**Student Center Meeting Room Reservations Procedure**

**REQUESTING A SPACE**

Reservation requests may be submitted in person, by contacting the reservations office at 334-844-1320, emailing reservations@auburn.edu, or by using the [online system](https://vems.auburn.edu/). Facility requests (requiring no special equipment or personnel) should be submitted at least 7 business days prior to the date of the meeting or event. Requests for events requiring special equipment, personnel, services, or Auburn University Department of [Public Safety and Security](http://www.auburn.edu/administration/public_safety/), must be submitted at least 20 business days in advance. Requests submitted after these time periods may be declined. If your reservation is accepted, a contract will be e-mailed to you. Events without a signed contract 7 business days prior to the event may be cancelled.

Please remember your reservation is not final and your event location should not be publicized until you have received confirmation from the Student Center Reservations office. Student Center Reservations has the right to limit how long and how often a department or organization can reserve facilities.

**RESERVATION CHANGES AND CANCELLATION**

To make changes to your event please contact the Student Center Reservations office at least 3 business days prior to your event.

Groups must cancel reservations at least 3 business days prior to the event. Failure to do so will result in the department or organization being charged for all event charges or a penalty fee.

**SPECIFIC PROVISIONS**

 **Room Set-up**

Most meeting rooms have a standard set-up and may not be altered in any way from their regular arrangement.

|  |  |
| --- | --- |
| Theater  | Theater Style 1 |
| Board  | Boardroom Style |
| Round Tables | Banquet Style |

Special set-ups for meeting rooms may be requested for events taking place in most rooms in the Student Center. Most rooms in the Student Center can be arranged in the following ways:

Set-up information for meeting rooms should be submitted to the Student Center Reservations staff no later than 7 business days prior to your event. Set-up requests submitted after this time period may be declined. The sponsoring group renting the facilities is responsible for ensuring entrances and exits are free from obstructions. Failure to leave a room as it was found will result in a reset/cleaning fee.

## Food

Food is allowed and must be coordinated through Tiger Dining, (334) 844-3287 or catering@auburn.edu. Outside food is permitted from licensed restaurants and/or prepackaged from stores. No homemade food items are permitted. Facilities must be left clean and the trash must be disposed. A cleaning fee will be accessed for events with meals or extensive receptions. For smaller events, the sponsor(s) will be charged a cleaning fee if the room is not left clean.

## Security

Based on the nature of the event, security (i.e., security guards and/or Auburn city police) may be required at the expense of the sponsor. Security requests must be made at least 15 business days prior to the event. Requests submitted after this time period may be declined.

To obtain security, please contact the Department of Public Safety and Security, (334) 844-8888 or <http://www.auburn.edu/public_safety/>.

**Prohibited Items and Damages**

Nails, hooks, tacks, screws, bolts, lighted candles, glue, glitter/confetti, open flame, pyrotechnics, sand, and/or water pools are prohibited in the Student Center. No tape of any kind may be applied to the walls.

All decorations must be removed at the close of the event. The sponsor is responsible for leaving the facilities clean and without damage. The sponsor will be charged for any damage occurring to the facilities and equipment during their reservation. If additional clean-up of a facility is necessary, a clean-up fee will be incurred.

Sponsors hereby assume full responsibility for the acts of all persons using the facility and/or event space, and hereby agree to reimburse Auburn University for any and all damages done to the Student Center.

**PAYMENT**

Payment for meetings or events sponsored by university departments or registered student organizations is due within 30 business days after the event. Payment must be made by the sponsoring organization or a university department.

Non-profit and commercial organizations are required to pay for reservations in advance. For your convenience we accept payment by university fund organization expenditure payment (FOAP) account number, cash, check or credit card (Visa, MasterCard, Discover Card, and American Express).

Departments or organizations with past due invoices will not be allowed to hold future events until all delinquent amounts are paid in full, with the possibility of canceling existing events.

**PARKING**

Parking on campus is by permit only. Questions regarding parking should be directed to the Auburn University [Parking Services](http://www.auburn.edu/administration/parking_transit/parking/index.php), (334) 844-4143 or <http://www.auburn.edu/parking>.