Student Union Main Lobby Reservations

Summary/Purpose: This policy is for reserving the Student Union Main Lobby.

1. Reservations are made through the Department of Campus Programming, where a reservation agreement must be completed.
2. When the Student Union Main Lobby is reserved for use, the sponsor assumes the responsibility for the duration of use. After the event, the lobby must be cleaned and in the condition in which it was found prior to set-up. The lobby furnishings are to be reset to the original set-up. The user is responsible for the charges incurred for facility clean-up after the activity/event. If any additional cleaning or set-up is required after use, the sponsoring organization will be billed by Physical Plant Department.
3. If additional tables and/or chairs needed you must contact the Physical Plant Department at 7106.
4. No tape, tacks or pins may be used on the furnishings or the walls. Nothing may be hung from the walls.
5. The use of candles or any open flame is prohibited.
6. No smoking or alcoholic beverages will be allowed in the Student Union. The sponsoring organization is responsible for policing their guests.
7. Interpretation of the regulations and their adjustment to special circumstances shall be the prerogative of the Department of Campus Programming.
8. Failure to abide by these guidelines will result in loss of privileges.
9. FOOTBALL WEEKENDS: Student organizations may seek permission to set-up tables for fundraisers on home football weekends. All requests must go through the Dean of Students Office. No groups will be allowed to utilize space outside of the Student Union. Table space and reservations will be limited to student organizations who have received permission from the Dean of Students Office.