

Southern Illinois University Carbondale-Student Center
SCHEDULING PROCEDURES AND POLICIES
OF STUDENT CENTER ROOMS BY RSOs

1. Requests for Student Center space by Registered Student Organizations (RSOs) must be made in person by a certified scheduling officer or advisor in the Student Center Scheduling Office during business hours, Monday through Friday from 8:00am – 4:30pm.
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. The scheduling officer may schedule events (major, annual, or special) for RSOs up to one year in advance by submitting a letter of request to the Assistant Director of the Student Center.
3. Only RSOs in “good standing” as defined by Student Development 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. 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 certified scheduling 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. The Scheduling Office will provide a fiscal officer form with estimated costs to the scheduling officer. They must then secure a fiscal officer signature from Student Development with account information and return the signed form to the Scheduling Office a minimum of ten business days prior to the event.
7. All requests, changes, or additions must be made by 9 am 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.
8. 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 rooms include Ballrooms, Auditorium, Video Lounge, Renaissance, J.W. Corker Lounge, Old Main Room, and Old Main Lounge. All other room cancellations made with fewer than two business days’ notice will be charged room rental fees at the RSO rate.
9. Organizations generating funds by charging door or ticket sales, charging vendor fees, or receiving donations will be charged room rental at the RSO rate with a signed fiscal officer form. All funds received must be deposited to the RSO account in Student Development on the following business day.

10. All practices, rehearsals, or auditions are restricted to Ballrooms, Video lounge, and the Auditorium stage. 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.
11. 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. In addition to rental fees and labor fees, housekeeping fees will also be assessed when reserved areas are damaged or left in an unclean state.
12. RSOs are permitted three free sessions per week (Sunday - Saturday). Monday – Saturday consists of three sessions: open to 12:00pm, 12:00pm-6:00pm, and 6:00pm-close. Sunday consists of two sessions: open to 6:00pm and 6:00pm-close. 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.
13. 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. One to two people showing to use a room will be reported as a no-show.
14. All first and second “no-shows” will result in a room rental fee and a letter of warning to the scheduling officer and advisor.
15. All third “no-shows” will result in a letter of notification, a room rental fee, and suspension of room scheduling privileges for a period of sixteen academic weeks, not including summer session.
16. 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.
17. The Student Center Scheduling Office 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.
18. 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.