

FACILITY POLICY
V. J. and Angela Skutt Student Center
Harper Center for Student Life and Learning

SECTION Reservations and Events Policies			NO. 3.4		
ISSUED April 2006	REV. January 2011	REV. May 2011	REV.	REV.	REV.
POLICY Overlapping Reservations			PAGE OF 1 1		

PURPOSE: To define a solution in the event overlapping reservations occur.

SOURCE: Student Center Advisory Board and Harper Center for Student Life and Learning Administration

POLICY: In the event overlapping reservations occur the Skutt Student Center and Harper Center for Student Life and Learning’s Reservation and Event Planning office will review each reservation number and determine which client made the first request. The client who made the initial reservation would be granted the space.

If it can not be determined which reservation was made first, the Assistant Director of the Skutt Student Center and Harper Center for Student Life and Learning will try to resolve the situation. If an amicable solution can not be determined by the Assistant Director the final decision on who will be granted the space would be made by the Director of the Skutt Student Center and Harper Center for Student Life and Learning.

The Reservation and Event Planning office will assist the displaced client to the best of its ability to locate an alternate location.
