

# **STUDENT INVOLVEMENT 101**

## **Reservations Guide (2009 - 2010)**



**UALBANY**

State University of New York

**Office of Student Involvement  
& Leadership**

## ELIGIBILITY FOR CAMPUS RESERVATIONS

### *Registration with the Office of Student Involvement & Leadership*

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Any student organization recognized by the University, Student Association or Graduate Student Organization (GSO) may have the privilege of utilizing University facilities for their events. All student organizations are required to register with the Office of Student Involvement & Leadership prior to being granted reservation privileges. **This registration must be renewed by the organization at the start of each academic year.** Please be aware that formal recognition of an organization through the Student Association or the GSO is a separate function – each group must still register with Student Involvement & Leadership. Failure to renew your organization's registration at the beginning of the year will result in suspension of reservation and posting privileges as well as the cancellation of any existing campus reservations.

### *General Guidelines Relating to Use of University Facilities*

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The use of University facilities is one of the many privileges that recognized student organizations enjoy. Therefore the elected officers of organizations are responsible for the activities of their group's conduct in University facilities and should adhere to the following guidelines:

1. Only those facilities authorized for use through established University procedures, as outlined in this guide, will be utilized.
2. Facilities will be used only for those dates and times stated on your reservation form, and will be vacated by the stated conclusion time.
3. Facilities will be utilized for the stated purpose only and all activity will be confined to that described activity approved by the authorizing office.
4. Facilities utilized by the group will be returned to their original condition by the confirmed conclusion time. Furniture will revert to its original configuration and all trash will be disposed of properly. Please note that organizations may be held liable for any non-routine maintenance required to return a facility to its original condition after their event.
5. All University policies and procedures governing room usage and group activity including prohibitions against food, beverages and smoking will be enforced. This includes all policies stated within this manual and the University's *Community Rights and Responsibilities*. Failure to act in accordance with these policies may result in sanctions against the organization and/or its members. Sanctions may include, but are not limited to, revocation of the group's recognition, loss of permission to use University facilities and the University name, and other appropriate judicial actions.
6. All University staff persons involved in the facility reservation process and in facility supervision and management will be treated with respect and courtesy by all members of your organization. In addition, organizations will comply with all requests and directions.

## CAMPUS CENTER & LECTURE CENTER/CLASSROOM RESERVATIONS

### *Campus Center & Lecture Center/Classroom Reservation Process*

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**Step 1** A representative from your organization should obtain a **Campus Center Space Registration Form** from the Office of Student Involvement & Leadership, Campus Center 130, or online at [www.albany.edu/involvement](http://www.albany.edu/involvement).

Complete this form in full and then return it to the Office of Student Involvement & Leadership for authorization by your Student Involvement & Leadership Liaison. You may also e-mail the form to your Liaison. Forms dropped off prior to noon will be available for you to pick up in CC 130 by noon the following business day.

It is important that you complete your event registration form to the best of your ability. Failure to provide adequate information or to leave section blanks may result in your Liaison's inability to authorize your event at that time. If you are unclear on any section, please do not hesitate to ask the Student Involvement & Leadership staff for assistance when you are dropping off the form.

A listing of available Campus Center facilities (including pricing) is available through our Campus Facilities Guide. Please note that these venues may not be reserved after the last day of classes or during holiday shutdowns (i.e. Spring Break, Thanksgiving, Winter Recess, etc.).

**Step 2** Make an appointment to meet with a Student Involvement & Leadership Reservation Coordinator to formalize your reservation request. **You may wish to make this appointment when dropping off your event registration form for your Liaison.** An appointment may be made in person in Campus Center 130 or by calling the office at 442-5566. Appointments are available in 15 minute increments. The length of the appointment will be determined by the type and amount of reservations you are requesting. If you need to complete more than two reservations, you should request that additional time be blocked off. If you have any questions at the time you are making the appointment, the Student Involvement & Leadership staff can assist you in determining if additional time will be needed.

