

SOUTHERN ILLINOIS UNIVERSITY EDWARDSVILLE UNIVERSITY CENTER

RESERVATION POLICIES

The Morris University Center (MUC) is the center of campus life and acts as the host for meetings, programs and services for students, faculty, staff and guests. The Morris University Center is operated solely through student fees and self-generated revenue. In order to recover operating costs and reduce reliance on student fees, the University Center must generate funds through the rental of space, audio visual equipment and other services. Requests for space in the University Center are processed through Event Services in accordance with building and university policies.

GENERAL POLICY INFORMATION

RESERVING SPACE

Quality of service is dependent on the information provided from the customer to the Event Services staff. Details related to events should be accurately recorded on a Reservation Request Form and submitted to Event Services in a timely manner. Every effort will be made to accommodate the needs of the customer.

1. Student organizations are required to complete and submit a Reservation Request Form and secure approval from the Kimmel Leadership Center.
2. Meetings and events sponsored by SIUE registered student organizations, divisions or departments must comply with the following guidelines:
 - a. The event or meeting must be planned and managed by the registered student organization, division or department and must truly be an organization or departmental initiative.
 - b. A majority (over 50%) of those attending events or meetings sponsored by registered student organizations, divisions, or departments must be SIUE students, faculty or staff to qualify for the best rate. Rates for

space and equipment will vary if the majority of the attendees are non-university affiliated.

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- c. Costs associated with the event or meeting must be paid by the sponsoring organization.
 - d. All reservation details including set-up and audio visual requests must be communicated in advance to Event Services by the sponsoring organization's representative.
 - e. Late requests or changes **within two business days** may not always be accommodated due to limited resources and will incur additional fees per the rate schedule if the services can be provided.
 - f. Reservations for scheduled credited courses offered on a semester basis will not be allowed.
 - g. Event Services reserves the right to change location and/or cancel an event or meeting when appropriate. Every effort will be made to notify the customer in advance and to accommodate the customer in an alternate location.
 - h. The customer requesting the Board Room, International Room, Wabash Room and Willow Room must use the standard set-up.
 - i. The use of glitter and confetti is prohibited in the University Center.
 - j. The use of a fog machine is prohibited in the University Center.
 - k. The use of open flamed candles is not allowed in the University Center. On an individual case bases, approval may be provided for dining events. Evidence of this activity without approval may result in the sponsor no longer being able to reserve space in the University Center for a period of time.
 - l. Printed material is not allowed to be posted on the walls without prior approval. Damage to the walls will result in charges.
- 3 Reservations per organization are limited to a maximum of **three (3) days**

per week unless otherwise approved by Event Services.

4. University student organizations, individuals or departments may not serve as a sponsor for off-campus groups who are attempting to gain free access to meeting space or building related services.
5. The University Center does not accept reservations from any organization with an outstanding balance.

SCHEDULING PRIORITIES

1. University annual events as part of the University's traditions and as a service to students and the campus community (i.e. Preview, Homecoming, Family Weekend, Welcome Week, etc.) may be scheduled **one (1) year or more** in advance.
2. Student organizations must be currently registered with the Kimmel Leadership Center. Upon approval by the Kimmel Leadership Center, events planned by student organizations may be scheduled up to **one (1) year in advance**.
3. University divisions and departments may request a reservation up to **one (1) year in advance**.
4. Non-university groups (weddings, high school proms, etc.) may request space during the "off peak" times such as University holidays, semester breaks and summer months. Non-university groups may request space during the **off-peak times more than one (1) year in advance** and are encouraged to do so when food and housing may be involved. Non-university groups may request space during the **peak times of the year six (6) months** in advance.

FEE STRUCTURE

The University Center is available at no charge to registered student organizations and official university departments and divisions in most situations. Exceptions to this policy are stated below.

Rental charges are assessed for space in the University Center when the event is sponsored by any organization, admission or registration fees are charged, the event receives grant support or the event attendance is over 50% non-university participants.

Charges will apply based on the following categories for the use of facilities, audio visual equipment and conference services (easels, dance floor, pipe and drape, etc.) for categories and conditions stated as follows:

Category I: Registered student organization event when a fee, admission charge or donation is part of the event, or over 50% of the attendees are not affiliated with SIUE.

Category II: University related event with university participation when a fee, admission charge, donation or grant support is part of the event, or over 50% of the attendees are not affiliated with SIUE.

Category III: For a non-university sponsored event, charges will apply for the following conditions: use of meeting rooms, technical equipment/personnel services, and extensive set-up requests.

ROOM AVAILABILITY AND SET-UP

1. When appropriate, additional set-up fees may be assessed. Event Services will determine what is excessive and discuss with the sponsoring organization.
2. Meeting rooms will be available approximately 30 minutes before the event time unless otherwise specified.
3. The customer is responsible to carefully review the confirmation to ensure all reservation times and set-up information is accurate and complete.
4. The customer is responsible for turning out the lights and leaving the room in the same condition as it was found.
5. Charges may be applied for excessive cleaning or damage to the reserved space.

