

RESERVATION PROCEDURES

•Academic Space (M-F, 8-5) - Ann Trost, x5212 •Academic Space (M-F after 5 and weekends) - Lori Sumner, x5007 •ARC - Adam Klos, x6125 •CCLIR - Lori Sumner, x5007 •Chapel of the Resurrection - Barbara Hoover, x5093 •Kade-Duesenberg German House - Sarah DeMaris, 548-1568 •Linwood House - Kathy Sutherland , x5317 •Lumina Room, Huegli Hall - Lori Sumner, x5007 •Harre Union and MUH Refectory - Lori Sumner, x5007 •VUCA - Jeff Hazewinkel, x5453

www.valpo.edu/union/reservations

•When reserving a space in academic buildings on Saturdays and Sundays, the organization's faculty/staff advisor needs to fill out a Physical Plant Services (PPS) Work Order to obtain a key for that particular building/room. The advisor is the only one who can pick up the key(s) from PPS. The advisor **MUST BE PRESENT** for the duration of the event in order for the event to take place.

•In most cases there are **NO** housekeepers in academic buildings on Saturdays and Sundays. Due to this fact, the fee for the room is waived on a case by case basis; extensive mess left after a meeting would be grounds for a housekeeping charge to be instituted (\$25/hour). •When reserving space, priority is given to recognized student organizations, faculty, and staff. Off-campus organizations are charged the appropriate fees. Campus affiliated groups **MAY** be charged if PPS is required to assist with the setup or if extra chairs, tables, etc. are required.

•Planning your event as far in advance as possible will improve your chances when reserving a space. Events may be scheduled up to one year from the current date. Just as important as reserving a space, is releasing space if your event/meeting is canceled or postponed. If a group consistently neglects to cancel reservations that they have no intention of keeping, that group may lose their reservation privileges for up to one semester. •Required information needed to make a reservation includes: Event Date, Beginning and Ending Times, Additional Time Needed Before/After Event, Number of People in Attendance, Preferred Location, Setup Required, Organization Sponsoring Event, Person Responsible for Reservation, and Any Food Required. •There is **NO** smoking or alcohol allowed in any building/room on campus. As of July 1, 2008 Valparaiso University will be a tobacco free campus. Smoking will only be allowed in private vehicles. •If a reservation is placed 36 hours before the event/meeting, the person who made the reservation will receive a "reservation confirmation." If there are any changes that need to be made, the Union Director's Office must be notified at once so that the appropriate changes can be made. However, if your event/meeting is not scheduled 36 hours in advance, no confirmation will be sent unless specifically requested. •Any event that would like to have food/refreshments provided by Dining Services will need to contact them at x5016.

NOTICE: Reservations may be placed in person, over the phone, through e-mail, or online at www.valpo.edu/union/reservations. However, just submitting the information does not guarantee the space is available. The Union Director's Office will always contact you to confirm or deny your request.