

# REGISTERED STUDENT ORGANIZATION (RSO) SCHEDULING POLICIES

## SPACE RESERVATION:

Registered Student Organizations (RSOs), University departments, off-campus organizations, and individuals may reserve space at the Student Center.

Only RSOs in “good standing”, as defined by the Office Student Engagement, are permitted to reserve space in the Student Center.

Scheduling requests by RSOs must be made by certified officer(s) or advisor through Student Center Event Services.

### **Available spaces include:**

- **Major Event Spaces:** Ballrooms, Auditorium, Renaissance Room, International Lounge, Old Main Room/Lounge, and Big Muddy Room
- **Meeting Rooms:** River Rooms, Activity Rooms, Town Rooms, and Delta Room
- **Solicitation Space:** North End Escalator, North Entrance, Art Gallery, and The Exchange

## SPACE RESERVATION ROLES:

RSOs may only reserve space in the Student Center for their individual RSO (Not for another RSO, University department, off-campus organization, or individual person).

University departments and off-campus organizations may only reserve space in the Student Center for their individual department or organization. (Not for another University department, off-campus organization, RSO, or individual person.)

**RSOs should designate one (1) representative as the point of contact for their event/meeting. This should be the individual making the initial reservation request and who will make edits/decisions regarding the meeting/event details.**

### **Co-sponsorships:**

- Co-sponsorship between an RSO and University department must be provided when space is initially requested. Co-sponsorship will be approved by Student Center Event Services.
- The Student Center defines co-sponsorship as the act of one organization giving monetary support to the other organization for a particular activity or event.
- University departments and RSOs must both be listed as customers on the space reservation.
- The primary contact will be the billing party and the 2nd point of contact will be the co-sponsor.
- Room rental rates and additional charges (audio/visual, linen, catering, etc.) will be billed at the primary contact rate.

An individual, current SIU student wanting to scheduling event space in the Student Center will be charged the University department rate.

An individual, off-campus person wanting to scheduling event space in the Student Center will be charged the off-campus organization rate.

### **Reservations for scheduling space open:**

- For fall semester: June 15th (or the next open business day)
- For spring semester: December 5th (or the next business day)
- For summer semester: Approval by Student Center Event Services

Certified officer(s) or advisor may request event space (major, annual, or special) for RSOs up to one year in advance.



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## ONLINE SCHEDULING:

For weekly meetings or simple events, RSOs are encouraged to use the EMS online scheduling system.

- Only meeting rooms & solicitation spaces can be reserved via EMS online. Major Event Spaces may be reserved via the Event Space Request Form (online) or with a Student Center Event Services Coordinator.
- Certified officer(s) and/or advisors would need to request an online scheduling account AND be approved by Student Center Event Services prior to booking. Individual accounts only need to be created once.
  - **Creation of online account is not immediate. It could take up to two (2) business days to approve.**
- Online scheduling of space must occur more than two (2) business days before the meeting or program is to occur. Any scheduling requests within two (2) business days must occur in person.

## RSO ROOM RENTAL RATES & ADDITIONAL FEES:

RSOs are permitted three (3) free, half sessions per week. With standard building hours, sessions are:

- **Half day session:** Under four (4) hours meeting/event time
- **Full day session:** Over four (4) hours meeting/event time

RSOs using more than three (3) free, half sessions per week will be assessed the RSO rental rate, per room, per session.

### **Additional facility fees:**

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.

- RSOs (or their guests) may not move tables & chairs before, during, or after event. Any movement will result in a \$25 charge and increase with severity.
- Pre-set rooms are to stay as is. If altered, a reset of at least \$75 and/or RSO room rental fee will be assessed.
- RSOs requesting to change a room setup the day of the event/meeting, will be charged a reset of a minimum of \$75 and/or RSO room rental fee, whichever is greater.
- Housekeeping fees may be assessed if reserved areas are damaged or left in an unclean state. There will be a \$50 minimum excessive clean-up/damage fee.

