

Valdosta State University Student Union

Reservation Policy

The Student Union Reservations Office is responsible for the reservation for all meeting/conference/activity space in the Student Union. The primary objective of the Student Union Reservations Office is to serve the members of the Valdosta State University community including students, faculty, staff, alumni and occasional non-university groups. In the event that there is no space available in the Student Union, we will provide university groups with contact information for other reservable space on the Valdosta State campus.

This document outlines basic room reservation policies. Additional policies for specific events may also apply. Please contact or visit the Student Union Reservations Office to discuss individual program needs.

I. Reservation Priority

The students at Valdosta State University are financially responsible for this state-of-the-art facility. This Union is supported mostly by mandatory student fees. This facility has received minimal tax money or tuition support to build or operate. Therefore, the following reservation priority has been put into place.

Tier I: *Governing Student Organizations* such as the Campus Activities Board and Student Government Association and the *Division of Student Affairs Departments* who are planning activities and programs meant to serve the entire student body or the Valdosta State University campus.

Tier II: *Registered Student Organizations*- Those organizations who have met the guidelines to be considered registered and are currently in good standing with the Office of Student Life.

Tier III: *University Departments* (Administrative & Academic)

Tier IV: *Non-University Groups* (Non-Profit & For-Profit)

II. Reservation Schedule

Tier Reservations	For SPRING Semester Reservations	For FALL Semester
Tier I	1 st Class day of Fall	1 st Class Day of Spring
Tier II	September 15 th	February 15 th
Tier III	October 1 st	March 1 st
Tier IV	October 15 th	March 15 th

At any point after a designated priority access date is passed, facility users in that category may continue to make facility reservation requests throughout the year on an equal access “first come, first served” basis.

III. General Reservation Policies

Reservations

The Student Union Reservations Office reserves the right to determine a space request’s priority tier. Reservations submitted on time are accepted on a first come, first served basis within the priority tier.

A request for space does not guarantee that a space will be assigned. The Student Union Reservations Office reserves the right to reject any reservation that it determines programmatically and operationally too difficult to accommodate. Reservation requests may also be denied if the organization or event is in conflict with any university policies and/or if the event is not in keeping with the primary mission of the Student Union. Documentation will be provided with the reasons for the denial.

Requests must be submitted on a properly completed Student Union Reservation Form. No oral or tentative reservations will be accepted. No advertisement should be posted until the requestor receives a signed copy of the contract(s).

All requests for tables, chairs, audio-visual equipment, staging, public address equipment, etc., and room set-up must be made at the time of the reservation. Any reasonable room set-up changes to the request must be made by noon two days prior to the event. Changes to equipment needs must be made by noon the day before the event. Any changes made to scheduled weekend events must be made by noon on Thursday.

All Student Event Coordinators must sign a final copy of their event contract at least 48 hours in advance of their event to avoid cancellation of their event.

Please retain a copy of your event confirmation contract for your records.

Only the Primary or Secondary Contact Person may change a room reservation.

Reservations are non-transferable. Groups may not contact other groups to negotiate or bargain for space.

VSU Organizations and Departments are only allowed one repetitive reservation, per month (Monday –Thursday) in the Student Union Theater and/or Ballrooms. This will prevent monopolization of unique facilities, so that they may be available for all organizations throughout the semester. No non-university groups (Tier IV) are allowed standing reservations at any time.

No group or individual regardless of tier will be allowed to reserve space in the Student Union for personal or social events. This includes but is not limited to birthday parties, weddings, graduation parties and reunions.

Cancellations

Failure to use a reserved space or failure to cancel a reserved space within seven (7) working days of the scheduled event by any Registered student organization or University department will result in the following:

1st offence – Letter of Warning

2nd offence – Full (for profit) rental rate & services charges will be billed

3rd offence – Suspension of privileges for the following semester

Failure to use or cancel a reserved space within seven (7) working days before the scheduled event by any Non-University Group will be billed the full (for profit) rental rate.

Equipment

Equipment (audio-visual, tables, chairs, easels, etc.) is placed in reserved spaces at the request of the individual reserving the space. Equipment should remain in the reserved space for the duration of the event. If there is a need to move or remove the equipment during an event, please include a request for assistance at the time the reservation is submitted. The baby grand piano located in the Pre-function area can be moved into the Ballrooms for a fee, but it should be requested at the time the event request is submitted.

Event Set-Up

At no time may doors, fire exits, elevators, hallways, or foot traffic be blocked by an event or event set-up. All set-ups must observe fire code and ADA accessibility.

Checking In and Checking Out

It is required that all Event Coordinators check in and out at the Information Desk for their event. At the time of check in, the Event Coordinator will be required to check in with the on duty Building Manager at the Information Desk. Following the event, the Event Coordinator must check out with the on duty Building Manager at the Information Desk. Failing to properly check in or out for an event will result in the following offenses:

1st Offense: The Event Coordinator will receive a letter of warning informing them of the check in/out policy for the Student Union.

2nd Offense: The Event Coordinator will receive a policy violation

3rd Offense: The Event Coordinator will receive a 2nd policy violation and will lose reserving privileges within the Student Union for a full semester and all future Student Union events reserved by the Event Coordinator will be cancelled.

The Event Coordinator will be informed of their policy violations through email and intercampus mail.

