



Foy Hall Auditorium Usage Policy

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 in Foy Hall Auditorium.

RESERVATIONS TERMS & CONDITIONS

- Foy Hall Auditorium is available for reservations Monday-Friday after 5 pm, as well as all day Saturday and Sunday. The Foy Hall Auditorium is available for campus organizations only.
- 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.
 - 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 cancelation if the event is not submitted or the submission is denied.
- 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.
- The Auburn University Foy Hall Auditorium is accessible for individuals with disabilities. Please send requests for assistance in providing special accommodations to Student Center Reservations office at 334-844-1320 or by email reservations@auburn.edu no later than one week prior to the event.
- Foy Hall Auditorium is 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.
- 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), or in person (room 1301 in the Melton Student Center).
 - Reservations are made on a first come, first serve basis.
- Harold D. Melton Student Center reserves the right to require security at certain events.



AUDIO-VISUAL & SOUND EQUIPMENT NEEDS

Foy Hall Auditorium is a smart classroom complete with a projector and smart podium. If you need assistance learning how to operate the system prior to your event, please contact the Office of Information Technology at 334-844-4944 or servicedesk@auburn.edu.

Microphones are located inside the smart classroom console on the stage and Foy Hall Auditorium is equipped with a projector and screen. Customers are responsible for providing any additional audio-visual and/or sound equipment needed for their event. For an hourly fee, customers may request to have an audio-visual technician on site during the event.

DECORATIONS & DAMAGES POLICY

Decorations used in Foy Hall Auditorium should be free standing. Decorations should not be left in Foy Hall Auditorium when the event is over. Decorations left in Foy Hall Auditorium may incur a removal fee. Auburn University is not responsible for any items left in Foy Hall Auditorium 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
- Food and Drink
- Open Flames (candles, pyrotechnics, etc.)
- Sand
- Water pools
- Moving and/or altering furniture, fixtures, and banners present in the space

While food is not allowed in the Auditorium itself; food is allowed in the lobby outside the Auditorium. Groups with food events are required to hire clean-up services for the event. Rented facilities must be left clean and the trash must be disposed. A cleaning fee may be assessed for events with food.

PAYMENT

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

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>