

FACILITY POLICY
V. J. and ANGELA SKUTT STUDENT CENTER

SECTION Building Processes			NO. 3.2		
ISSUED April 2006	REV.	REV.	REV.	REV.	REV.
POLICY Overlapping Reservations			PAGE OF 1 1		

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

SOURCE: Student Center Advisory Board

POLICY: In the event overlapping reservations occur the Skutt Student Center’s reservation/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 reservation/event planning manager will try to resolve the situation. If an amicable solution can not be determined by the reservation/event planning manager the final decision on who will be granted the space would be made by the director of the Skutt Student Center.

The reservation/event planning department will assist the displaced client to the best of its ability to locate an alternate location.

Signature/Date
Skutt Student Center Advisory Board Member

Signature/Date
Vice President for Student Services
or Designated Representative