### **Generating funds:**

RSOs generating funds in support of a scheduled event (entry/ticket fee): 100% of RSO room rental rate\*

RSOs generating funds in support of a charitable or philanthropic event: 50% of RSO room rental rate\*

\*All funds received must be deposited by the RSO into their RSO account in the Office of Student Engagement on the following business day.

\*Not applicable to Ballroom or Auditorium space.

## CONFIRMATION:

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 plans or do any advertising of the event until the certified officer, advisor, and/or Office of Student Engagement has signed the reservation confirmation.

- **RSOs utilizing funds to pay for a space reservation** (room rental fees, audio/visual fees, personnel, linen, etc.), must have a signed fiscal officer form from the Office of Student Engagement returned to Student Center Event Services ten (10) business days prior to the event.



# REGISTERED STUDENT ORGANIZATION (RSO) SCHEDULING POLICIES

- **RSOs not utilizing funds to pay for a space reservation**, must have a signed reservation confirmation returned to Student Center Event Services two (2) business days prior to the event.

If a signed fiscal officer form or reservation confirmation is not returned by the deadline, the room reservation will be canceled and cancellation charges will occur.

## **CANCELLATION POLICY:**

**\*Cancellations must be made to Student Center Event Services Monday-Friday between 8:00am-4:30pm (CT)\***

**Major Event Spaces** (Ballrooms, Auditorium, Renaissance Room, International Lounge and Old Main Room/Lounge, and Big Muddy Room):

- 100% RSO rental rate if cancelled three (3) weeks or less prior to the event date.

**Meeting Rooms** (River Rooms, Activity Rooms, Town Rooms, and Delta Room):

- 100% RSO rental rate if cancelled two (2) full business days or less prior to the event date.

**Solicitation Spaces** (North end, North entrance, The Exchange, & Art Gallery):

- 100% RSO rental rate if cancelled two (2) full business days or less prior to the event date.

**Audio/Visual:**

- 100% RSO rental rate of personnel time if cancelled one (1) week or less prior to the event date.
- 100% RSO rental rate of personnel time and equipment if cancelled two (2) full business days or less prior to the event date.

**Linen:**

- 100% RSO rental rate once linen order has been placed.

## **NO SHOW:**

“No Show” defined: RSO is not present in the scheduled space thirty (30) minutes after the scheduled start time.

Thirty (30) minutes after the scheduled start time, the room will be locked and availability shall be at Student Center Event Services’ discretion.

- 1st “No Show”: Warning email sent to certified officer(s) and advisor
- 2nd “No Show”: Email notification sent to certified officer(s) and advisor, and the RSO will be charged the RSO room rental rate fee
- 3rd “No Show”: Email notification sent to certified officer(s) and advisor, the RSO will be charged the RSO room rental rate fee, and the RSO will be suspended from room scheduling privileges for sixteen (16) academic weeks, not including summer session.

Not applicable for Ballrooms or Auditorium reservations.

## **LAST MINUTE REQUESTS:**

**New reservation:**

- Reservation requests submitted less than two (2) full business days of event/meeting date cannot be guaranteed.
- Resources permitting, RSOs may be able to reserve a room inside of two (2) full business days if the room is set “as is” and with no additional services provided.

**Edits to an existing reservation:**

- All requests, changes, or additions must be made by 9 a.m. two (2) full business days prior to the event. After that time all requests will be considered a “late add,” which is subject to availability and additional fees will apply.



# REGISTERED STUDENT ORGANIZATION (RSO) SCHEDULING POLICIES

## **REGULAR BUILDING HOURS:**

Building hours are displayed via a QR code at each entrance and posted online. The Student Center will be closed when official University closing dates are in effect. Hours for the Student Center may be adjusted for special holidays, summer, or break periods.

## **EVENT END TIMES:**

- Meeting reservations may be scheduled up until ***thirty (30) minutes*** before the close of the building.
- Ballroom events/large event reservations may be scheduled up until ***one (1) hour*** before the close of the building.
  - Meeting/events that end after the timeframe listed above will be charged extended building hour fees.
- Ballroom events/large event reservations wanting to begin at 8:00am (CST) or earlier, will need to discuss options with Student Center Event Services. Extended building hour fees may apply.

