

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

CHARGER UNION USE OF SPACE & RESERVATION POLICY

<u>Number</u>	03.02.10
<u>Division</u>	Student Affairs - Auxiliary Services
<u>Date</u>	January, 2014
<u>Purpose</u>	The Charger Union is designed to meet a diverse range of needs with primary emphasis on the promotion of student life at UAH. This policy is intended to regulate the orderly use of the Charger Union space by Registered Student Organizations, University Affiliated Groups, Sponsored Non-Affiliated Groups and persons. It includes specific procedures for reserving space and guidelines related to the use of such space.
<u>Definitions</u>	<p>Academic Period - The period between the date of Fall Semester opening of the residence halls for student occupancy and the next following Spring Commencement, excluding periods designated as Fall Break, Winter Break, and Spring Break.</p> <p>Affiliated Group - Any group established by the University or established by virtue of an explicit delegation authority to a particular administrator, faculty member, staff member, or to the student body, the faculty, or the staff.</p> <p>Non-Affiliated Group - Any group which is not an "Affiliated Group".</p> <p>Affiliated Group Sponsored Non-Affiliated Group - <u>Except</u> with respect to rates charged for use of University facilities, an Affiliated Group Sponsored Non-Affiliated Group shall enjoy the rights and obligations of an Affiliated Group under Policy. For purposes of Policy, an Affiliated Group is considered to "sponsor" a Non-Affiliated Group only if the following conditions are met:</p> <p>The Affiliated Group, and not merely a member of an Affiliated Group, determines to invite the Non-Affiliated Group to use University facilities, for purposes: 1) Consistent with the mission of the University, and 2) Consistent with the goals and objectives of the Affiliated Group, and</p> <p>The Affiliated Group has substantial participation in and responsibility, including financial responsibility, for planning and executing the planned activity, and is not merely lending its endorsement to the Non-Affiliated Group</p>

Registered Student Organization – A registered student organization is approved annually through the Office of Student Activities student organization registration process.

Priority Scheduling – Priority scheduling is designated for Charger Union Departments/Programs and Registered Student Organizations as defined in section 4.0 of this document herein.

Recurring Reservation – The recurring (weekly, monthly, etc.) use of space during normal operating building hours that does not require staffing and has limited AV needs.

Special Event – Events such as Lectures, Socials (Dances, Parties, Concerts, etc.), and Educational Functions (Information Fairs, Video Conferences, etc.).

Open Reservation – A reservation made after the formal Priority, Recurring, and Special Event Reservations Process on a space available basis.

Policy

The Director of the Charger Union will make all decisions regarding interpretation of and exceptions to this policy and/or Charger Union space utilization.

Because the Charger Union is a student fee funded operation, all reasonable attempts to limit or minimize user fees for Registered Student Organizations and Charger Union Departments/Programs will be made. Rental costs for certain types of equipment and reimbursable labor rates may apply in certain situations. Standard rental and/or facility use and staffing fees (see Appendix) will apply to all users other than Registered Student Organizations and Charger Union Departments/Programs. If a Registered Student Organization or Charger Union Department sponsors a program in which students are to be charged an entry fee or any other fee, that sponsoring organization shall pay a flat \$50 facility use fee and staffing fee. Additional fees, such as AV support may also apply.

During the Academic Period, Registered Student Organizations and Charger Union Departments/Programs have priority scheduling privileges in accordance with the reservation process for meetings and special events. All other university departments and sponsored non-affiliated users are limited with regard to reserving space no more than thirty (30) days in advance of the event date. In order to assure space availability for students returning to campus in the fall, space is not available for any advance reservation from August 15th through September 1st unless approved by the Director of the Charger Union or her/his designee.

Registered Student Organizations, University Affiliated Groups, Sponsored Non-Affiliated Groups and persons may be eligible to reserve Charger Union facility space for non-academic periods when approved by the Director of the Charger Union, and scheduled through the Charger Union Event Scheduling Office.

Individual UAH students, faculty, staff or non-affiliated individuals may reserve facility space within the Charger Union under Non-Affiliated Group status pending space availability and in compliance with all other policies and no more than thirty (30) days in advance of the planned date unless approved by the Director of the Charger Union or her/his designee.

Space within the Charger Union is not available for academic class purposes.

Facilities authorized for use by an organization may not be transferred, assigned or loaned to another organization.

Reservations must be completed as follows:

- 3.8.1 All reservations are subject to availability.
- 3.8.2 All room reservation must be completed at least three (3) business days in advance.
- 3.8.3 A reservation by the university requiring contracted services or that involve entertainment contracts and/or riders must be confirmed and all arrangements completed no less than four (4) business weeks in advance of the scheduled event date.

Use of Charger Union audio visual equipment is subject to availability.

Room reservations are considered tentative until date, set-up, and equipment are approved by the Charger Union Scheduling Office and confirmed by the reserving party in accordance with section 3.8 above.

The room requested will be assigned when feasible. Although a user's request for a particular room will be given consideration, final assignments will be made by the Charger Union Scheduling Office according to the event or meeting's approximate number of participants and intended use. The Charger Union Scheduling Office reserves the right to substitute assignments or move a user to another area when it is deemed necessary.

