

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

SECTION Reservations and Event Fees & Billing			NO. 4.3		
ISSUED March, 1988	REV. February 11, 2003	REV. December 9, 2008	REV. January 2011	REV. May 2011	REV.
POLICY Late Reservations			PAGE 1 OF 1		

PURPOSE: To utilize all available space within the Skutt Student Center and Harper Center for Student Life and Learning as often as possible by trying to accommodate customers who do not have a reservation.

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

POLICY: Any group requesting space on the date of the event or after 12:00 p.m. the previous working day will be allowed to use available space. The space may be preset for a later function if no other space is available. The group is expected to accept the space “as is” and vacate the space as found. No special set up will be accommodated.

If space is available the Reservations and Event Planning office will:

- Determine if there is adequate setup time for the late reservation.
- Check to make sure adequate event management staff is scheduled to handle any setups and teardowns.
- A minimum charge may be applicable, with additional charges depending on the extent of disruption that may occur. See Policy 4.1 for late change fees.
- Determine, assess, and collect all special fees related to the late reservation request.

During weekends and weekday non-business hours, accessibility to space and/or equipment will be determined by the student building manager. All previous stipulations above apply.

Whenever possible, late reservations should be made in person and not by phone so that confirmation can be made immediately.
