

## STUDENT UNION ROOM RESERVATION AND BUILDING USE POLICY

1. The room requested will be scheduled as availabilities permit. The Student Union reserves the right to change room assignments as needed.
2. All requests for reservations must be submitted through Virtual EMS at least 3 business days before the start of the event. Go to <http://ems.win.louisiana.edu/VirtualEMS/> for requesting space. It is important that you recognize that this system is for REQUESTING space, not reserving space. A room is not booked until you have received a confirmation email from the Reservations Office.
3. **No food or beverages may be brought into the Student Union for meetings or events.** All catering must be done through Louisiana Spice Catering, catering@louisiana.edu. It is understood that violations will result in a charge to the sponsoring organization or individual.
4. We can serve each group only to the extent of the information that is supplied to us. Please be accurate and complete in requesting room reservations and setups. Meeting rooms will be available 10 minutes before the scheduled meeting time unless otherwise requested in advance. Rooms must be vacated within 10 minutes after the scheduled ending of the meeting. Rooms will be in a standard setup unless other arrangements are specified and requested. Room setup requests should be checked 48 hours prior to meeting in order that any last minute adjustments may be made. The sponsoring organization is responsible for notifying the Information Desk when the meeting is over, especially when it is over earlier than expected. Rooms reserved but not used, or cancelled without 24-hour notice, may be subject to a rental fee or future use denial. Misuse of rooms may result in refusal of permission for meeting space in the Student Union or a maintenance/damage fee, if applicable.
5. **Student Union public building hours are established as 7:00 a.m. – 9:00 p.m., Monday – Friday and 11:00 a.m. - 6:30 p.m. Saturday & Sunday.** Additional hours outside of normal operating hours may be reserved but overtime fees may be charged to offset costs of operating the building. The Student Union is closed on school holidays.
6. For social functions, bands and DJ's are allowed one hour from the termination of the event to remove their equipment from the building. Otherwise it will be locked and stored for their return the following day, but the Student Union and, by extension, the University and all its divisions and agencies are not responsible for damage or loss of equipment left in the building. The sponsoring organization may be held libel for any subsequent claims for losses.
7. It is agreed by the organization representative that all charges incurred for the use of the Student Union facilities will be paid in full and in a timely manner.