



## Harold D. Melton Student Center Meeting Room Reservations Procedure

The Student Center Reservations Office is located in room 1301 on the first floor of the Melton Student Center. Staff are available from 7:45 a.m. – 4:45 p.m., Monday through Friday, to answer questions regarding events.

### RESERVATIONS TERMS & CONDITIONS

- Facility requests (requiring no special equipment or personnel) should be submitted at least 15 business days prior to the date of the meeting or event. Requests for events requiring special equipment, personnel, services, or Auburn University Department of Campus Safety and Security, must be submitted at least 30 business days in advance. Requests submitted after these time periods may be declined.
- The following information should be submitted to the Student Center Reservations office at least 2 business days prior to the event. Information submitted after this time may incur extra fees.
  - A signed space agreement. Events without a signed agreement 2 business days prior to the event may be cancelled.
  - Changes to event duration. If the space is no longer needed for the reserved amount of time or if more time is needed, please work to inform Student Center Reservations staff.
  - Set-up information for meeting rooms and event spaces. If multiple set-ups are needed during the event, a reset fee may be assessed.
  - Audio visual equipment and assistance. Audio visual prices may vary. If equipment is damaged and/or equipment is missing after an event, a fee may be assessed.
  - Reservations cancellations. Customers failing to cancel an event with the Student Center Reservations office may be subject to a no-show fee.
- Groups should not change room reservations with other groups. Changes to reservations should be made by the Student Center Reservations office.
- Account numbers for billing should be given to the Student Center Reservations office prior to the event. If an incorrect account number is given, the customer will be responsible for requesting the necessary corrections.
- All campus events are subject to the [Campus Events Policy](#) and the guidelines within. Events meeting certain qualifications will need to be registered in the [Campus Event Planning System](#).
- Events that require registration and approval via the [Campus Event Planning System](#) are subject to cancellation if the event is not submitted or the submission is denied.
- If food will be present at an event, groups are responsible for the clean-up of the room after the event. If food is left in a space and/or the space requires extra cleaning, a cleaning fee may be assessed.
- If wireless internet service is needed for non-university attendees, please contact the Auburn University Office of Information Technology at 334-844-4944 or [servicedesk@auburn.edu](mailto:servicedesk@auburn.edu).
- The Auburn University Student Center is accessible for individuals with disabilities. Please send requests for assistance in providing special accommodations to Student Center Reservations office no later than one week prior to the event.
- Meeting and event spaces are assigned to accommodate the tentative attendance of an event. Room changes may be made if the number of participants or space requirements for an event change.
- Standard room rates will be charged for groups hosting meetings and/or events on Home Football Saturdays. Home Football Saturdays include the A-Day Spring Football Game, regular season football games, and other events as defined by Auburn University Athletics.



- Failure to comply with Harold D. Melton Student Center [policies and procedures](#) may result in termination of meeting privileges. Groups misrepresenting an event may be subject to a fine and/or loss of privileges.
- Reservations requests may be made by phone (334-844-1320), by email (reservations@auburn.edu), in person (room 1301 in the Melton Student Center), or through the online reservations system (<https://vems.auburn.edu/emswebapp/>).
  - Reservations are made on a first come, first serve basis. Tentative Series reservations (“blanket booking”) are not allowed.
- Harold D. Melton Student Center reserves the right to require security at certain events.

### DECORATIONS & DAMAGES POLICY

Decorations used in Melton Student Center meeting rooms and event spaces should be free standing or secured to surfaces with painters’ tape. Decorations should not be left in the Student Center when the event is over. Decorations left in the Melton Student Center may incur a removal fee. Auburn University Student Center is not responsible for any items left in Student Center meeting rooms and event spaces after an event has ended.

#### *Prohibited Items and Actions*

- Tape, nails, glue or other adhesive material meant to affix signs and/or decorations to walls, doors, and other flat surfaces
- Glitter/confetti
- Open Flames (candles, pyrotechnics, etc.)
- Sand
- Water pools
- Moving and/or altering furniture, fixtures, and banners present in the Melton Student Center

Food is allowed and can be coordinated through Tiger Dining, (334) 844-3287 or [catering@auburn.edu](mailto: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 may be accessed for events with food.

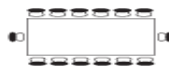
### ROOM SET-

Special set-ups requested for rooms in the room set-ups in

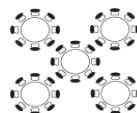
Theater



Board



Round Tables



### UPS

for meeting rooms may be events taking place in most Melton Student Center. Common the Melton Student Center are:

Set-up information for meeting rooms should be submitted to the Student Center Reservations staff no later than 2 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.



## **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, (334) 844-4143 or <http://www.auburn.edu/parking>.