**Step 3** At your assigned meeting time with the Reservation Coordinator (RC) you will need to provide them with your completed event registration form (including Liaison signature). The RC will work with you to submit your request into the computerized system, making sure that all required information is supplied and is accurate. You should keep in mind that your first choice of date or location may not be available, so be prepared with alternate choices. In the event that your first choice is not available the RC will be able to provide alternate suggestions of available dates/venues. It is expected that you will be as forthcoming as possible on your event registration form, as the Reservation Coordinator will use this information to ensure that you are selecting an appropriate venue and that you are aware of all University policies that may have an impact on your specific event.

Out of fairness and respect to all groups, appointments will begin promptly as scheduled. If you are late for an appointment you may not have time to complete your reservation request. In such instances you will be asked to make a second appointment to complete the intake session. Walk-ins will be accommodated as schedules permit, but we strongly recommend an advanced reservation.

**Step 4** Depending on the complexity of your request, you may be expected to meet with your Liaison in advance of the event to discuss more specific program details. The date by which you must have this meeting will be indicated at the bottom of your authorized event registration form. **It is the responsibility of your group to schedule this appointment**, and failure to meet this deadline may result in cancellation of your event.

### ***Campus Center Billing Information***

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**Student Association-Funded Organizations and Graduate Student Organization-Funded Organizations:** An encumbrance will no longer be needed for a reservation. Event expenses will be billed to Student Association or the Graduate Student Organization and deducted from the organization's budget.

**Organizations NOT Funded by the Student Association:** Organizations not funded by the Student Association will be required to provide a check or money order (cash will not be accepted) for ½ the estimated cost **at the time of reservation**. The check or money order should be made payable to *University at Albany – Account #901190*. The Campus Facilities Guide outlines costs associated with room rental and audio-visual equipment and can assist you in identifying expenses.

**Cancellation Fees:**

- Organizations will still be responsible for payment of 50% of the total estimated charges for any reservations cancelled less than **15 business days in advance** of the event. SA and GSO-funded groups be billed for ½ the original amount and non-SA funded groups lose their original deposit. Events cancelled prior to this 15 business day deadline will incur no fees. *This policy is applicable to Ballroom events, rental equipment, audio-visual equipment, and complex audio-visual personnel support.*

### ***Lecture Center / Classroom Billing Information***

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Academic space is available free of charge to student groups. In the event that you need to rent any Campus Center audio/visual equipment you will incur charges for these rentals. [See the Campus Facilities Guide for details on renting Campus Center audio/visual equipment.]

The primary purpose of Lecture Center and classroom space is for academic use and it is expected that rooms will be left in the condition they were found – appropriate for class use the following day. Organizations that do not leave the rooms in acceptable condition will be held liable for any maintenance charges incurred to reset or clean the room after their event. In addition to liability for these maintenance charges, groups will risk suspension of their campus reservation privileges and possible judicial sanctions.

### ***Campus Center Confirmation of Reservation***

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Provided that all event information is complete, every effort is made to provide organizations with a confirmation of their reservation within three business days. Be aware that if the event requires a deposit you will need to submit this before your request will be confirmed. You can generally expect a confirmation within 3 business days of submitting your deposit.

Confirmation forms are delivered to Student Association group mailboxes (Campus Center 116) on a daily basis. The same is true for groups who have their mailbox located in the Office of Student Involvement & Leadership, Campus Center 130. Confirmations for those groups not maintaining a mailbox in the Student Association will be left for pick-up in the Office of Student Involvement & Leadership.

### ***Lecture Center / Classroom Confirmation of Reservation***

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As mentioned previously, all academic space is under the oversight of the Office of the Registrar, and as such they maintain responsibility for confirming these requests. They make every effort to respond to academic space requests within three business days. The Office of Student Involvement & Leadership will print confirmations from the Registrar's Office and deliver them to Student Association group mailboxes (Campus Center 116) on a daily basis. The same is true for groups who have their mailbox located in the Office of Student Involvement & Leadership (Campus Center 130). Confirmations for those groups not maintaining a mailbox in the Student Association will be left for pick-up in the Office of Student Involvement & Leadership. In some cases, confirmations may also be delivered via e-mail. If your request was not confirmed you will be notified of this as well, along with suggestions for alternate available venues.

