

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE**  
**STUDENT SERVICES BUILDING CONFERENCE CENTER USE POLICY**

**Number** 04.03.03

**Division** University Advancement

**Date** July 25, 2016

**Purpose** To establish proper use and access to the Conference Center areas in the Student Services Building managed by the Office of University Events.

**Policy** The Student Services Building (SSB) Conference Center rooms 112, 114, and the adjacent lobby are designed to provide space for occasions with primary emphasis on the needs of the university's governing board and President's Office. Requests for SSB Conference Center space utilization should be made to the Office of University Events.

**SSB Conference Center Utilization Priorities:**

1. The Board of Trustees of The University of Alabama
2. UAH President's events
3. UAH affiliated boards/advisory bodies
4. New student orientation/prospective student recruiting events
5. UAH special observances
6. Academic conferences
7. Community events with UAH involvement

Reservations are subject to cancellation or revision by the President or his/her designee.

**Procedures** Requests for reservations must be made in writing using a [Student Services Building Conference Center request form](#). For additional information contact the Office of University Events at 256-824-6098.

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

**Approval**

Robert W. Richter 7/26/16  
Chief University Counsel Date

Robert E. L. 7-26-16  
Vice President for Advancement Date

**APPROVED:**

Robert A. Allensund 7/26/16  
President Date