and time, the original client must be contacted first.

Any change to a confirmed reservation must be facilitated by the reservations/event planning office. It is the sole responsibility of the Skutt Student Center reservations/event planning office to contact the clients involved. If the original client agrees to a change, the reservations/event planning office will make all the necessary adjustments. If the original client is unwilling to relinquish their reserved space, the Skutt Student Center director will review the matter, contact all parties involved and make the final determination regarding the space. The reservations/event planning department will assist, to the best of its ability, in securing a suitable alternate location for any client that loses its space through reallocation.

SPECIAL NOTE: It is vital to the integrity of the reservations/event planning department and the confidence of our clients that confirmed reservations are not reallocated by another client. Application of this policy should be under exceptional, extenuating circumstances and not merely to accommodate a second client’s request.

Signature/Date
Skutt Student Center Advisory Board Member

Signature/Date
Vice president for Student Services
or Designated Representative