

FACILITY POLICY
Harper Center for Student life and Learning

SECTION Reservations and Event Policies			NO. 3.2b		
ISSUED March 2009	REV. January 2011	REV. May 2011	REV.	REV.	REV.
POLICY Reservable & Non-Reservable Space- Harper Center for Student Life and Learning			PAGE OF 1 2		

PURPOSE: To inform users of the Harper Center for Student Life and Learning about which areas of the building are reservable for meetings and events.

SOURCE: Harper Center for Student Life and Learning Administration

POLICY: The Harper Center for Student Life and Learning facilities are available for meetings, receptions, lectures, banquets, workshops, fundraisers and other student, department, and University programs. The only locations that can be reserved for meetings and events are:

- Room 2060
- Room 2066
- Room 3023Entire
- Room 3023
- Room 3023 A
- Room 3023 B
- Room 3023 and 3023A
- Room 3023 A and 3023 B
- Room 3026
- Room 3027 Entire
- Room 3027
- Room 3027 A
- Room 3028 Entire
- Room 3028
- Room 3028 A
- Room 3028 B
- Room 3028 C
- Room 3028 and 3028A
- Room 3028 and 3028 A and 3028 B
- Room 3028 B and Room 3028 C
- Room 3029 Entire
- Room 3029
- Room 3029 A
- Room 3048
- Room 3053
- Room 4006

- Ahmanson Ballroom Entire
- Ahmanson Ballroom A
- Ahmanson Ballroom B
- Ahmanson Ballroom C
- Ahmanson Ballroom A and B
- Ahmanson Ballroom B and C
- Hixson-Lied Auditorium

Both offices and classrooms reside in the Harper Center in addition to meeting/event spaces. Requests to reserve the common areas will only be considered on a limited basis and are not guaranteed and fees may be assessed on a case by case basis. Common areas include:

- First floor atrium outside Billy Blues Alumni Grill
- First floor atrium outside FitNest
- First floor atrium outside Card Services
- Second floor main entry and area in front of the Welcome Desk
- Hallways outside the John P. Fahey Career Center and the Creighton Center for Service and Justice
- Second floor lounge outside the Hixson-Lied Auditorium
- Third floor lounge outside room 3023
- Third floor southeast corner lounge
- Fitzgerald Boardroom Foyer
- Fourth floor lounge outside International Programs
- Common hallways near restrooms and elevators

A request to use these areas must be submitted and approved by the Director of the Skutt and Harper Centers, or his/her designee, a minimum of 10 business days prior to the requested event date. Only those events that will not create a disturbance for the occupants in the building will be considered. Examples would include large events taking place in the Hixson-Lied Auditorium involving food/beverages outside of business hours, registration or display areas for large events utilizing several spaces in the building primarily outside of business hours.

Events involving amplified sound in common areas will not be approved during official business hours, during class periods, or if there are other events in the building that could be disturbed by the sound.

Classroom spaces are assigned by the Registrar's office.
