

Policy Title: Space Reservations

Date Updated:	February 2020
Date Issued:	February 2020
Owning Unit:	Administration

Policy Statement

University Housing facilities provide our residents and guests places to study, dine, and build community. A clear and consistent reservation policy applicable across all University Housing spaces is essential to ensure the efficient utilization and management of spaces.

Policy Details

- Event reservations and/or room setup changes must be made 72 hours in advance of when the space is needed. University Housing will not guarantee room availability or setup request changes made with less than 72 hours' notice.
- University Housing facilities may not be used for for-profit activities except when specifically contracted by Conferences & Special Events or when approved by UH staff. Not-for-profit events must conform to the campus policy for such an event.
- Amplified music utilized in these spaces must not disrupt the community.
- University Catering must be used in the following locations:
 - SDRP multi-purpose rooms
 - SDRP pre-function space
 - SDRP east and west Caffeinator sitting areas
 - Oglesby and Trelease Pagodas
- Alcoholic beverages are not permitted in the space unless purchased through and served by University Catering.
- University Housing reserves the right to charge for lost or damaged equipment or for damages to the physical space. Lost keys have a minimum \$50 lost key charge; fee will vary depending on the number of doors to be rekeyed.
- Parking arrangements are the responsibility of the individual, group, and/or sponsor reserving the space.
- Failure to comply with this policy can result in revocation of space reservation privileges.

Group Sponsor Responsibilities

- The sponsor is responsible for all participants knowing and following University Housing policies and procedures.
- The sponsor of an event that is marketed towards non-University of Illinois students under the age of 18 is responsible for complying with the campus Protection of Minors Policy.
- Decorations cannot compromise public safety or create risk of property damage. University Housing reserves the right to have any and all decorations removed.

Eligible Participants

- **Residents**

For the purposes of this policy, residents refers to individuals at the University of Illinois at Urbana-Champaign currently under contract or lease and actively living in a University Housing facility.

 - Residents may reserve a space for their own personal use up to five times per semester.
 - Residents may reserve a space for a recognized University Housing student organization without limitation on the number of reservations.
 - Residents may reserve the Community Center at Orchard Downs, the Learning Resource Center (2044A) at Orchard Downs and the kitchen space in any undergraduate housing facility without limitation on the number of reservations.
 - Residents may reserve the kitchens at Sherman Hall and Daniels Hall up to two times per week.

- **University Housing Staff**

For the purposes of this policy, University Housing staff refers to any university employee currently on University Housing payroll or whose salary is indirectly paid by University Housing.

 - University Housing staff may reserve a space to conduct official University Housing business.
 - University Housing staff may, while acting in an official capacity and as a representative of University Housing, reserve a space for an event. The University Housing staff member reserving must be present during the event.

- **University Faculty, Students, and Staff**

For the purposes of this policy, University faculty, students, and staff includes all faculty, students, and staff of the University of Illinois at Urbana-Champaign campus that do not fall into the category of resident or University Housing staff member.

 - University faculty, students, and staff may request a University Housing space, but are not guaranteed a reservation.
 - Registered Student Organizations (RSOs) may not reserve a space unless the event is co-sponsored by a recognized University Housing student organization or University Housing unit.
 - All space reservations related to summer conferences and camps must go through the University Housing Conferences and Special Events office.

- **External Users**

For the purposes of this policy, external users refers to any non-University individuals or groups.

 - External users must contact Conferences & Special Events to reserve space.

Procedure Details

None

Associated Forms, Attachments and Materials:

1. Protection of Minors Policy – <http://www.cam.illinois.edu/ix/ix-a/ix-A-31.htm>.