



Policy Name: Space Reservations for External Events 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 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 our space.

Policy Details**Reservations/Fees**

1. Non-Housing events can request reservations through the University Housing Event Management System, EMS. A confirmation or denial will be sent to the requestor.
2. Events connected to summer conferences and camps should be reserved through the Conferences and Special Events office at 217-333-1766.
3. Registered Student Organizations (RSOs) cannot book space in University Housing facilities unless the event is co-sponsored by a recognized University Housing student organization or Housing Department and the event supports the mission of University Housing
4. Non-Housing university departments can reserve space in designated locations. Limitations do apply to ensure residential communities are not negatively impacted.
5. 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)
6. Groups not affiliated with University Housing will not be allowed to book space when classes are in session during the fall and spring semesters with the exception of the SDRP, FAR Oglesby Pagoda, and FAR Trelease Pagoda during the below days and times.
 - a. SDRP 8:00AM to 5:00PM, Monday through Thursday based on availability Friday, Saturday, and Sunday.

- b. FAR Oglesby Pagoda and FAR Trelease Pagoda 8:00AM to 8:30PM Monday through Thursday and based on availability Friday, Saturday, and Sunday.
7. Non-University affiliated organizations having events within University Housing must present a certificate of insurance naming the University of Illinois Board of Trustees as an additional insured. For guidelines on the Campus Policy for Management of Special Events please visit <http://cam.illinois.edu/v/V-C-9.htm>.
8. Fees may be waived for external groups where the following criteria are met:
 - a. The sponsor is a full-time, Housing staff member and is present through the event, including any setup or tear down.
 - b. The event is related to the full-time staff member's job duties or responsibilities and supports the mission of the University of Illinois. (e. g. hosting a campus committee meeting or vendor event.)
9. The usage of space will be approved or denied, and notification will be sent via the email address provided. After approval has been sent, if another party wishes to utilize the space on the date/time you have confirmed it is up to you to release the space and confirm a new location, if you choose to do so. All space reservations are subject to review and if requirements listed are not met or if a higher priority event is requesting the space, University Housing reserves the right to cancel or relocate your event. If this instance occurs, you will be notified.
10. For rooms requiring a key be picked-up, the sponsor must leave a photo ID at the front desk to receive keys to the space being utilized. Lost keys have a minimum \$25 lost key charge; fee will vary depending on the amount of doors to be rekeyed.
11. Events cancelled more than two weeks in advance will not incur a penalty. Events cancelled two weeks to 72 hours prior to the event will be assessed 50% of the room rental fee. Events cancelled with less than 72 hours notice will be assessed 100% of the room rental fee.
12. 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).
13. Not-for-profit events must conform to the campus policy for such an event <http://admin.illinois.edu/policy/code/>.

Safety/Security

14. The person listed as sponsor of the event is responsible for all participants.
15. 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.
16. It is the event sponsor's responsibility to make sure all participants know and follow University Housing procedures. Damages will be billed to the group or responsible individual depending on the type and cause of the damages.
17. 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/).

Set-up/Catering

18. Room setup will be detailed by the sponsor and included on the space request.
19. There are no changes to room setup allowed within 72 hours of event.
20. Room charges including rental and food and beverage purchases will be billed utilizing a CFOAP number for RSOs and University Departments. Non-university groups should refer to the Facility Use Agreement for deposit and billing information.
21. Only building service staff are authorized to setup and break down tables, stages, risers, chairs, etc. Your room will be set per the instructions given by the sponsor reserving the space. Room set-up is final 72 hours prior to the event. No changes will be made after this time. Room set-up must be in compliance with fire and other safety codes.
22. Audio Visual Usage - Room amenities include the audio visual equipment located inside each room. Amenities not included as a standard in the room are available upon request. Fees may apply.
23. 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.

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24. 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 allowed if used in a religious ceremony and safety precautions are adhered to. You must receive permission to use candles at your event by calling 217-333-0770.
 25. 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>
 26. 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>
 27. 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.
 28. 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
 29. It is the responsibility of the group utilizing the space to make parking arrangements for outside guests.
 30. It is the responsibility of the group utilizing the space to make access arrangements for outside guests.
 31. Failure to comply with any of the space reservation guidelines listed in this document can result in revocation of space reservation privileges.

Policy Review

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