6. The University Center is not responsible for personal items left in dining areas, meeting rooms or lounge areas.

7. Rooms may be occupied only during the reserved time.
8. Events should end no less than 30 minutes before the building closes. Groups whose events exceed these limits will be charged for staff overtime and operating costs.
9. Persons remaining after the scheduled reservation end time may be asked to leave, as preparation time is needed for the following event.
10. The set-up details for use of the Ballroom and Conference Center must be submitted and agreed upon no later than **five 5 working days** before the event.
11. Set-up details for all other rooms (without a standard fixed) must be submitted and agreed upon no later than **three 3 working days** before the event. If set-up details are not provided it will be assumed that the group will be given the last set-up in the space.
12. Charges for special lighting or audio requests that require a technician will be billed to the organization at the current rate schedule.

INCLEMENT WEATHER

When inclement weather affects the immediate area, the university may deem necessary to close the campus. The University Center is considered to be an essential service and will remain open with adjusted hours. The Event Services, Catering Services, and Technical Services will not be operational and these services will be suspended until the university is officially reopened.

RESERVATION DEADLINES

The following guidelines apply to meetings and events sponsored by SIUE registered student organizations, divisions or departments. Late fees will be applied if the sponsoring organization does not adhere to the deadlines.

1. Information/Marketing tables may be reserved **one (1) business day** in advance. Exceptions may be made for the day of the request based on available space and equipment needs.
2. Reservations for meeting rooms with fixed seating must be booked no later than **one (1) business day** prior to the event. Exceptions may be made for the day of the request based on available space and equipment needs.
3. Equipment requests and changes to reservation details must be finalized **two (2) business days** preceding the event.
4. Major events in the Ballroom and Conference Center such as receptions or conferences must be booked at least **five (5) business days** in advance of the event.
5. Late night dances must follow the approved SIUE Dance Policy.

DEPOSITS

A deposit is required when reserving the Meridian Ballroom, Conference Center or multiple bookings by sponsors in the category of non-university. The deposit is based on the current rate sheet and due within **three (3) days** of booking the “tentative” reservation. The reservation is not confirmed until the deposit is received by Event Services.

A reservation status of “tentative” may be held for **six (6) months** for the Meridian Ballroom, Conference Center or multiple bookings prior to the date of the event. However, a “tentative” status does not guarantee the space as a booking. The deposit is due at the time the booking is confirmed. Cancellations for the Ballroom, Conference Center or multiple bookings must be made at least **thirty 30 days** prior to the event or the full deposit will be forfeited.

The deposit is applied to the balance due.

Reservations for meeting rooms (excluding the Ballroom, Conference Center or multiple bookings in one reservation) do not require a deposit. Charges will be applied, however, to the reservation for a cancellation the day of the reservation or

no-show including fees for room rental, set-up, and technical services requested and provided for the event.

All payments must be paid to SIUE.

AUDIO VISUAL TECHNICAL SERVICES

1. The University Center offers equipment and technical services pending a timely request and available resources.
2. Customers using the meeting rooms are allowed to bring in their own equipment if desired. However, if technician services are requested by the customer (i.e. operating equipment or being present during the presentation for support if necessary) for non University Center equipment, the client will be billed for personnel support, per current rate schedule.
3. Equipment needs are communicated via the Reservation Request Form to the Event Services staff upon submitting the request for space.
4. All audio visual equipment is scheduled on a first-come, first-served basis regardless of the nature of the event. Customers must be aware that availability is limited.
5. Customers requiring a more elaborate lighting and/or presentation package must communicate with Technical Services staff **two (2) weeks** prior to the event. Due to equipment and limited personnel there is no guarantee that any additional changes requested within two weeks of the event will be confirmed.
6. Audio visual equipment is not to leave the University Center or the Quad area unless approved by the University Center Director.
7. Rental charges for audio visual equipment will be assessed for the following conditions:
 - a. Requests for equipment occurring within **two (2) business days** of the event will be charged a late request fee per rate sheet.

- b. Technical Services staff is required to be present in the Meridian Ballroom when audio visual equipment is requested. Personnel costs and other charges will be applied to the reservation per current rate schedule.
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BALLROOM PROJECTION BOOTH

Only authorized personnel are allowed in the projection booth. Exceptions may be approved by the University Center Director or designee for special events/occasions.

