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 set ups 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. An employee scheduling space for an outside group they are associated with should follow the policy and procedures for reservations by outside groups.
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 to security space after the event is completed. Lost keys have a minimum of a $50 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. Non-for-profit events must conform to the campus policy for such an event [http://admin.illinois.edu/policy/code/](http://admin.illinois.edu/policy/code/)

#### Safety/Security

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**telephone** 217-333-7111  •  **fax** 217-244-0394
7. The person sponsoring the event is responsible for all participants knowing and following University Housing 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.

Set-up/Catering

9. Events to be scheduled outside of the normal work week should be reserved 3 days in advance to ensure appropriate arrangements can be made to set up space. Events scheduled during the normal work week should be reserved 24 hours in advance. Events should be canceled at least 24 hours in advance in order to avoid unnecessary room set ups by our Facilities staff.

10. Room set up will be detailed by the sponsor when requesting the space. Only building service staff is authorized to set up and break down tables, stages, risers, chairs, etc. The room will be set per the instructions given by the sponsor reserving the space.

11. The scheduling department and/or sponsor must make necessary arrangements for their audio-visual needs.

12. 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 set up 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.

13. 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.

14. University Housing policies are in effect at all times. 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

15. Events of 25 attendees or less may utilize outside caterers 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. 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.

16. 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/.

17. It is the responsibility of the group utilizing the space to make parking arrangements for outside guests.

18. It is the responsibility of the group utilizing the space to make access arrangements for outside guests.

Policy Review

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