

**FACILITY POLICY  
V.J. and ANGELA SKUTT STUDENT CENTER**

SECTION Reservations			NO. 6.5		
ISSUED March, 1988	REV. April 11, 1995	REV. December 9, 2008	REV.	REV.	REV.
POLICY Reservation Processes/Guidelines			PAGE 1 OF 2		

**PURPOSE:** To specify the guidelines for reservations and use of the Skutt Student Center.

**SOURCE:** Skutt Student Center Advisory Board

**POLICY:** Space in the Skutt Student Center is available for use by registered student organizations, university departments, organizations that have affiliation with the University or public groups. The rental fee tier structure is based on these designations. Off-campus groups that have an affiliation with the University through a student organization or department may use the facility at the affiliate rate as described in Policy Section 3.8.

Reservations for space in the Skutt Student Center must be made through the Reservations and Event Planning office, either by phone, e-mail or in person. Once a reservation for space has been confirmed, and the client is issued a confirmation that space is guaranteed by the Skutt Student Center. Reservations are made on a first-come, first-served basis. However, in extremely unusual circumstances, confirmed reservations may be over-ridden.

The following criteria will govern the reserving of space:

ACADEMIC YEAR RESERVATIONS – No space may be reserved more than one year in advance. (See Regular Events Policy for exceptions.) All tier II and tier III clients must remit a deposit equivalent to 50% of one day’s rental.

On occasion certain events, most particularly conferences, require more than one year to plan the details of the event. When it becomes necessary for a department or student organization to reserve space more than one year in advance, in order to submit a conference bid, the Reservations and Event Planning manager may reserve the space until the bid process is over. If Creighton University is selected as the conference site, the reservation will be finalized and confirmed, otherwise the reservation will be cancelled. This process may happen during both academic and non academic months.

NON-ACADEMIC YEAR RESERVATIONS – Events scheduled during non-academic months May 15<sup>th</sup> through August 15<sup>th</sup>, may be reserved up to five (5) years in advance.

SET UP AND EQUIPMENT – Clients hosting substantial events with large numbers of attendees will require a meeting with the Reservations and Event Planning manager to discuss and finalize all requests and expectations for the set up of the reserved spaces. Such meeting(s) should take place at least twenty (20) business days prior to the event due to the size, scope and nature of the event. Any other client reserving space in the Skutt Student Center for standard meetings and presentations should coordinate room set up requirements and equipment requirements at least ten (10) business days prior to their event.

Arrangements may need to be made with outside vendors for special need rental items not normally available as part of the Skutt Student Center's inventory of equipment. The Reservations & Event Planning office may secure these items on behalf of the client. However, any charges incurred for use or rental of equipment or materials will be the sole responsibility of the client. Failure to make prompt payment to any outside vendor will result in the cancellation of future reservations held by that department or student group. Fees incurred for outside vendor equipment rental will be added to Tier III client's final invoices.

ROOM RENTAL FEES AND DEPOSITS – All estimated room usage fees are due in full thirty (30) days after the date of the event. In certain instances where outside vendor rental fees are incurred for items such as linens and skirting, a final invoice will be issued after the addition of the vendor rental fees have been received and applied to the applicable event.

RESERVATIONS NOT ACCEPTED – Generally new reservations will not be accepted for clients with outstanding balances over 30 days old.

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Signature/Date  
Skutt Student Center  
Advisory Board Member

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Signature/Date  
Vice President for Student Services or  
Designated Representative

[6.5ReservGuide]

Updated 2/07