## **EXTENDED BUILDING HOURS:**

A request to extend the building hours may be made in conjunction with the initial meeting/event request. Approval is based on the availability of Student Center staff, rooms setups, other events in the building, etc. Requests will be considered with a minimum of ten (10) business days notice prior to the event.

Fees will be assessed in one hour increments.

## **EXTENSION/RE-OPENING FEES:**

### **From August 15th – May 15th (Fall & Spring Semesters)**

- Extension of building hour(s): \$50 per hour
- If the building is officially closed as part of a campus holiday or administrative closure: \$250 for the first hour & \$75 for each additional hour

### **From May 15th – August 15th (Summer)**

- Extension of building hour(s) Monday - Friday: \$50 per hour
- Building reopened for an event:
  - Saturday: Upon Request
  - Sundays: \$100 for the first hour & \$50 for each additional hour
- If the building is officially closed as part of a campus holiday or administrative closure: \$250 for the first hour & \$75 for each additional hour

## **LINEN:**

- RSOs may reserve linen through Student Center Event Services for events in the Student Center.
- Linen must be reserved at least ten (10) business days prior to an event.
- Damaged linen will be assessed a \$15 per linen fee.
- RSOs cannot reserve linen to be taken off-campus or to another on-campus facility.
- Once the linen order has been placed, RSOs are responsible for 100% of the rental rate.
- Outside linen is allowed to be brought into the Student Center. However, it is the responsibility of the RSO to ensure the linen is the correct size and will fit the Student Center tables. The Student Center is not responsible for 3rd party linen (or caterer linen) not fitting the tables.



SOUTHERN ILLINOIS UNIVERSITY

**STUDENT CENTER**

[studentcenter.siu.edu](http://studentcenter.siu.edu)

# REGISTERED STUDENT ORGANIZATION (RSO) SCHEDULING POLICIES

## DECORATIONS:

**Decorations, methods of display, and facility access for event decorating and cleanup should be discussed with Student Center Event Services prior to the event. RSOs should not assume that decorating and cleanup time is automatically built into their reservation.**

- Access to the venue, other than the agreed upon times, will not be allowed.
  - Decorations are permitted in reserved spaces only.
  - Additional fees may apply once needs are determined and if the Student Center is, for example, hanging items for an event or performing additional work.
  - **Items prohibited include but not limited to:**
    - Suspending items from light fixtures, sprinkler heads, or ceiling
    - **The use of tape (double sided/masking/packing/duct/shipping/etc.), glue, thumbtacks, staples, or adhesive on the walls, ceilings, door frames, columns, or staging**
    - Angel hair, glitter, slime, feathers and confetti
    - Open flame or water (Hurricane or votive candles may be permitted upon request in advance)
  - Allowed decorations: Painters tape, battery powered lights, balloons, flowers (artificial or live), etc.
- Any questions regarding decorations should be discussed with Student Center Event Services prior to event date.**

## LARGE SCALE/LATE NITE EVENTS:

- In accordance with the RSO Handbook, if an RSO estimates to have 50+ attendance at an event, an advisor must sign off their reservation confirmation stating they (the advisor) will be present at the event. If the RSO advisor is not able to attend the event, an alternative advisor can be appointed per the Office of Student Engagement's approval.
- RSOs hosting late night events and/or dances in the Student Center must follow the Late Night Event/Dance policy established by the Office of Student Engagement.

## PAYMENT:

- **RSOs utilizing funds to pay for a space reservation** (room rental fees, audio/visual fees, personnel, linen, etc.), must have a signed fiscal officer form from the Office of Student Engagement returned to Student Center Event Services ten (10) business days prior to the event. RSOs can only use funds from their on-campus, RSO account to pay for meetings and events in the Student Center.
- **RSOs not utilizing funds to pay for a space reservation** (i.e. no charges on the reservation), must have a signed reservation confirmation returned to Student Center Event Services two (2) full business days prior to the event.

