

## **CHARGER UNION RESERVATION PROCESS**

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

- Recurring Reservations
- Special Events
- Open Reservations

Priority scheduling occurs as follows:

- Fall semester reservations are made April 1 to April 30
- Spring semester from October 1 to October 31
- Summer semester from February 1 to February 28

At the conclusion of the Priority Scheduling Process, requests will be accommodated on a first come, first served basis including additional Recurring Reservations.

### **Recurring Reservations (<https://uahchargers.wufoo.com/forms/q6k2q5/>)**

- 1.) 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.
- 2.) 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.
- 3.) All Recurring Reservations are limited to a two (2) hour time block.
- 4.) The following rooms are available for Recurring Reservations in the Charger Union:
  - a. Room 220
  - b. Room 221
  - c. Room 227
  - d. Room 228
  - e. Room 229
  - f. Room 230
  - g. Room 231
  - h. Room 232
  - i. Room 233
  - j. Room 236

### **Special Event Reservations (<https://uahchargers.wufoo.com/forms/q6k2z1/>)**

- 1.) 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.
- 2.) Special Events can be scheduled in the following CU spaces:
  - a. 1st floor Game Room
  - b. CU Theatre
  - c. Outdoor Lawn Theatre
  - d. Charger Union South Patio
- 3.) 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**

- 1.) Requests for Open Reservations will be made in accordance with the aforementioned guidelines.
- 2.) 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.

- 3.) 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**

- 1.) 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.
- 2.) The promotional tables must be reserved in compliance with the general reservation procedures and will be assigned on a first come, first served basis.
- 3.) Reservations are limited to one (1) table per day up to five (5) days per semester.
- 4.) Tables must be occupied by a member of the reserving group at all times.

### **Outdoor Areas**

- 1.) The south patio and Lawn Theatre space may be reserved for special events in compliance with the general reservation policy.
- 2.) Outdoor events must be open to the campus community and access to and from the Charger Union may not be impeded at any time.
- 3.) Use of amplified sound must be approved by the Director of the Charger Union.

### **Description of Available Space**

Meeting Room 220:	Fixed seating for four; table
Meeting Room 221:	Fixed seating for four; table
Multipurpose Room 227:	Open with no fixed furniture; projector; screen; built in sound system Seating: 64 audience style 48 at round tables 36 at classroom style 34 at a conference square
Meeting Room 228:	Fixed seating for 8; table; projector & screen
Meeting Room 229:	Fixed seating for 20; table; projector & screen
Meeting Room 230:	Fixed seating for 12; table; projector & screen
Meeting Room 231:	Fixed seating for 18; table; projector & screen
Meeting Room 232:	Fixed seating for 8; round table
Meeting Room 233:	Fixed seating for 8; round table
Meeting Room 236:	Fixed seating for 12; table; projector & screen
1 <sup>st</sup> floor Game Room:	Fixed pool tables & ping pong tables Portable stage Space for up to 30 chairs set around stage Requires A/V technician
CU Theater:	350 fixed theater chairs; projector & screen Requires A/V technician
Outdoor Theater Lawn:	Open lawn space; if used for films requires A/V technician
Charger Union South Patio:	Outdoor patio space adjacent to World of Wings; Events cannot be closed to public in this space Requires A/V technician
University Center Exhibit Hall:	Open space Seating: 450 audience style 250 at round tables 300 classroom style Projector & screen A/V tech required