

FACILITY POLICY
V. J. and ANGELA SKUTT STUDENT CENTER

SECTION Reservations			NO. 6.3		
ISSUED March, 1990	REV. January, 1993	REV. March 19, 2002	REV. December 9, 2008	REV.	REV.
POLICY Final Room Setups			PAGE OF 1 1		

PURPOSE: To ensure adequate time to plan event details and to schedule sufficient labor to provide timely, consistent, quality and appropriate setups.

SOURCE: Skutt Student Center Advisory Board

POLICY: Customers are to provide meeting room setups at least three business days in advance of events. Customers are to contact the reservations/event planning office for any changes as soon as possible. Last-minute changes may be subject to labor fees (see fees in Policy Section 3.8)

Any client who schedules a room less than three days prior to the event's date may have to take the space "as is" if there is not adequate time to accomplish the desired setup or because not enough staff could be scheduled.

All reasonable attempts will be made to meet the customer's requests depending on the dynamics of reservations already booked, availability of turnover times, number of staff scheduled to be on duty, equipment that is not in use, and magnitude of the requests being made by the late reserving customer.

 Signature/Date
 Skutt Student Center Advisory Board Member

 Signature/Date
 Vice President for Student Services
 Or Designated Representative