If you have not received confirmation on your request within three business days, do not hesitate to contact the Student Involvement & Leadership Reservation Office, Campus Center 130, (518) 442-5566.

### ***Campus Center Diagrams***

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Explicit logistical details (i.e. diagrams) require approval by the Director of the Office of Student Involvement and Leadership (Mike Jaromin) and the Campus Center Director of Facilities and Operations (Scott Birge) and are due from student organizations **at least seven business days in advance** of your event. To ensure proper resource availability, please note that it is in your best interest to provide these details **as soon as they are known**, as accommodations may not be guaranteed as the event date draws nearer. Special request forms and diagrams should be submitted to your liaison. Blank Campus Center diagrams are available in the Office of Student Involvement & Leadership (CC 130).

## **ADDITIONAL CAMPUS CENTER SERVICES**

The following services are also available within the Campus Center. Please refer to the printed materials outlining these policies and procedures, available in the Office of Student Involvement & Leadership, Campus Center 130.

- Campus Center Banners
- Exterior Posting
- Tabling & Solicitation
- Ballroom Parties

## **PATROON ROOM / PRIVATE DINING ROOM RESERVATIONS**

The Patroon Room on the 2<sup>nd</sup> floor of the Campus Center, as well as the private dining room within the Patroon Room (formally named Café 222) are supervised by Chartwells. You do not need to go through the Office of Student Involvement & Leadership to reserve either of these spaces and should refer to the process below.

However, if you are in need of audio/visual equipment for an event in the Patroon Room or the private dining room you will need to reserve this through the Campus Center reservation process, and should refer to that section earlier in this manual.

### ***Patroon Room / Private Dining Room Reservation Process***

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A representative from your organization should contact the Chartwells Catering Office, located in the rear of the Patroon Room, either in person or by phone at (518) 442-5986. If you are leaving a message by phone, be sure to clearly indicate your name, telephone number, the name of your organization and the date and time you are looking to reserve.

Please be aware that these venues are set up in a restaurant style and are intended for use with events that involve catering, and as such are limited in setup options.

Any questions regarding the use of these rooms, available menus, and logistical options should be referred to the Chartwells Catering Office.

### ***Patroon Room / Private Dining Room Billing Information***

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Following your initial contact with the Chartwells Catering Office they will be able to provide you with a contract for your signature confirming the proposed menu and event details, as well as the estimated charge.

### ***Lecture Center / Classroom Regulations***

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Academic space on campus, including the Lecture Centers and classrooms, are under the oversight of the Office of the Registrar. As such they have specific policies and regulations governing their use that are distinct from use of Campus Center facilities. The following are some of the guidelines that organizations should keep in mind when requesting use of these facilities:

- No food or beverages are permitted in these venues.

- Events in these venues cannot include any noise that might be disruptive to surrounding rooms. This includes, but is not limited to: music, singing, dancing, and shouting. (Note – Exceptions are possible for weekend events. You should indicate your desire for an exception on your event registration form.)
- Rooms are expected be left in the condition in which they were found – suitable for classroom use the following day.
- For use of Lecture Center audio-visual equipment (digital projector, microphone, computer, & connections for a laptop), please complete the LC Tech Use Form available in CC 130 or at [www.albany.edu/involvement](http://www.albany.edu/involvement).

*NOTE: Campus Center equipment is available in support of Campus Center events. However, if any equipment is available after Campus Center event needs have been met, the Director of the Campus Center may be able to make arrangements for a student group to rent equipment for use in LC/classroom spaces if it is available. (The video projector is not available for events outside of the Campus Center.) You should indicate your need for this equipment on your event registration form and the Reservation Coordinator will submit an official request to the Director on your behalf. When renting Campus Center equipment for use out of the building it is the organization's responsibility to pick-up and return the equipment to the Campus Center Information Desk as per the hours on the equipment confirmation form. There will be a fee associated with rental of Campus Center equipment out of the building – the Reservation Coordinator will be able to inform you of this charge at the time of your appointment. In the event that Campus Center equipment cannot be made available, your Liaison can provide you with suggestions on audio/visual rental companies in the area.*

- These venues may not be reserved after the last day of classes or during holiday shutdowns (i.e. Spring Break, Thanksgiving, Winter Recess, etc.).
- Only specific academic venues are available for student group reservations. A listing of the available venues is provided in our Campus Facilities Guide.

