

# Registered Student Organization (RSO) Scheduling Guidelines

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1. Requests for Student Center meeting space by RSOs must be made in person by a certified officer or advisor through Student Center Conference and Scheduling Services, by calling 618-536-7754, emailing [studentcenterscheduling@siu.edu](mailto:studentcenterscheduling@siu.edu) or online at [onlinescheduling.siu.edu](http://onlinescheduling.siu.edu). Major event space must be reserved in the Conference and Scheduling Services office and is not available to reserve online.
2. RSOs may complete room requests for the semester in progress. Room requests for the next semester begin on the Monday prior to final exam week for fall and spring semesters and the Monday of finals week at the end of the summer semester. An officer may request event space (major, annual, or special) for RSOs up to one year in advance.
3. Only RSOs in “good standing” as defined by the Office Student Engagement are permitted to make requests.
4. University departments and off-campus organizations are not allowed to schedule Student Center facilities for use by RSOs. Likewise, RSOs are not allowed to schedule for anyone other than their individual group. Individual students wanting to schedule major event space (Ballrooms, Auditorium, Renaissance Room, Big Muddy Room, International Lounge, Corker Lounge, Old Main Lounge and/or Old Main Room) must do so as an RSO or legitimate business/organizational entity. Misuse of scheduling policies will result in the loss of scheduling privileges, possible cancellations, and fees will apply at the rate applicable to the group which actually occupied the room.
5. A request does not guarantee a confirmation. Although every attempt will be made to accommodate the original request, a substitution of rooms with different set up arrangements and/or size may be necessary. Groups should not make any plans or do any advertising of the event until the Officer or Advisor has signed the reservation contract.
6. Any equipment or service for which there is a fee, must be paid for in advance, before approval will be granted. Conference and Scheduling Services will provide a fiscal officer form with estimated fees to the Officer. They must then secure a fiscal officer signature from the Office of Student Engagement with account information and return the signed form to Conference and Scheduling Services a minimum of five business days prior to the event.
7. All requests, changes, or additions must be made by 9 a.m. on the business day prior to the event. After that time all requests will be considered a “late add,” which is subject to availability, and additional fees may apply. If additional fees apply, an updated confirmation with fiscal officer signature must be turned in.
8. Online scheduling of space must occur more than two business days before the meeting or program is to occur. Any scheduling requests within two business days must occur in person.
9. Conference and Scheduling Services reserves the right to cancel any reservation if it conflicts in any way with the general policy of the University or Student Center regarding meetings on campus.
10. All major event room cancellations made by an RSO with less than a three-week notice will be charged room rental fees at the RSO rate. Major event spaces include Ballrooms, the Auditorium, Renaissance, and Old Main Room. All other room cancellations made with fewer than two business days’ notice will be charged room rental fees at the RSO rate.
11. All practices, rehearsals, or auditions are restricted to Ballrooms A or C, Delta Room, and the Auditorium stage. Ballrooms B and D are not options. Conferencing areas and public-use space may not be scheduled for these events. Organizations must remain inside the scheduled room and not use adjoining halls or lounges.

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12. RSOs hosting large-scale complex events may be required by Student Center Conference and Scheduling Services to have an advisor present at the event.
13. Organizations generating funds in support of a scheduled event will be charged room rental at the RSO rate with a signed fiscal officer form. All funds received will be collected by a Conference and Scheduling Services staff member the night of the event and will be deposited to the RSO account in the Office of Student Engagement on the following business day.
14. RSOs scheduled to use Student Center facilities will be responsible for the proper use of the facilities, furnishings and equipment in the scheduled areas by all guests attending the function. Housekeeping fees may be assessed if reserved areas are damaged or left in an unclean state. There will be a \$30 minimum excessive clean-up/damage fee.
15. Moving and rearranging furniture is not permitted and will result in additional fees. If you request to change the room setup the day of your event, there will be a reset fee applied to your contract.
16. RSOs are permitted three free sessions per week. Based on standard building hours, sessions are:
  - Monday - Friday: OPEN - NOON, NOON - 5 p.m. and 5 p.m. - CLOSE
  - Saturday: OPEN - 2 p.m., 2 p.m. - 7 p.m. and 7 p.m. - CLOSE
  - Sunday: OPEN - 6 p.m. and 6 p.m. - CLOSESessions will be adjusted for summer semester, break and holiday building hours. Groups using more than three free weekly sessions will be assessed the fee, per room, per session at the RSO rate. Fees must be paid prior to the event and processed through the RSO account by use of a signed fiscal officer form.
17. There will be a 50% room rental discount for RSOs hosting charitable or philanthropic events.
18. Per showing movies, according to the Federal Copyright Act, copyrighted materials like movies can only be used for a public performance if they're properly licensed. However, neither the rental nor purchase of a movie carries the right to exhibit it outside of one's home. Organizations can pursue movie licenses to show through two distributors: Swank or Criterion. The Office of Student Engagement can assist in this process.
19. An RSO is considered a "no-show" if the group is not present in the scheduled space one half hour after the scheduled event start time and the room will be locked. After this time, availability shall be at the building manager's discretion. Space not used as intended will also be reported as a "no show" (i.e. doing homework to 'use' space).
20. All first and second "no-shows" will result in a room rental fee and an e-mail of warning to the certified officer and advisor. All third "no-shows" will result in a email of notification, a room rental fee, and suspension of room scheduling privileges for a period of sixteen academic weeks, not including summer session.
21. Alcohol is not allowed at any RSO sponsored event held in the Student Center. Events co-sponsored with departments involving alcohol, must be reserved and payment must be received through the department.
22. All applicable federal, state, and municipal laws and ordinances, along with all rules, regulations, and policies of the University will be observed and enforced in the facilities.
23. All RSOs must adhere to all other scheduling policies as outlined by Student Center Conference and Scheduling Services . General "Scheduling Guidelines" are available in on Conference and Scheduling Services website at [studentcenter.siu.edu/scheduling/](http://studentcenter.siu.edu/scheduling/).