



Policy Name: Space Reservations for University Housing Staff 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	BS	DS	FG	HF	IT	MK	HIO	RL	*HM	*ST	*UN
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<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 our space. Consistent use and implementation of reservation policies across University Housing is essential. This policy is intended to update current policies and increase consistency.

Policy Details

Reservations/Fees

1. Space reservations and requests and room setups must be entered into the University Housing Event Management System, EMS.
2. The person sponsoring the reservation must be a University Housing employee and the event to be held must be official University Housing business. If sponsoring an event, the sponsor or a designee must be present for the entire event. For any other event please see the External Events Policy.
3. 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. CARE 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)
4. The sponsor is responsible for acquiring keys needed to access space and securing the 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.
5. University Housing facilities may not be used for for-profit activities except when specifically contracted by Conference Services or when approved by UH staff (e.g. book selling).

6. Not-for-profit events must conform to the campus policy for such an event <http://admin.illinois.edu/policy/code/>.

Safety/Security

7. The person sponsoring the event is responsible for all participants knowing and following University Housing policies and procedures. Damages will be billed to departments or responsible individuals depending on the type and cause of the damages.
8. 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.
9. 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_Form/).
10. Non-resident members of Housing Student Organizations are permitted to reserve meeting space in EMS for their Housing Student Organization. The Professional Housing Staff member who grants EMS access to non-resident members of Housing Student Organizations is responsible for revoking that access if students misuse their access or fail to adhere to the space reservation policies.

Set-up/Catering

11. Event reservations and setup changes should be made 72 hours in advance to ensure appropriate arrangements can be made to setup space. Setup 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 setups by our Facilities staff.
12. 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.
13. The scheduling department and/or sponsor must make necessary arrangements for their audio-visual needs.
14. 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 reservation 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.
15. 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 and safety precautions are adhered to. You must receive permission to use candles at your event by calling 217.333.0770.
16. University Housing policies are in effect at all times including tabling events. Policies for Residence Halls and Graduate Upper Division Halls are available at: <http://www.housing.illinois.edu/hallmarks>
Policies for Family and Graduate Housing spaces are available at: <http://www.housing.illinois.edu/resources/policies/handbook/apartment-policies>
17. 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.

18. 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.
19. 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>
20. It is the responsibility of the group utilizing the space to make parking arrangements for outside guests.
21. It is the responsibility of the group utilizing the space to make access arrangements for outside guests.

Policy Review

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