

CCLIR RESERVATION GUIDELINES

Community Room It is important to remember this room cannot be closed off 100%. There are no doors at the main entrance. Total privacy cannot be guaranteed. Please keep this in mind when reserving the room.

1. The Union will reserve this area every day all day. If a request is made to use it during the daytime hours the CCLIR staff will be informed by the Union Director's Office.
2. Capacity for this room until further notice will be 250 (25 tables 10 at a table) for a dinner and 250 theater style.
3. All AV equipment will be reserved through the Union. All sound and lighting equipment must be arranged through the Union and may require the services of a paid technician.
4. All food must be supplied and served by Dining Services (ext. 5016). Groups may not bring other food or beverages into the Community Room, unless approved when making the reservation.
5. Decorations or signs may be hung on the brick only using tape (no pins, thumb tacks, nails or staples). Nothing may be affixed to wood surfaces, metal trim, windows or doors. Easels may be requested at the time of the reservation to display items.
6. No equipment may be stored in the room on a permanent basis.
7. No live music unless approved when making the reservation.
8. No open flames are permitted.
9. A Housekeeping charge of \$20.00 per hour (minimum) will be assessed for excessive cleaning or trash removal.
10. An advisor from each student organization must be present during the duration of the event. If an advisor cannot be present the event will not be allowed. Each reservation will require the advisor's signature before the reservation is official. All reservations will be made with the Event Manager in the Union Director's Office, on the 2nd level of the Union.
11. Valparaiso University is a tobacco-free campus.
12. A Piano is available and must be reserved at the time of the room reservation. If tuning is needed the group will be charged a tuning fee (\$45.00). Any damage will be assessed to the sponsoring organization.

Tiered Classroom (Room 205) The Registrar will reserve this room during the day and the Union will reserve it after 5:00 p.m. and on weekends.

1. Capacity- this room accommodates 88 in fixed classroom style seating. 8 rows/ 11 chairs. Table top seating.
2. AV Equipment- is available in the room and is operated by a touch pad system. There are power and data connections at every seat. There may be a need to hire a paid technician, which will be at the discretion of the Union at the time of the reservation. If AV equipment is not available in the room it can be reserved through the Union.
3. Decorations- or signs may be hung by using tape only (no pins, thumb tacks, nails, or staples). Nothing may be affixed to wood surfaces, metal trim, windows or doors. Easels may be requested at the time of reservation for display purposes.
4. Food/Beverages - will be allowed upon approval on an event by event basis. Any food or beverages must be supplied by dining services (ext. 5016).
5. No Equipment may be stored in the room permanently.
6. No open flames are permitted.
7. No live music unless approved at the time of the reservation
8. Housekeeping Charges of \$20.00 per hour minimum will be assessed for excessive cleaning or the removal of trash.
9. An Advisor from each student organization must be present during the duration of the event. If an advisor cannot be present then the event will not be allowed. Each reservation will require the advisor's signature before the reservation is official. All reservations for after 5:00 p.m. will be made with the Scheduling Manager in the

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Union Director's Office, on the 2nd level of the Union. 10. Valparaiso University is a smoke-free campus. Smoking may only take place outside of any facility.

Board Room This is a high-end room that will be used for special occasions and meetings. This room will be reserved by the Union on a daily basis. Each reservation will be evaluated to ascertain if the Board Room is the appropriate room for your event.

1. There is only one set-up available in this room, conference table with 30 chairs around it. No other tables or chairs will be allowed in the room.
2. The CCLIR staff will review all requests before any reservation is approved.
3. No decorations are allowed in this room.
4. AV equipment is available in the room.
5. All Food/Beverages must be served by Dining Services.

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