

FACILITY POLICY
V. J. and ANGELA SKUTT STUDENT CENTER

SECTION Reservations			NO. 6.4		
ISSUED March, 1988	REV. February 11, 2003	REV. December 9, 2008	REV.	REV.	REV.
POLICY Late Reservations			PAGE OF 1 1		

PURPOSE: To utilize all available space within the Skutt Student Center as often as possible by trying to accommodate customers who do not have a reservation.

SOURCE: Skutt Student Center Advisory Board

POLICY:

- I. 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 unreserved space.
- II. Should there be no space available, the client may use space that has been preset for a later function, providing that the group accepts the space “as is” and vacates the space as found. No special setup will be accommodated.
- III. If space is available the Reservations/Event Planning office will:
 - A. Determine if there is adequate setup time for the late reservation.
 - B. Check to make sure adequate event management staff is scheduled to handle any setups and teardowns.
 - C. Charge a minimum of \$10.00, if applicable, with additional charges depending on the extent of disruption that may occur.
 - D. Determine, assess, and collect all special fees related to the late reservation request.
- IV. 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 manager. All previous stipulations above apply.
- V. Whenever possible, late reservations should be made in person and not by phone so that confirmation can be made immediately.
- VI. Requests will be honored on a first-come, first-served basis.

 Signature/Date
 Skutt Student Center Advisory Board Member

 Signature/Date
 Vice President for Student Services
 Or Designated Representative