

# THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

## CHARGER UNION USE OF SPACE & RESERVATION POLICY

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| <b><u>Number</u></b>      | 03.02.10  |
| <b><u>Division</u></b>    | Student Affairs - Auxiliary Services  |
| <b><u>Date</u></b>        | January, 2014   |
| <b><u>Purpose</u></b>     | The Charger Union is designed to meet a diverse range of needs with primary emphasis on the promotion of student life at UAH. This policy is intended to regulate the orderly use of the Charger Union space by Registered Student Organizations, University Affiliated Groups, Sponsored Non-Affiliated Groups and persons. It includes specific procedures for reserving space and guidelines related to the use of such space.   |
| <b><u>Definitions</u></b> | <p>Academic Period - The period between the date of Fall Semester opening of the residence halls for student occupancy and the next following Spring Commencement, excluding periods designated as Fall Break, Winter Break, and Spring Break.</p> <p>Affiliated Group - Any group established by the University or established by virtue of an explicit delegation authority to a particular administrator, faculty member, staff member, or to the student body, the faculty, or the staff.</p> <p>Non-Affiliated Group - Any group which is not an "Affiliated Group".</p> <p>Affiliated Group Sponsored Non-Affiliated Group - <u>Except</u> with respect to rates charged for use of University facilities, an Affiliated Group Sponsored Non-Affiliated Group shall enjoy the rights and obligations of an Affiliated Group under Policy. For purposes of Policy, an Affiliated Group is considered to "sponsor" a Non-Affiliated Group only if the following conditions are met:</p> <p>The Affiliated Group, and not merely a member of an Affiliated Group, determines to invite the Non-Affiliated Group to use University facilities, for purposes: 1) Consistent with the mission of the University, and 2) Consistent with the goals and objectives of the Affiliated Group, and</p> <p>The Affiliated Group has substantial participation in and responsibility, including financial responsibility, for planning and executing the planned activity, and is not merely lending its endorsement to the Non-Affiliated Group</p> |



Registered Student Organizations, University Affiliated Groups, Sponsored Non-Affiliated Groups and persons may be eligible to reserve Charger Union facility space for non-academic periods when approved by the Director of the Charger Union, and scheduled through the Charger Union Event Scheduling Office.

Individual UAH students, faculty, staff or non-affiliated individuals may reserve facility space within the Charger Union under Non-Affiliated Group status pending space availability and in compliance with all other policies and no more than thirty (30) days in advance of the planned date unless approved by the Director of the Charger Union or her/his designee.

Space within the Charger Union is not available for academic class purposes.

Facilities authorized for use by an organization may not be transferred, assigned or loaned to another organization.

Reservations must be completed as follows:

3.8.1 All reservations are subject to availability.

3.8.2 All room reservation must be completed at least three (3) business days in advance.

3.8.3 A reservation by the university requiring contracted services or that involve entertainment contracts and/or riders must be confirmed and all arrangements completed no less than four (4) business weeks in advance of the scheduled event date.

Use of Charger Union audio visual equipment is subject to availability.

Room reservations are considered tentative until date, set-up, and equipment are approved by the Charger Union Scheduling Office and confirmed by the reserving party in accordance with section 3.8 above.

The room requested will be assigned when feasible. Although a user's request for a particular room will be given consideration, final assignments will

All users are responsible for leaving the room in the same condition as when

## Special Event Reservations

During the Priority Scheduling process, Registered Student Organizations are limited to three (3) Special Events per semester. Charger Union Departments/Programs are not limited to a specific number of special events.

Special Events can be scheduled in the 1<sup>st</sup> floor Game Room, CU Theatre, Outdoor Lawn Theatre, and Charger Union South Patio.

Registered Student Organization requests for additional Special Events may be made at the conclusion of the Priority Scheduling Process on a space available basis no more than sixty (60) days prior to the requested date.

## Open Reservations

Requests for Open Reservations will be made in accordance with the aforementioned guidelines.

Requests for Open Reservations may be made for any date/time which is still available on a first come, first served basis at the conclusion of the Priority Scheduling Process.

All other campus organizations, departments, and sponsored non-affiliated users are limited with regard to reserving space no more than thirty (30) days in advance of the event date.

## Promotional Tables

Promotional tables may be reserved by Registered Student Organizations and Affiliated Groups for display and distribution of materials to interested persons in the Charger Union lobby when the space is not reserved for other use. Solicitation and sales are prohibited unless otherwise approved by the Director of the Charger Union.

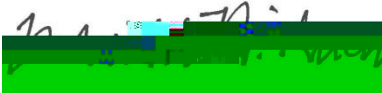
The promotional tables must be reserved in compliance with the general reservation procedures and will be assigned on a first come, first served basis.

Reservations are limited to one (1) table per day up to five (5) days per semester.

Tables must be occupied by a member of the reserving group at all times.

**Outdoor Areas**

The south patio and





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Associate Vice President for Auxiliary Services

**APPROVED:**



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President

