

FACILITY POLICY
V. J. and ANGELA SKUTT STUDENT CENTER

SECTION Building Processes			NO. 3.6		
ISSUED March 2007	REV.	REV.	REV.	REV.	REV.
POLICY Hold on Rooms			PAGE OF 1 1		

PURPOSE: To define a hold on a room and establish length of time a client may hold a room to maximize the facility's use.

SOURCE: Student Center Advisory Board

POLICY: It is not the policy of the Skutt Student Center 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/Event Planning Manager of the Skutt Student Center or that staff member's superiors.

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

Due to the high demand for room reservations in the Skutt Student Center, clients may not:

- 1) place a hold on more than one space at a time per event and/or
- 2) place a hold for an event on multiple dates.

Holds may not be placed farther than one calendar year in advance unless it is between the dates of May 15 and August 15 of the year requested. For this latter request an agreed upon the hold timeline will be decided between the client and reservations/event planning manager.

Signature/Date
Skutt Student Center Advisory Board Member

Signature/Date
Vice President for Student Services
or Designated Representative