

Student Organizations Guidelines for Facilities Usage

1. Make your reservations as far in advance as possible. All reservations are on first come, first serve basis.
2. If you have any specific setup requirements, they need to be stated at the time the reservation is made, NOT the day of the event.
3. The room must be left exactly as it was found. If the tables are rearranged, they must be moved back to their original location at the end of the meeting.
4. Remove all trash from the room upon departure.
5. Any chairs brought into the Theatre from the The Lion's Den must be removed at the end of each meeting. Tables must be stored neatly at front of room. All AV equipment must be returned to proper storage units.
6. Any group reserving meeting room space that fails to notify the Director of the Cailloux Center of a cancellation at least 24 hours in advance of the scheduled event will be charged the full amount for any expenses incurred by the CCAC staff to prepare for the scheduled reservation.
7. If an RSO has reserved a university facility and their event is not approved by the Director of Student Activities it is the RSO's responsibility to cancel any reserved facilities for the event with the Director of Event Services.
8. Organizations with outstanding financial obligations to the University will be denied further use of the facilities until such obligations are met.
9. Room reservations are not transferable. Neither may an organization turn over a reserved facility for use to another organization or individual.
10. Organization members may not reserve facilities under the organization name for individual or personal use.
11. All events must be approved by the Director of Student Activities.
12. Every effort should be made so that no event will be scheduled in the CCAC that is timed so as to conflict with events sponsored by other organizations.
13. For events outside of the Cailloux Center that require tables, chairs, equipment, etc. a fee will be assessed by Environment Management for delivery. Organizations must provide a BLI number before any work orders will be turned in to Environment Management. EM will deliver equipment on trailers to designated location. Organization members are responsible for unloading and reloading trailers. If equipment is not reloaded onto the trailer at the end of the function, additional fees will be charged to organization's BLI.
14. Abuse or disregard of the above guidelines will result in denial of further use of facilities.