CANCELLATIONS and NO SHOW FEES

1. Cancellations, as well as no-shows occurring within **two (2) business days** will be subject to a fee per current rate schedule.
2. Cancellations for the Meridian Ballroom, Conference Center and/or a reservation with multiple bookings within **two (2) weeks** of the reservation date will be subject to a fee per current rate schedule.
3. After **three (3) late cancellations or three (3) no shows**, further use of the building for meetings will be suspended for a specified time period.
4. Customers with cancellations occurring within **one (1) business day** of an event with set-up and audio visual equipment requested will be charged a fee for the room and technical services per current rate schedule.

DAMAGE/ CLEAN UP

1. The sponsoring organization is liable for any damage to the University Center as a result of their activity or event.
2. The sponsoring organization is responsible for charges, fees and damages caused by members of the organization or by anyone attending the event. Damage charges will reflect the current cost for replacement/repair.

3. Any organization leaving excessive trash (requiring beyond the average one hour cleaning) will be assessed a fee for cleanup per current rate schedule.

BUILDING HOURS

1. Building hours are posted at each entrance and posted online at www.siue.edu/muc.
2. The University Center will be closed when official university closing dates are in effect. Hours for the University Center may be adjusted for special holidays, summer or break periods.
3. Extended building hours must be approved by the University Center Director. Approval is subject to the availability of University Center staff. Requests will be considered with a minimum of 10 days notice. A fee per additional hour is posted on the current rate schedule.

ROOM RENTAL CHARGES

The current rate schedule can be accessed from the University Center website:
<http://www.siue.edu/muc/rates.shtml>.

CATERING FOOD AND BEVERAGE

1. Only food and beverages purchased from the University Center Dining Services and Catering, including all food services located in the University Center, may be served at meetings and events scheduled in the building. No other offsite companies may provide food in the building.
2. Student organizations requesting Catering Services are provided a discount on their food order.
3. Room charges will be discounted 50% when a full meal (\$12. minimum per person) is ordered through Catering Services.

4. Alcoholic beverages are permitted in the University Center and other designated areas on campus in accordance with the State of Illinois Policy and Regulations for the sale and use of alcoholic liquors on the Southern Illinois University Edwardsville campus. The sale and distribution of alcoholic beverages is provided under the license agreement with the state of Illinois. Per policy, food must be served during events when alcohol is being served.
5. Alcoholic beverages are not permitted during any student organization sponsored event.
6. The alcohol request form is available through Event Services. This form must be completed and submitted **ten (10) business days** prior to the scheduled event.

EVENT SECURITY

1. Security needs will be determined based on criteria set forth in University Center policies. The sponsoring organization will incur charges if security is required.
2. When campus security is required by a student organization, the organization is responsible to contact Kimmel Leadership Center. The student organization will incur all appropriate charges.
3. Student organizations must refer to the SIUE Late Night Dance Policy regarding security requirements for late night dances.

INDEMNITY AND INSURANCE

1. The customer undertakes and agrees to indemnify and save the university, its agents and employees harmless against any and all claims, demands, damages and expenses including any claims or liability for compensation.

2. The university reserves the right to require additional insurance coverage from the customer based on the operation and occupancy of the premises.
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CONTROL OF AND ACCESS TO PREMISES

1. The university retains the right to control the management of the facility at all times, to enforce all university policies and regulations. The University Center Director, his or her designee or members of the University Police may enter the premises at any time and on any occasion.
2. The University reserves the right through the University Center Director and his or her representatives to eject any objectionable person or persons including the customer's employees or contractees from the building and the customer waives all rights and claims from damages against the university or any of its agents, officials or employees.

STORAGE

1. The storage of items for events in the University Center is not allowed prior to or after an event. Items must be removed from the room immediately following the reservation end time or additional charges will apply.
2. Neither SIUE nor the University Center is responsible for lost, damaged or stolen items. Storage is at the event sponsor's own risk.
3. The sponsor of an event is responsible for any shipping or storage of items after the event.
4. Any items left in the University Center will either be placed in Lost and Found and/or disposed.

MARKETING/ INFORMATION TABLES

1. All arrangements for use of this area must be made through the Event Services.
2. Tables may not be scheduled in excess of **five (5) consecutive business days.**
3. Tables or displays may not impede normal traffic flow in the University Center.
4. Noise levels will be set at a level that is not disturbing to others.
5. Representatives of the sponsoring organization are not allowed to position themselves beyond their reserved space for the purpose of approaching individuals walking about the University Center.
6. The University Center does not allow the use of marketing/information tables for credit card companies or direct sales for any service or product.
7. No sales will be allowed that are in direct competition with goods and services provided in the University Center.

RENTAL RATES WEB INFORMATION

Rates for room rental, audio visual equipment, labor charges and conference services needs (easels, pipe and drape, theater ropes, etc) are listed on the University Center website <http://www.siue.edu/muc/rates.shtml>. Rates are reviewed periodically and subject to change.

The University Center scheduling policies may be altered to carry out the purposes and objectives of the University; therefore, the University Center reserves the right to update these policies at any time.

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