

Scheduling Guidelines

1. University departments, Registered Student Organizations (RSOs), and the general public may schedule rooms at the Student Center. Off-campus organizations and departments are authorized to book space in the Student Center for up to one year in advance. RSOs are allowed to book for one semester only beginning on the Monday before finals week of the prior semester. With major events, RSO's can request space up to one year in advance. 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. SIU students may, likewise, only schedule space as an Officer for an RSO. Misuse of Conference and Scheduling Services policies will result in loss of scheduling privileges, possible cancellations, and fees will apply.
2. All organizations scheduled to use Student Center rooms will be responsible for the proper use of the facilities, furnishings, and equipment in the scheduled areas by anyone attending the function.
3. Moving and re-arranging furniture is not permitted and may result in additional fees. If you request to change your room setup the day of your event, there will be a reset fee applied to your contract.
4. 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.
5. Room rental fees apply per room per 4-6 hour sessions based on day. 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 - CLOSEEvents spanning two sessions, but less than two hours into the second session, are charged a single session only. Sessions will be adjusted for summer semester, break and holiday building hours. Fees must be paid prior to the event and processed through Conferences and Scheduling Services.
6. 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 in the Conference and Scheduling Services office on the 2nd floor of the Student Center, south end of the building, via email to studentcenterscheduling@siu.edu or by calling 618-539-7751.
7. Extension of Student Center hours will result in a \$50 per hour fee. If the building is reopened for an event, the assessed fee will be \$100 for the first hour and \$50 for each additional hour or any other increments. There will be no charge for building extension or opening on Saturdays in summer session (following May intercession) in June and July.
8. If the building is officially closed as part of campus holiday closure, the assessed fee to open will be \$250 for the first hour and \$75 for each additional hour or any other increments.
9. In the interest of safety and security the following rules apply:
 - The number of guests attending the scheduled function is not to exceed the capacity of the room and setup arrangements.
 - All aisles leading to exit doors must be kept clear and unobstructed.
 - Exit doors may not be fastened or obstructed to prohibit exit.
 - Propping open of doors is prohibited.

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10. The following CANCELLATION POLICY is applicable to off-campus entities and campus departments:
- Ballrooms, Auditorium, Renaissance Room, International Lounge and/or Old Main Room**
- Full room rental waived if cancelled more than twelve weeks prior to the event date.
 - 50% room rental charged if cancelled between six and twelve weeks prior to the event date.
 - Full room rental charged if cancelled less than six weeks prior to the event date.
- River Rooms, Activity Rooms, Town Rooms and Delta Room**
- Full room rental charged if cancelled less than two weeks prior to a scheduled event.
11. The Student Center does not assume responsibility for damage to or loss of any equipment or materials left in the building. All items will be given the same care and protection as Student Center property. If items are left, they will be taken to the Student Center ID office, the official lost and found location for the facility.
12. All programs scheduled in the Student Center, including those scheduled months in advance, should consider sound requirements and equipment needs promptly. Audiovisual scheduling is done on a first-come, first-served basis. Every attempt will be made to schedule a sound technician at a straight time pay rate. However, multiple programs on the same day and/or week create the potential for overtime rates. In addition, all Sundays and holidays are double time for Arena Technician and Multimedia Technician. Requests for equipment and/or technical assistance must be received in Conference and Scheduling Services a minimum of 10 business days prior to the program to avoid late fees. A \$30 late fee may be incurred for these late requests. Labor cancelled within 2 business days of event date (including the day of) may be assessed a 2 hour labor fee per technician.
13. Conference and Scheduling Services reserves the right to cancel a reservation if it conflicts with the general policy of the Student Center or the University. Conference and Scheduling Services also reserves the right to move a reservation to a comparable space if deemed necessary.
14. Decorations and methods of display must be approved by Conference and Scheduling Services. Additional fees may apply once needs are determined and if the Student Center is, for example, hanging items for an event or performing additional working. Items prohibited include but not limited to:
- Suspending items from light fixtures, sprinkler heads, or ceiling.
 - The use of tape, glue, thumbtacks, staples, or adhesive on the walls, ceilings, doorframes, columns, or staging for attaching any material.
 - Angel hair, glitter, feathers and confetti
 - Open flame or water (Hurricane or votive candles may be permitted upon request in advance)
15. Clients requesting to serve alcohol at their event must adhere to the Southern Illinois University-Carbondale Alcohol Policy. All events with alcohol service must observe a 1AM last call and the building is to close at 1:30AM. The Southern Illinois University-Carbondale Alcohol Policy can be found at policies.siu.edu/other-policies/chapter6/alcohol.php. All events serving alcohol must also fill out an Alcohol Request Form: eforms.siu.edu/siuforms/info/vca0101.php. Registered Student Organizations may not host events with alcohol.
16. Linen may be reserved through Conference and Scheduling Services for events in the Student Center or for an event in another facility on or off campus. Linen must be reserved at least 10 business days prior to an event to ensure availability of linen. Linen must be returned by noon of the next business day or a \$5 late fee will be assessed per day for the total of unreturned linen. Linen may only be returned during the week, Monday—Friday during business hours (8:00am—4:30pm). Damaged linen may be assessed a \$15.

