

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

<u>Number</u>	04.03.03
<u>Division</u>	University Advancement - Office of Alumni Relations and Special Events
<u>Date</u>	July 25, 2016; Reviewed/revised January 19, 2024
<u>Purpose</u>	To establish proper use and access to the Conference Center areas in the Student Services Building managed by the Office of Alumni Relations and Special Events.
<u>Policy</u>	<p>The Student Services Building (SSB) Conference Center rooms 112, 114, and adjacent lobby are designed to provide space for events with primary emphasis on the needs of the University's governing board and President's Office of The University of Alabama in Huntsville ("UAH" or "University").</p> <p>SSB 112, 114, and adjacent lobby can be reserved for specific functions that support the educational mission and strategic goals set by the University. These spaces can be utilized for the following:</p> <ul style="list-style-type: none">• The Board of Trustees of The University of Alabama• President's Office• UAH affiliated boards/advisory bodies• New student orientation and prospective student recruitment events• UAH special observances• Academic conferences• Community events with UAH involvement <p>Under specific circumstances and conditions, events, conferences, seminars, and talks by external third-party users may be accommodated if space is available. All external third-party users must be sponsored by a University registered organization or department.</p> <p>Reservations are considered on a first-come, first served basis, with priority given to the President's Office. Reservations are subject to cancellation or revision by the President or his/her designee.</p>
<u>Procedures</u>	Requests for reservations must be made in writing using a Student Services Building Conference Center request form . For additional information contact the Office of Alumni Relations and Special Events at 256-824-6802.
<u>Review</u>	The Vice President for University Advancement is responsible for the review of this policy every five years (or when circumstances require).