## UNDERSTANDING THE CONFIRMATION:

- It is the RSOs responsibility to read and understand their meeting/event confirmation. It is also the RSOs responsibility to ensure Student Center Event Services has the correct event details.
- If RSOs do not understand the confirmation, notice event details are missing/incorrect, or have any questions regarding the confirmation, RSOs must receive clarification from Student Center Event Services before signing.



# REGISTERED STUDENT ORGANIZATION (RSO) SCHEDULING POLICIES

## **AUDIO/VISUAL:**

- Student Center Event Services must receive requests for equipment and/or technical assistance a minimum of ten (10) business days prior to the event.
- After ten (10) business days, a \$30 late fee will be incurred for late requests.
- Every attempt will be made to schedule a technician at a straight time pay rate. However, multiple programs on the same day and/or week create the potential for overtime rates. Overtime rates are determined by the date of confirmed reservation.
- Sundays and holidays may be double time for an audio/visual technician.
- Audio/Visual requests cannot be guaranteed and are scheduled on a first-come, first-served basis.

## **CATERING:**

When hosting meetings or events in the Student Center, RSOs must follow the Student Center's Catering Policy and/or Small/Pre-Packaged Food Policy.

## **PARKING:**

Event parking arrangements should be discussed with Student Center Event Services at the time of the reservation request. Parking plans must be finalized at a minimum of one (1) week prior to the event.

## **SAFETY & SECURITY:**

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.
- RSOs must use the Department of Public Safety (DPS) as security personnel and cannot bring in outside security.

RSO events that charge an entry fee, are considered late night or a dance, open to the general public, utilize multiple ballrooms, and/or have an anticipated event attendance at/or above 500 people, may be required to use a ticketing service and/or Department of Public Safety (DPS) as security personnel.

Ticketing at an event and/or Department of Public Safety (DPS) presence are at the discretion of Student Center Event Services and/or the Office of Student Engagement. Any extra expense associated with ticketing and/or DPS presence will be the responsibility of the RSO(s) sponsoring the event.

## **MOVIES & COPYRIGHT:**

According to the Federal Copyright Act, copyrighted materials like movies can only be used for a public performance if they are properly licensed. However, neither the rental nor purchase of a movie carries the right to exhibit it outside of one's home. Proof of rights must be provided to Student Center Event Services one (1) week prior to the event. RSOs can pursue movie rights through two distributors: Swank or Criterion. The Office of Student Engagement can assist in this process.

## **PRACTICES, REHEARSALS, & AUDITIONS:**

All practices, rehearsals, or auditions are restricted to Ballrooms A or C, Delta Room, Auditorium stage, and Big Muddy stage. Ballrooms B and D are not options. Conferencing areas and public-use space may not be scheduled for these events. RSOs must remain inside the scheduled room and not use adjoining halls or lounges.





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## **ALCOHOL:**

Alcohol is not allowed at any RSO sponsored event held in the Student Center.

Co-sponsored RSO events with University departments involving alcohol must be reserved and paid for through the University department. The event is then subjected to complete an Alcohol Liquor Use Request Form and follow the University's alcohol policies, guidelines, and deadlines.

## **GUEST CONDUCT:**

The Student Center is intended to be used by Southern Illinois University (SIU) students, faculty, staff, guests of the university, and participants of authorized on-campus activities.

All customers, patrons, RSOs, University departments, and off-campus organizations, are responsible for the behavior of their guests and participants. The Student Center staff will ask individuals or organizations/departments to stop any disruptive activity or excessive noise. Repeated or severely disruptive behavior or excessive noise will not be tolerated and individuals or organizations/departments will be asked to leave the building. If an individual or organization/department is uncooperative, SIU's Department of Public Safety will be notified.

The Student Center facilities, meeting spaces, and equipment must be left in the same condition they were found in. Damages caused by participants are the financial responsibility of the hosting organization(s) or department(s).

Non-SIU guests under the age of 18 must be accompanied by a parent, legal guardian, adult chaperone, or SIU representative at all times. RSOs, University department, or off-campus organizations who host underage guests will be accountable for their guests' actions.

