



Outdoor Event Reservation Procedures Haley, Roosevelt, and Thach Concourses and Quad Entrance Patio

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 outdoor venues.

RESERVATIONS TERMS & CONDITIONS

- Reservation requests are submitted online via [AU Involve](#). Please submit requests at least 2 business days in advance of the event. Requests submitted after this time period 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.
- The following information should be submitted to the Student Center Reservations office and via AU Involve at least 2 business days prior to the event. Information submitted after this time, may incur extra fees.
 - 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.
- Auburn University employees, student organizations, and invited guests of student organizations or employees may reserve tabling spaces on Haley, Roosevelt and Thach Concourses and distribute literature from those areas by reserving space with Student Center Reservations. Visitors without sponsorship and prior reservations may distribute literature only in designated Open Air Forums. No group or individual may set up a table for purposes of distributing literature or similar activities without prior reservation.
- Groups needing a table or chairs should contact the Facilities Division [by completing a work order](#) at least 48 hours in advance or provide their own table and chairs. The Melton Student Center has tables we can put out for you on Haley Concourse. There may be a small fee for this service.
- Tabling hours are as follows:
 - Monday – Friday: 8 am to 4:30 pm
 - Saturday – Sunday (excluding home game weekends): 11 am to 4:30 pm
 - Tabling Hours are subject to change
- Electrical Outlets are not accessible for tabling events.
- 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.

DECORATIONS & DAMAGES POLICY

Decorations used during outdoor events should be free standing. Tabling displays may be no larger than 6ft by 6ft by 6ft. Decorations should not be left when the event is over. Decorations left after outdoor events may incur a removal fee. Auburn University is not responsible for any items left behind after an outdoor event has ended.

Prohibited Items and Actions

- Tape, nails, glue or other adhesive material meant to affix signs and/or decorations to walls, walkways, and other flat surfaces
- Glitter/confetti
- Open Flames (candles, pyrotechnics, etc.)
- Chalk or Sidewalk Decals



STUDENT CENTER

STUDENT AFFAIRS

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](#)

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. 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>.