

**Southern Illinois University Carbondale-Student Center
SCHEDULING POLICIES**

1. University departments, Registered Student Organizations (RSOs), and the general public may schedule rooms at the Student Center. Off-campus organizations and campus departments are authorized to book space in the Student Center 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. 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.
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. 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.
4. Groups will be assessed a fee, per room, per session. 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. Fees must be paid prior to the event and processed through the Student Center Scheduling Office.
5. Extension of Student Center building hours will result in a \$50 per hour fee. If the building is opened early for an event, the assessed fee will be \$100 for the first hour and \$50 for each additional hour or any other increments.
6. If the building is officially closed, the assessed fee to open will be \$250 and \$75 for each additional hour or any other increments.
7. In the interest of safety and security the following rules apply:
 - a) The number of guests attending the scheduled function is not to exceed the capacity of the room.
 - b) All aisles leading to exit doors must be kept clear and unobstructed.
 - c) Exit doors may not be fastened or obstructed to prohibit exit.
 - d) Propping open of doors is prohibited.
8. The following CANCELLATION POLICY is applicable to off-campus entities and campus departments:
 - A. Ballrooms, Auditorium, Video Lounge, Renaissance Room, and Old Main Room:
 1. Full room rental waived if cancelled more than twelve weeks prior to the scheduled event.
 2. 50% room rental charged if cancelled between six and twelve weeks prior to a scheduled event.
 3. Full room rental charged if cancelled less than six weeks prior to a scheduled event.
 - B. River Rooms, Activity Rooms, and Town Rooms:
 1. Full room rental charged if cancelled less than two weeks prior to a scheduled event.

9. 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.
10. Food is allowed only in areas where it is authorized to be served. All catered food in the Student Center must be provided by Student Center Dining by Chartwells. Due to health regulations, removal of food from a catered event must be approved by Student Center Dining by Chartwells.
11. The final guarantee number and set up arrangements are required no later than four business days prior to the event. If requests are made after this time, additional fees may apply.
12. All programs scheduled in the Student Center, including those scheduled months in advance, should consider sound requirements and equipment needs promptly. Audio visual 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. Requests for equipment and/or technical assistance must be received in the Student Center Scheduling Office a minimum of 10 business days prior to the program to avoid late fees.
13. The Student Center reserves the right to cancel a reservation if it conflicts with the general policy of the Student Center or the University. The Student Center reserves the right to move a reservation to a comparable space.
14. Decorations and methods of display must be approved by the Student Center Scheduling Office.
15. Items prohibited, but not limited to, include:
 - a) Suspending items from light fixtures, sprinkler heads, or ceilings.
 - b) Exhibits that require flame or water.
 - c) The use of tape, glue, thumbtacks, staples, or adhesive on the walls, ceilings, doorframes, columns, or staging for attaching any material.
 - d) Angel hair, glitter, and confetti.
 - e) Open flame candles. (Hurricane or votive candles may be permitted upon request in advance)
16. Clients that want to serve alcohol at their event must adhere to the Alcohol Policy provided by Student Center Dining by Chartwells.
17. Insurance is required for various types of events. Please see the Student Center Scheduling Office for details.
18. Deposits must be received in the Student Center Scheduling Office during regular business hours for all off-campus contracts on the date the event is reserved or a date agreed upon by the Scheduling Office. Deposits include all building fees, room and equipment rental fees, and may also include estimated audio-visual labor. Outstanding fees will be billed following the event.

19. Student Center Scheduling contracts are considered confirmed only after the contract has both 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 SIUC. Campus departments must verify the budget purpose number and assigned fiscal officer. Contracts must then be signed by the fiscal officer or delegate, with both names showing, and returned to the Student Center Scheduling Office at least two business days prior to the event.
20. If the Student Center is required to file suit to enforce this contract, the customer agrees to pay related costs, including reasonable attorneys' fees.
21. 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.