## **PERSONAL PROPERTY:**

The Student Center is not responsible for the damage, loss, or theft of any equipment or materials left in the building. If items are left in the facility, they will be taken to the Student Center ID office, the official lost and found location of the Student Center.

## **SHIPPING AND STORAGE:**

The Student Center strongly discourages items to be shipped to our facility for an event or meeting. If a delivery is necessary, RSOs, University departments, and off-campus organizations must contact Student Center Event Services for approval and instructions. The Student Center will not accept responsibility for any damaged or lost items. The Student Center will not accept any unknown deliveries.

## **LABOR CHARGES:**

Building services, audio/visual, and campus trades (carpenters, plumbers, electricians, etc.) labor rates are established by university administration and are in addition to any material charges. The Student Center will act in agreement with those rates and pass them on to the customer when charging for their services.

The Student Center reserves the right to set minimum staffing levels required for all event and labor requests depending on the nature of the request and the availability of staff.

Extensive set-up requirements, as established by the Student Center Event Services staff, will incur additional charges.



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## INTERNET:

- **Current SIU students:** Students, faculty and staff are encouraged to use the “eduroam” secure wireless network to access the Internet and campus resources.
- **Guests of the Student Center:** Wireless network access is available to guests of the Student Center by using the “SIU-Guest” wi-fi network.

## Steps:

1. Guests find “SIU-Guest” in their available networks list
2. Guests enter their contact information: first and last name, phone number, email address, and service provider (AT&T, Verizon, Sprint, etc.).
3. Guests will then accept the “Acceptable Use Policy” to receive a code via SMS.
4. After entering the code, guests will have access for 12 hours, before needing to repeat the process.

\*Guests needing assistance should contact SalukiTech at (618) 453-5155 or [salukitech@siu.edu](mailto:salukitech@siu.edu).

RSOs that have events/meetings with complex internet needs should make arrangements with Student Center Event Services.

## EVENT DETAILS:

At the time of booking, RSOs will give Student Center Event Services as much information as possible regarding their event and/or meeting. This includes number of participants/attendees, name of speaker/presenter, room setup, catering/small food details, decoration plans, etc. This information allows Student Center Event Services the opportunity to appropriately prepare the facility for your event and/or meeting.

Withholding information or providing incorrect information in order to reserve space will not be tolerated. Student Center Event Services reserves the right to cancel or move a space reservation.

## EVENTS WITH PAINT (OR OTHER MESSY MATERIALS):

Events (such as paint nights, craft nights, etc.) with paints, oils, stains, dyes, glue, or other materials that may permanently alter the color or appearance of carpeting, tables, walls, etc. are only permitted in Student Center rooms without carpeted floors or be held outside. These types of events must use table coverings provided by the customer or the event will be cancelled.

If customers need access to water or access to water disposal, they should contact Student Center Event Services for use of a janitorial closet. Bathrooms and water fountains shall not be used to clean out supplies.

Cleaning and/or damage repair fees start at \$75 for any mess left behind by the RSO and participants of the event.





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## **UNFORESEEN CIRCUMSTANCES:**

Although the Student Center strives to provide the optimal conditions for all meetings and events, certain circumstances may arise beyond the control of the university which may impact our ability to fulfill arranged obligations. In such cases, Student Center Event Services will work to reschedule the event to the best of our ability, but may not provide refunds or discounts. Circumstances include, but are not limited to:

- Environmental health and safety concerns
- Weather emergencies
- Need to evacuate:
  - Spaces may be evacuated at any time due to unforeseen circumstances. In such situations, events may resume only after receiving approval from SIU's Department of Public Safety and Student Center staff.
- Temperature control failures
- Mechanical and utility failures
- Technology, network, and connection failures

## **ADDITIONAL SCHEDULING POLICIES:**

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 facility.

Student Center Event 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.

Student Center Event Services reserves the right to move a RSO reservation to a comparable space if deemed necessary.

Misuse of scheduling policies may result in the loss of scheduling privileges, cancellation of future event reservations, and fees associated with any current or future scheduling reservations.

