

<b>Volume E4:</b> Event Planning and Space Management	<b>E4.6</b>  <b>Student Union Meeting and Event          Reservation Timelines</b>  <b>Effective Date:</b> 02/24/2017 <b>Last Revised:</b> 02/24/2017	<b>Responsible          Office:</b> Student Union, Event and Conference Services
	<b>Responsible          Officer:</b> Director	

## POLICY STATEMENT

Northeastern Illinois University (the University) makes its Student Union building available for a variety of uses for the entire University community.

## PURPOSE OF THE POLICY

To establish reservation timelines for use of the Student Union building at Northeastern Illinois University by various internal and external individuals or groups to ensure equitable use of the building and its resources.

## WHO IS AFFECTED BY THIS POLICY

All Northeastern students, faculty and staff, and members of the University community.

## DEFINITIONS

**Annual Events:** Events that occur each year on or about the same time.

**Complex/Multi Events:** Events that require multiple facilities/resources and require complex logistical and technical assistance. Examples: conferences, open houses, orientations, etc.

**Events:** Programs and activities that are not meetings. For the purposes of this policy, the following four categories are considered events: annual, complex/multi, simple/single, and student oriented.

**Meeting:** To assemble for action, in conference, or for another common purpose.

**No Show:** Failure to show up for a previously scheduled event where facilities and resources have been coordinated specifically for use by the client at an appointed date and time.

**Simple/Single Events:** Events that use small to mid-sized facilities and do not require complex support (technical support, catering, special set up, etc.). Examples include: workshops, information tables, etc.

**Student Organization:** A chartered student organization in good standing with the University having completed the necessary training and orientation programs through the Student Leadership Development Office.

**Student Oriented events:** Events for Northeastern students (current and prospective) that meet the following criteria:

- Coordinated by either student organizations in good standing with the University, **or**
- Coordinated through the Student Affairs office or other offices approved by the [Student Union Advisory Committee] and having as their primary focus current or prospective Northeastern students, **and**
- Event(s) that are primarily for the benefit of and advertised to Northeastern students, **and**



- Provide priority admission to current Northeastern students through either advanced registration, reduced admission price, etc., **and**
- Events where the intended audience is comprised of at least 75% current Northeastern students.

## REGULATIONS

### 1. REGULARLY SCHEDULED MEETINGS DURING ACTIVITY HOUR

- 1.1. Student organizations will have scheduling priority for the Student Union meeting rooms.
  - 1.1.1. From the first business day in April through the end of the first Friday of the upcoming fall semester, Student Organizations may submit Student Union meeting room requests effective through the end of the upcoming fall semester only.
  - 1.1.2. Immediately following the first Friday of the fall semester, University departments and organizations may submit requests for Student Union meeting rooms effective through the end of the fall semester only, or have pending requests fulfilled effective through the end of the fall semester.
  - 1.1.3. Immediately following the first Friday of the fall semester through the end of the first Friday of the upcoming spring semester, Student Organizations may submit Student Union meeting room requests effective through the end of the upcoming spring semester only.
  - 1.1.4. Immediately following the first Friday of the spring semester, University departments and organizations may submit requests for Student Union meeting rooms effective through the end of the spring semester only, or have pending requests fulfilled effective through the end of the spring semester.

### 2. ANNUAL EVENTS

- 2.1. Requests for student-oriented events in the Student Union building will be accepted up to twelve (12) months in advance.

### 3. COMPLEX/MULTI EVENTS

- 3.1. Requests for student-oriented complex/multi events will be accepted up to twelve (12) months in advance.
  - 3.1.1. Requests for non-student oriented complex/multi events, sponsored by the University community and primarily benefitting faculty, staff and non-university constituents, will be accepted up to six (6) months in advance.

### 4. SIMPLE/SINGLE EVENTS

- 4.1. Requests for simple/single events, sponsored by the University community, will be accepted up to six (6) months in advance.
  - 4.1.1. Requests for non-university simple/single events will be accommodated as space/time permits.

### 5. FIRST YEAR/TRANSFER STUDENT ORIENTATION

- 5.1. Northeastern's student orientation programs may submit room requests for Student Union spaces up to three (3) years in advance, with annual updates submitted on or about July 1.



## **6. SUMMER SEMESTER**

- 6.1. Space requests for University sponsored/co-curricular events held during the summer semester will be accepted up to twelve (12) months in advance. University departments and organizations may submit meeting space requests up to six (6) months in advance.

## **7. NON-UNIVERSITY ENTITIES/VENDORS**

- 7.1. Requests from non-University entities or vendors that will take place in either the fall or spring semesters will be accepted the first day of the second week of classes. Requests from non-University entities or vendors for events to take place during the summer will be accepted up to twelve (12) months in advance.

## **8. ADVANCE CONFIRMATION**

- 8.1. Requests for events or activities that exceed the above timeline conditions must be submitted to the Director of Student Union, Event and Conference Services. [The request will be reviewed with the Student Union Advisory Committee, and the committee will make a recommendation to the Director.] Please note that the review process may increase the processing time for your reservation request.

## **9. NO SHOWS/FAILURE TO USE RESERVED FACILITIES/CANCELLATION**

- 9.1. Organizations/groups/departments are required to provide sufficient notice if facilities/resources previously scheduled will not be used.
  - 9.1.1. If an organization schedules facilities and resources and fails to show up for two meetings in a row (without sufficient notice), a notice will be sent to the group that the remainder of the group's events (if any) in Student Union rooms will be cancelled for the semester. Requests for future meeting space in the Student Union will be denied for one semester.
  - 9.1.2. Annual and Complex/Multi events are subject to no-show policies. If the sponsor reserves multiple rooms but two or more of the rooms go unused, requests for future multi-room events will be denied for the next calendar year.
  - 9.1.3. Cancellation notice shall be delivered to Student Union, Event and Conference Services via e-mail no less than [48 hours] prior to the setup time of the scheduled event. Failure to notify Student Union, Event and Conference Services within the time period prescribed may result in the denial of future requests for space in the Student Union building.
  - 9.1.4. In the event that the University is closed due to emergency circumstances per policy E2.1, all scheduled events will be canceled.

## **10. ADDITIONAL**

- 10.1. Student Union space is only for use as meeting and event space; no academic courses shall be scheduled in Student Union meeting rooms.

## **PROCEDURES**

1. All requests for any space(s) or resources within the Student Union building will be made through the University's space reservation portal. Verbal requests will not be accepted.
2. All space and resource cancellations including the dates, times, locations, and reservation numbers will be made to Student Union, Event and Conference Services via e-mail.
3. All space and resource modifications will be made to Student Union, Event and Conference Services via e-mail.



4. In the event of a University closure, all events on the affected campus will be cancelled and the event contact will be notified by the University.

## GUIDELINES

Northeastern Illinois University reserves the right to deny the use of its facilities and properties to any individual or organization whose activities are not consistent with the University's policies or procedures.

NEIU reserves the right to re-assign space due to emergencies and special circumstances.

## RELATED POLICIES AND OTHER INFORMATIONAL MATERIAL

[E2.1 Emergency Notification](#)

## CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Phone	E-Mail
Director, Student Union, Event and Conference Services	(773) 442-4632	suecs@neiu.edu

## DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.