



Policy Name: Space Reservations for University Housing Residents Policy #:								Date Issued: December 14, 2009 Last Updated: March 21, 2016 Status: Current			
Associated Forms or External/University Websites: If applicable, please provide name of form and/or the URL: http://www.housing.illinois.edu/Policies.aspx Event Management System: http://space.housing.illinois.edu								Issued by: Space Reservation Priority Project Team and Executive Team Contact: Housing Service Desk			
Policy Impact Within and External to University Housing (check all that apply): *HM = related to Hallmarks *ST = related to State of Illinois policy *UN = related to University policy											
AD <input checked="" type="checkbox"/>	BS <input checked="" type="checkbox"/>	DS <input checked="" type="checkbox"/>	FG <input checked="" type="checkbox"/>	HF <input checked="" type="checkbox"/>	IT <input checked="" type="checkbox"/>	MK <input checked="" type="checkbox"/>	HIO <input checked="" type="checkbox"/>	RL <input checked="" type="checkbox"/>	*HM <input checked="" type="checkbox"/>	*ST <input type="checkbox"/>	*UN <input type="checkbox"/>

Description of How Policy Impacts Community

The facilities under the control of University Housing support the development of community by providing our residents and guests with places to gather, dine, and study. This policy ensures the efficient management of our space reservations systems.

Policy Rationale

There are many competing priorities for space.

Policy Details

Reservations/Fees

1. Residents may reserve a public space in University Housing for their own personal use up to five times a semester during the academic year; there is no limit during the summer semester. This limitation does not apply to residents reserving space for:
 - a. A recognized University Housing student organization
 - b. Music practice rooms.
 - c. The Community Center at Orchard Downs
 - d. Learning Resource Center 2044A at Orchard Downs
 - e. The kitchen space in any undergraduate housing facility. Sherman and Daniels kitchens may be reserved up to two times per week.

Residents who make more than five reservations per semester will have the remainder of their reservations for the semester cancelled. They will be re-activated and be able to make reservations for the upcoming semester.
2. Reservations and requests will be made through University Housing Event Management System, EMS.
3. Personal use events, including tabling events, must conform to all University and University Housing policies. This includes, but is not limited to:
 - a. Hallmarks - <http://www.housing.illinois.edu/hallmarks>
 - b. Apartment Policies - <http://www.housing.illinois.edu/resources/policies/handbook/apartment-policies>
 - c. The Student Code - <http://admin.illinois.edu/policy/code/>
4. Priorities for using space depend on the specific space to be reserved and the time of year of the event. Examples: General University Housing meetings are the highest priority in dedicated meeting rooms (e.g. 210 Clark); spaces behind security doors are typically only used by the students who live in those spaces (e.g. Busey-Evans multipurpose room). The general priorities for space reservations are:
 - a. Academic classes offered to residents
 - b. FYCARE and other mandated workshops and programs
 - c. Resident programs and events

- d. Housing business meeting and staff trainings
 - e. Student Affairs events
 - f. Campus departmental events (Registered Student Organizations are not included)
 - g. External customer events (this group is a higher priority when outside of the regular academic year)
5. Event reservations and set up changes should be made 72 hours in advance to ensure appropriate arrangements can be made to set up space. Set up requests cannot be guaranteed for reservations made less than 72 hours in advance. Events should be canceled 24 hours in advance in order to avoid unnecessary room set ups by our Facilities staff.
 6. Residents who repeatedly cancel reservations or do not utilize reserved space may be restricted from making reservations in the future. Requests by residents are evaluated according to the established priorities for space usage set by University Housing.
 7. The person making the reservation is responsible for acquiring keys needed to access space and to secure space after the event is completed. Lost keys have a minimum \$25 lost key charge; fee will vary depending on the amount of doors to be rekeyed.
 8. University Housing facilities may not be used for for-profit activities except when specifically contracted by Conference Services (camp stores for sports camps).
 9. Not-for-profit events must conform to the campus policy for such an event <http://admin.illinois.edu/policy/code/> and be co-sponsored by a recognized Housing student organization.

Safety/Security

10. The resident listed as the event sponsor is responsible for all participants.
11. Damages will be billed to the resident who is sponsoring the event.
12. Amplified music utilized in these spaces must not disrupt the community. All requests that involve amplified music will be reviewed. If University staff asks that the volume be lowered during your event, immediate compliance is required or the group/individuals will be immediately removed from the space.
13. 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 (<http://www.cam.illinois.edu/ix/ix-a/ix-A-31.htm>). The sponsor must also complete the Protection of Minors Event form ([https://appserv7.admin.uillinois.edu/FormBuilderSurvey/Survey/UIUC Division of Public Safety /University of Illinois Police/Protection of Minors Short Form/](https://appserv7.admin.uillinois.edu/FormBuilderSurvey/Survey/UIUC%20Division%20of%20Public%20Safety/_University%20of%20Illinois%20Police/Protection%20of%20Minors%20Short%20Form/)).

Set-up/Catering

14. Room setup will be detailed by the sponsor when requesting the space. Only building service staff are authorized to setup and break down tables, stages, risers, chairs, etc. The room will be set per the instructions given by the sponsor reserving the space.
15. The resident must make necessary arrangements for his/her audio-visual needs.
16. Access to the room begins and ends at the time stated on your reservation. The room request time should incorporate time for your group to setup items such as decorations, registration table, and removal of items after your event. Access to space is not guaranteed prior to time requested and confirmed. Group must depart space and take all belongings with them no later than the time listed on their registration and confirmation. Space is booked by both date and time and more than one group will utilize the space in the same day so times must be adhered to.
17. Decorations may not compromise public safety or create risk of property damage. They must not interfere with access to entrances/exits. Decorations must be free-standing, including signs. No push pins or tape may be used to hold items. The use of no-stick adhesive putty is permitted. The group is responsible for removing and disposing of all decorations upon conclusion of the event. Candles are only permitted for use during religious ceremonies. You must receive permission to use candles at your event by calling 217.333.0770.
18. No alcoholic beverages may be brought into the areas unless purchased through and served by University Catering. The student code can be found at <http://admin.illinois.edu/policy/code/>. The group must obtain approval from the Associate Vice Chancellor of Student Affairs to have alcohol served at their event. The campus alcohol policy and the form to request approval is found at <http://cam.illinois.edu/viii/viii-10.htm>

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19. Events of 25 attendees or less may utilize outside vendors for snack type items including pizza and sandwiches. All formal meals or buffets must utilize University Housing Catering for groups with more than 25 guests. The Associate Director for Dining Services may provide an exception. We recommend placing your food and beverage order with University Housing Catering as early as possible. There is a minimum of two (2) weeks required for planning of some meals. Please note that there is an additional service fee added to all orders scheduled less than five (5) business days prior to the event. Any changes made within 72 hours of an event may be assessed an extra fee.
 20. University Housing Catering must be used in the following locations:
 - a. SDRP multi-purpose rooms
 - b. SDRP pre-function space
 - c. SDRP east and west Caffeinator sitting areas
 - d. Oglesby and Trelease Pagodas
 - e. Dining rooms, including private dining rooms.
 21. It is the responsibility of the group utilizing the space to make parking arrangements for outside guests.
 22. It is the responsibility of the group utilizing the space to make access arrangements for outside guests.

Policy Review

23. This policy will be reviewed annually by the Housing Space Reservation Committee. Please submit questions or recommended changes to that group.