Policy Name: Space Reservations for University Housing Residents

Date Issued: December 14, 2009
Last Updated: June 15, 2011
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

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

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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.

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 recognized University Housing student organization or to music practice rooms. 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. *This does not apply to the Community Center at Orchard Downs or limit the use of kitchen space in any undergraduate and graduate housing facility.
2. Reservations and requests will be made through University Housing Event Management System, EMS.
3. Personal use 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/apartments-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. 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)
5. 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 24 hours in advance in order to avoid unnecessary room set ups by our Facilities staff.

6. Residents who repeatedly cancel reservations may be restricted from making reservation 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 of a $50 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. Non-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.

Set-up/Catering

13. 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.

14. The resident must make necessary arrangements for his/her audio-visual needs.

15. 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.

16. 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.

17. 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/.

18. 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.

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

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

Policy Review

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