**Outdoor Event Reservation Procedure**

**Haley Concourse, Roosevelt Concourse, Thach Concourse, Open Air Forum and Quad Entrance Patio**

**REQUESTING A SPACE**

Reservation requests are submitted online at [AU Involve](http://auburn.collegiatelink.net/). Please submit requests at least five business days in advance of the event. Requests submitted after these time periods may be declined. If your event is approved please print out the permit generated from AU Involve and keep it with you at your event.

Groups needing a table or chairs must make arrangements through the Facilities Division at 844-4357 at least 24 hours in advance or must provide their own table and chairs. The Student Center will be unable to provide a table for outdoor use.

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

**Hours of Operation:**

|  |  |
| --- | --- |
| Monday - Friday | Saturday – Sunday(excluding home games) |
| 8:00 a.m. – 4:30 p.m. |  11:00 a.m. – 4:30 p.m. |

**RESERVATION CHANGES AND CANCELLATION**

To make changes to your event, contact the Student Center Reservations Office (334-844-1320) 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**

 **Amplified Sound**

Any group requiring the use of amplified sound will need to fill out the [amplified sound permit](https://fp.auburn.edu/facilities/tentsoundreq/Sound.aspx) for approval.

**Food**

Food is allowed and must be prepackaged, sealed, and purchased from USDA/FDA approved companies. Outdoor food preparations must adhere to the Alabama Department of Health, Food Service Guidelines (guidelines can be found at <http://adph.org/foodsafety/assets/TempEvents.pdf>).

## Electrical Outlets

Electrical outlets are not accessible.

**SPECIFIC PROVISIONS (Continued)**

## Tables

Groups needing a table or chairs must make arrangements through the Facilities Division at 844-4357 at least 24 hours in advance or must provide their own table and chairs. The Student Center will be unable to provide a table for outdoor use.

**Chalking and Sidewalk Decals**

Chalking and sidewalk decals are prohibited on any outdoor event space.

**Damages**

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 outdoor event spaces.

**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>.