

RESERVATION PROCEDURE FOR SPECIAL FACILITIES

The reservation procedure for Special Facilities assigned spaces/areas is a three-step process consisting of:

1. Request
2. Acknowledgement
3. Final

All of these steps must be followed in order to complete the reservation process.

Request

1. All requests **must** be made in writing (email or memorandum). No phone calls or face to face.
2. All requests will have the following information:
 1. Name of Event
 2. Date and Time of Event
 3. Location requested
 4. Name, Address, and Phone number of Requester
 5. Description of the Event (what is its purpose and function)
 6. Set up information
 7. University Account Number
3. In addition student groups will need a completed Space Utilization Request form from Campus Activities Council (Shriver Center, third floor).
4. All requests must be made at least 72 hours in advance of the requested reservation date.

Acknowledgement

1. The acknowledgement will be in the form of a **tentative** contract made in the Special Facilities reservation system.
2. The contract will be sent to the requester no later than the end of the next business day.
3. Any additional information that is needed by Special Facilities will be noted on the contract.
4. The contract **must** be signed and returned (with any additional information requested) within 14 days or the reservation will be cancelled.

Final

1. Upon receiving the signed tentative contract with all information complete, the reservation will be made **firm** in the Special Facilities reservation system.
2. The firm contract will be signed by Special Facilities and returned to the requester.
3. The requester will sign the firm contract and return it to Special Facilities within 14 days or the reservation will be cancelled.
4. If an event is changed or cancelled by the requester, notice of this must be received in writing by Special Facilities at least 72 hours in advance of the event or charges may still occur. All changes or cancellations received by Special Facilities will be confirmed in writing and returned to requester.