All users reserving space accept responsibility for the proper use of the facility and equipment as well as proper conduct of their members and guests. The Charger Union reserves the right to charge the user and/or its sponsor for any and all damages to Charger Union facilities, equipment, or furnishings.

All users are responsible for leaving the room in the same condition as when the meeting or event started. The Charger Union reserves the right to charge the user for any labor required to restore the room to its original state.

Users may not access their reserved room/space prior to the scheduled time and must be finished with the room and it must be vacated by the time indicated on the reservation form.

All users must notify the Charger Union Scheduling Office of a cancellation no later than two (2) business days prior to the event. Failure to comply with this cancellation notice requirement could result in a charge for any costs incurred by the Charger Union. Repeated violations may result in the loss of scheduling privileges.

The Charger Union Director or his/her designee may postpone or cancel any/all scheduled events in the Charger Union with or without notice.

Procedures

The Charger Union will, during the Priority Scheduling Process, schedule reservation requests in the following tiered order:

- Recurring Reservations
- Special Events
- Open Reservations

At the conclusion of the Priority Scheduling Process, requests will be accommodated on a first come, first served basis including additional Recurring Reservations.. Priority scheduling for fall semester will take place from April 1 to April 30, for spring semester from October 1 to October 31, and summer semester from February 1 to February 28.

Recurring Reservations

- During the Priority Scheduling Process, only Registered Student Organizations and/or Charger Union Departments are eligible to make Recurring Reservations for the following Academic Year.
- Eligible users may request only one (1) Recurring Reservation per week. Additional requests will be considered on a space available basis at the conclusion of the Priority Scheduling Process.
- All Recurring Reservations are limited to a two (2) hour time block.
- The following rooms are available for Recurring Reservations in the Charger Union: Meeting Rooms 220, 221, 227, 228, 229, 230, 231, 232, 233, and 236.

Special Event Reservations

- During the Priority Scheduling process, Registered Student Organizations are limited to three (3) Special Events per semester. Charger Union Departments/Programs are not limited to a specific number of special events.
- Special Events can be scheduled in the 1st floor Game Room, CU Theatre, Outdoor Lawn Theatre, and Charger Union South Patio.
- Registered Student Organization requests for additional Special Events may be made at the conclusion of the Priority Scheduling Process on a space available basis no more than sixty (60) days prior to the requested date.

Open Reservations

- Requests for Open Reservations will be made in accordance with the aforementioned guidelines.
- Requests for Open Reservations may be made for any date/time which is still available on a first come, first served basis at the conclusion of the Priority Scheduling Process.
- All other campus organizations, departments, and sponsored non-affiliated users are limited with regard to reserving space no more than thirty (30) days in advance of the event date.

Promotional Tables

Promotional tables may be reserved by Registered Student Organizations and Affiliated Groups for display and distribution of materials to interested persons in the Charger Union lobby when the space is not reserved for other use. Solicitation and sales are prohibited unless otherwise approved by the Director of the Charger Union.

The promotional tables must be reserved in compliance with the general reservation procedures and will be assigned on a first come, first served basis.

Reservations are limited to one (1) table per day up to five (5) days per semester.

Tables must be occupied by a member of the reserving group at all times.

Outdoor Areas

The south patio and Lawn Theatre space may be reserved for special events in compliance with the general reservation policy.

Outdoor events must be open to the campus community and access to and from the Charger Union may not be impeded at any time.

Use of amplified sound must be approved by the Director of the Charger Union.

Reservable Meeting/Activity Space:

1st Floor:

Theater:	Room 145
Game Room:	Room 108-B
Southwest Terrace/Patio	

2nd Floor:

Meeting Room:	Room 220
Meeting Room:	Room 221
Meeting Room:	Room 228
Meeting Room:	Room 229
Meeting Room:	Room 230
Meeting Room:	Room 231
Meeting Room:	Room 232
Meeting Room:	Room 233
Meeting Room:	Room 236
Multi-Purpose Room:	Room 227

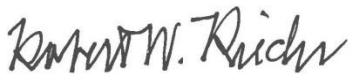
Outside:

Outdoor Lawn Theatre

Review

The Auxiliary Services Office is responsible for the review of this policy every five years (or whenever circumstances require).

Approval



Chief University Counsel

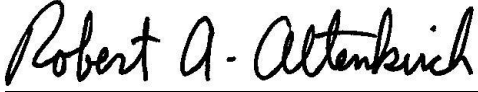


Vice President for Student Affairs

A handwritten signature in black ink, appearing to be "John M. [unclear]", written over a horizontal line.

Associate Vice President for Auxiliary Services

APPROVED:

A handwritten signature in black ink that reads "Robert A. Altenkirch", written over a horizontal line.

President

Appendix
 Charger Union
 Rental Rate Sheet

Location	Capacity	Pricing			
		Registered Student Organization	Affiliated Group	Sponsored Non-Affiliated Group	Non-Affiliated Group
Large Conference Rooms 229,230,231,236	12-20	\$0	\$0	\$50	\$100
Small Conference Rooms 220,221,228, 232, 233	Up to 8	\$0	\$0	\$35	\$75
Dance/Multi-Purpose Room 227	Up to 75	\$0	\$0	\$50	\$100
Theatre	300	\$0	\$0	\$200	\$600
Game Room 108-B	60	\$0	\$0	\$75	\$150
Southwest	40	\$0	\$0	\$50	\$100