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17. Non-campus entities may be required to provide a Certificate of Insurance for scheduled Student Center events. RSOs and departments may be required to present a certificate of insurance if the event is co-sponsored by a non-campus entity and/or has off-campus presenters or performers. Insurance will likely be required for any entity if the event has a large volume of attendees, requires security and/or alcohol is being served. The Certificate of Insurance must be submitted to Student Center Conference and Scheduling Services at least business 3 days prior to the commencement of a scheduled event. The Certificate of Insurance must meet these *minimum insurance* requirements:
- Commercial General Liability \$1,000,000 per occurrence or \$3,000,000 General Aggregate Insurance. Umbrella liability insurance may be used to meet the general liability coverage limit requirements.
 - The organizations and/or person(s) must procure and maintain the required insurance until completion of the scheduled event(s).
 - The insurance company providing insurance must have a B+:VI rating or better via the current edition of Best's Rating Guide.
 - The Board of Trustees of Southern Illinois University shall be named as additional insured on commercial general liability policies. The following wording shall appear on any Certificate of Insurance provided: "The Board of Trustees of Southern Illinois University is an additional insured for any liability arising from the activities of the Providers/Users and/or subcontractors performing work on behalf of the Provider."
 - More information on Southern Illinois University insurance requirements can be found on SIU Risk Management website <http://riskmanagement.siu.edu/insurancereq.html>.
18. Events that charge entry for an event or are late night events, open to the general public, utilize multiple ballrooms, and/or have an anticipated event attendance at/or above 500 persons may be required to use Athletics Special Event Ticketing and may be required to pay to have Department of Public Safety (DPS) officers present as security personnel. Ticketing and DPS presence are at the discretion of the Conference and Scheduling Services. Organizations must use DPS as security personnel and cannot bring in outside security.
19. Conference and Scheduling Services reserves the right to approve all marketing materials associated with an event to ensure compliance with all Student Center, university and state rules and regulations.
20. For all off-campus contracts, deposits must be received by the Conference and Scheduling Services office prior to the event date. The deposit is payment of the room rental upon booking with the reminder of the deposit due 1-2 business days prior to the event. Business hours are Monday-Friday, 8:00am - 4:30pm. Deposits include all building fees, room and equipment fees, and may also include audio-visual labor. Outstanding fees will be billed following the event.
21. Student Center Conference and Scheduling Services contracts are considered confirmed only after the contract has been signed and the deposit has been received from the off-campus customer. Payment may be made by cash, credit card or check made payable to SIU. Campus departments must verify the budget purpose number and assigned fiscal officer. Contracts must be signed by the fiscal officer or delegate, with both names showing, and returned to Student Center Conference and Scheduling Services at least two business days prior to the event.
22. If the Student Center is required to file suit to enforce a contract, the customer agrees to pay related costs, including reasonable attorneys' fees.
23. 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.