

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

SECTION Reservations and Event Policies			NO. 3.5		
ISSUED March 2007	REV. January 2011	REV. May 2011	REV.	REV.	REV.
POLICY Hold on Rooms			PAGE 1	OF 1	

PURPOSE: To define a hold on a room and establish length of time a client may hold a room to maximize the facility's use.

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

POLICY: It is not the policy of the Skutt Student Center and Harper Center for Student Life and Learning to hold more than one space for an event, or to hold a room for a client for an undefined event. A room hold is at the discretion of the Reservations and Event Planning office.

When a request is made to hold a room for an event, the client will have two weeks from the date the reservation is made to either confirm a planned event or release the room. When the two week time period has passed, the Reservations and Event Planning office will release the hold after notifying the client. If the request to hold a room is made less than two weeks before the event, then the hold will considered an active reservation.

Due to the high demand for room reservations in the Skutt Student Center or Harper Center for Student Life and Learning, clients may not hold more than one space at a time. Holds may not be placed farther than one calendar year in advance. Unless the hold is for a conference or similar event and the hold has been placed directly with the Assistant Director of Skutt Student Center and Harper Center for Student Life and Learning.