Failure to abide by these regulations may result in suspension of your campus reservation privileges, financial liability for any required clean-up or repairs, and possible judicial sanctions.

## PERFORMING ARTS CENTER (PAC) / PAGE HALL RESERVATIONS

### ***PAC / Page Hall Reservation Process***

- Step 1** Contact the PAC Director's Office to see if the venue you desire is available. You may make such an inquiry in one of three ways: (1) call 442-3995, (2) in person in PAC 266, or (3) via their website at [www.albany.edu/pac](http://www.albany.edu/pac).

NOTE – A listing of available PAC venues with pricing information is also available via this website, as well as in our Campus Facilities handout.

- Step 2** If they are able to provide an appropriate venue, the PAC staff will place a tentative hold on this space for you. They will provide you with a PAC Event Request Form that you need to complete and bring to the Office of Student Involvement & Leadership (Campus Center 130) for final approval and signature by your Liaison.
- Step 3** PAC Event Request Forms that are dropped off at the Office of Student Involvement & Leadership will be available for pick up in CC 130 within 48 business hours. It is your responsibility to retrieve this form and return it to the PAC Office. Without this signed form, the PAC will not confirm your request.
- Step 4** Depending on the complexity of your request, you may be expected to meet with your Liaison in advance of the event to discuss more specific program details. The date by which you must have this meeting will be indicated at the bottom of your signed PAC Event Request Form. **It is the responsibility of your group to schedule this appointment**, and failure to meet this deadline may result in cancellation of your event.

### ***PAC / Page Hall Billing Information***

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#### **Deposits:**

The PAC requires a flat deposit fee of \$50 that is due at the time of reservation. This payment should be in the form of check or money order made payable to “University at Albany.” In situations where time is a concern, arrangements may be made for SA-recognized groups to provide an encumbrance form in lieu of a check. Failure to make the deposit in advance of the event may result in the termination of your reservation.

#### **Billing:**

The PAC will send out invoices following the event for payment of the remaining balance. The invoice will be mailed to the contact person and address provided by the organization on their request form. Student groups with outstanding balances from past PAC events will be prohibited from making any new PAC facility reservations until their account is current.

#### ***Confirmation of Reservation***

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The PAC will not confirm your request without a completed PAC Event Request Form including the signature of your Liaison. Once they have this form they mail a Facility Registration and Cost Estimate to the contact person and address provided by the organization. This form must be reviewed, signed and a copy returned to the PAC Office along with the deposit noted on the form (usually \$50). Receipt of this signed form and deposit will confirm the reservation.

## **ATHLETIC FACILITY RESERVATIONS**

To reserve the SEFCU Arena, PE Gym, Bubble, or any outdoor athletic facility, you must first contact Cara White at (518) 442-3336, SEFCU Arena F-41, or [cawhite@uamail.albany.edu](mailto:cawhite@uamail.albany.edu) to determine availability.

If a venue and date are determined to be available, a tentative hold will be placed on the space for you. They will provide you with an Athletic Department Facilities Reservation Request Form that you need to complete and bring to the Office of Student Involvement & Leadership (Campus Center 130) for final approval and signature by your Liaison. The Form can then be presented to Athletics for final confirmation. Your reservation is confirmed only with a signed receipt from Athletics.

You may also wish to make an appointment to meet with your Liaison as you begin to consider planning an event – remember, they are an important resource and are there to help make your event a success.

## **RESIDENTIAL LIFE FACILITY RESERVATIONS**

To reserve space within the residence halls, you must contact the Quad Information Center for that specific venue. You will be asked to complete a request form providing contact information and event details. Each venue has its own set of regulations and availability, so please refer to the numbers below with any questions:

- Alumni Quad, 442-5870
- Colonial Quad, 442-5911
- Dutch Quad, 442-5900
- Empire Commons, 956-6250
- Freedom Quad, 442-5830
- Indian Quad, 442-5940
- State Quad, 442-5920