

RESERVATION PROCEDURES

•Academic Space (M-F, 8-5) - Ann Trost, x5212 •Academic Space (M-F after 5 and weekends) - Union Administration Office, x5007 •ARC - Adam Klos, x6125 •CCLIR - Union Administration Office, 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 - Union Administration Office, x5007 •Harre Union and MUH Refectory - Union Administration Office, x5007 •VUCA - Jeff Hazewinkel, x5453

www.valpo.edu/union/reservations

- When reserving space, priority is given to recognized student organizations, faculty, and staff, and is to be used to sponsor events or conduct official business related to and for that organization.
- Campus spaces cannot be formally reserved for studying by any individual or group. While we are sympathetic to students' needs for a quiet, permanent place to study, unfortunately we simply are not able to honor formal requests for study space by individual students as it then takes away the priority of use from recognized student organizations, faculty, and staff.
 - o After official reservations have been placed, all other use of a building's particular spaces is then at the discretion of the individual building operators and their policies, and would be on a first-come, first-served basis.
 - CCLIR 368/468 - the Library has stated that it will allow students to use rooms 368 and 468 when there is nobody else scheduled on a first-come, first-served basis.
 - HARRE UNION (including the meeting rooms in the Student Organization Suite) - are for the purposes of meetings and events mentioned above only. Any individuals found studying and not conducting student organization business in these spaces will be asked to leave so that the space can remain open for last minute meetings, cleaning, setups, routine maintenance, etc. The Union offers a wide variety of public spaces and lounges that are suitable for studying.
 - Regardless of the reservable space, please note though that official group reservations can come in at any time, even minutes before a group needs a space, so just because there does not appear to be anyone scheduled at a particular time doesn't mean that someone won't come in and reserve it for their organization at the last minute. At that point, any studying students would need to give up the space for the official use.
 - o Organizations or individuals that are found to be using a recognized student organization's name to reserve space for "meetings", but actually using the room as a private study room, will be at risk of losing their reservation privileges altogether.
- Space use is free of charge to all recognized Student Senate Recognized organizations and on-campus departments. Off-campus organizations are charged the appropriate fees.

- o On-campus groups MAY be charged if Facilities Management is required to assist with the setup or if extra chairs, tables, etc. are required. You will be notified in advance if that is the case.
- 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 (Facilities Management) 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 Facilities Management. 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).
- 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.

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