Extended Hours

Any event that requires the building to be open before or after normal operating hours will incur additional overtime charges. No group is exempt. The charges are \$150 per hour for regular overtime and \$250 per hour for holiday overtime.

Food Services

Valdosta State University has contracted with Chartwell to provide all food service, including catering, for the Student Union. All groups wishing to have food at their event need to contact Catering, conveniently located next door to the Student Union Reservations Office. Donated food will be allowed. Donated food is defined as food that is brought in by the users and not delivered.

Cleaning Responsibilities

All groups using the Student Union facilities are responsible for the proper use of the reserved space, furnishings, and equipment. Any damage or missing items will be billed to the sponsoring organization.

All groups are required to return the reserved space to its original condition before departing. The space should be free and clear of all trash and debris. Any decorative material used in the reserved space should also be removed. Excessive clean-up after any event by the Union Staff will result in additional charges to the group.

Decorations

Groups should confer with the Reservation Staff regarding decorations best suited for use within the Student Union. No tape, staples, glue, nails, or hooks may be used to secure materials to walls, windows, ceilings, columns, doors, doorframes, staging, curtains, or other surfaces.

Decorations and displays that require flame, sand, glitter, confetti, or water may not be used in the Student Union without written permission from the Student Union Director or his/her designee.

Policy Violations

If a group fails to abide by all of the Student Union policies, they will obtain a policy violation. The policy violation is to be signed and returned to the Student Union Reservation Office by the specified date on the violation. Failure to return the violation by the specified date will result in a hold on all future events scheduled in the Student Union. If a group collects two policy violations within a semester, the group will lose reserving privileges in the Student Union and any other campus reserving location for at least one semester and all future events will be cancelled.

Alcohol/Smoking

The possession, consumption, distribution or sale of alcoholic beverages in the Student Union is strictly prohibited.

The use of any type of tobacco products (including smokeless tobacco) in the Student Union is strictly prohibited.

Storage or Delivery of Materials/Equipment

The Student Union does not have space available to store materials or equipment for groups using the facility. Materials and/or equipment that needs to be delivered prior to an event must be approved by the Student Union Reservations Staff to ensure that requestor's event space will be available at the time of delivery.

The Student Union assumes no responsibility for damages to or loss of materials or equipment left in the building or on display.

Academic Classes

Academic classes are not allowed to reserve or hold class in the Student Union. The facility is funded with Student Fees meant to support student programs, activities, and services only.

A one-time special event for a class maybe acceptable as long as it doesn't interfere with the Union's primary mission.

IV. Rental Fees

Room rental rates for the use of space in the Student Union will be determined by the type of event and the identity of the sponsoring group (Tier I, II, III, or IV).

Student Union Fee Rates

RENTAL RATE

Name of Space	Non-Profit/For-Profit
Theater	\$400 / \$600
Theater Lobby	\$150 / \$300
Display Tables	\$25 / \$50
Game Room	\$300 / \$500 (4 hours max per day)
Conference Room # 1	\$100 / \$150
Conference Room # 2	\$100 / \$150
Heritage Room	\$150 / \$200
Meeting Room # 1	
A	\$150 / \$200
B	\$100 / \$150
A & B	\$200 / \$250
Meeting Room # 2	\$100 / \$150
Ballroom	
# 1	\$200 / \$400
# 1 & 2 or 2 & 3	\$400 / \$600
# 1, 2, & 3	\$700 / \$900

FURNISHING FEES FOR AFFILIATED AND NON-AFFILIATED GROUPS

Rental	Price
Chair	\$.50
Table	\$10.00
Table w/Tablecloth*	\$15.00
Stage	\$100.00
Dance Floor	\$100.00

** The Union and University Center-North will provide tables with tablecloths outside of an event room if requested for registration, display, etc. If an event requires a tablecloth inside the room for purposes other than catering food, a \$15.00 fee per table will be charged regardless of group/customer classification or Tier.

**AUDIO VISUAL EQUIPMENT FEES FOR
AFFILIATED AND NON-AFFILIATED GROUPS**

Equipment	Price per day
Cordless Microphone	\$40.00
Lapel Microphone	\$40.00
Laptop Computer-PC or Mac	\$50.00
Overhead Projector	\$25.00
Screen	\$5.00
Floor Podium	\$25.00
Tabletop Podium	\$10.00
LCD Projector	\$75.00
Dry Erase Board	\$15.00
Tripod(easel)	\$5.00
TV/VCR	\$30.00
Remote Presenter	\$20.00
Theater A/V System	\$100.00

**SPECIAL SERVICE FEES FOR
UNIVERSITY, AFFILIATED, AND NON-AFFILIATED GROUPS**

All groups are subject to special service fees requiring extended hours, extra personnel expenses, or no show/late fees.

Fee Type	Price
Late Closing Fee/Hour	\$150.00
Early Opening Fee/Hour	\$150.00
No Show Fee for Rentals	100% fee
Cleanup Fee(Minimum)	\$25.00
Piano Move Fee	\$125.00
Deposit	10% fee
Custodial Fee/Hour	\$20.00
SU Setup Fee/ Hour	\$15.00
SU Building Manager Fee/Hour	\$10.00
SU Damages	Pricing at the discretion of the Student Union Director