

GENERAL INFORMATION

The request for space in the University of Connecticut Student Union is for the academic calendar year (defined as the week before classes begin for the fall semester through spring semester commencement) and is a three-phase process. Groups interested in using the facility during the summer should contact the Event Services Office or Conference Services. Non-conference summer reservations are accepted beginning the first Monday in March for the upcoming summer semesters in the same calendar year. The “Request for Space” process will be defined by an established timeline, available in September of each year. **All forms should be returned to the Event Services Office, Room 106K.**

Phase One: Priority Access

There are a number of events that may meet established criteria of importance that support the mission of the University and the Student Union. Some of the criteria may include parameters such as the activity could only be held at a certain time of the year and/or due to the size or configuration of the program could only take place in a certain location, etc. (please review the enclosed request form for a description of the criteria). Any recognized student organization, University department or program that has a program that they believe fits this criteria may submit an event for priority access consideration. The Student Union Board of Governors Policy Council will review and score all submissions and determine if the program meets the criteria. The Director of the Student Union will notify sponsors of the results of the review process. If the Policy Council determines the event requires priority access, the Event Services Office will reserve the space and send a tentative confirmation to the sponsor. The Event Services Office will also maintain the database of the approved programs. If priority access is denied, the sponsor may appeal the decision to the Director of the Student Union.

If a program has been established as a priority access event, it will remain a priority event for future years and the sponsoring organization need only submit dates for the program each succeeding year. The sponsor will be contacted by letter in November to provide this information. While it is not necessary to re-submit the event for priority access annually, the Policy Council retains the right to review the criteria and amend this list to respond to future needs. A sponsoring organization that does not request dates for an approved event for two consecutive years will lose priority status for the unrequested event.

Phase Two: Student Organization Meetings and Programs

Once all priority access programs have been confirmed, the Event Services Office will accept requests from registered student organizations for weekly meetings and special events for a specified period of time according to the published timeline. Student organizations may request a maximum of one weekly meeting for the academic year. They may also request a venue for one special program for each semester, fall and spring. If a student organization needs additional space, they may submit a request during the third phase of this process.

During phase two, the Event Services Office will reserve the requested space, taking into consideration the best appropriate use of space to maximize resources. Every effort will be made to honor first choices for days and times; however, we strongly encourage student organizations to provide alternatives to improve the successful outcome of the request. Space requests for areas outside the Student Union responsibility (Hawley Armory, classrooms, etc.) can be made when the Event Services Office is granted access to those resources. For example, classroom space would not be available for spring semester until the class schedule had been finalized. All requests will be held in a pending file until access to these areas is granted.

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Phase Three: Open Access

At the conclusion of phase two, the opportunity to reserve space in the Student Union will be made on a first come, first served basis. The Event Services Office reserves the right to determine the appropriate use of space and excessive requests. For example, an organization's request for all remaining space on Tuesday nights, etc. would be considered an excessive request and unacceptable.

ADDITIONAL INFORMATION

1. All reservations made during the Request for Space process are considered tentative. Events are not confirmed until detailed information has been provided to the Event Services Office.
2. Sponsors should familiarize themselves with the policies outlined in the "U Guide." Requests must meet all published regulations regarding the use of the Student Union. The "U Guide" can be found on the Student Union webpage: <http://www.studentunion.uconn.edu/reservations.html>
3. The Request for Space process has been established as a recommendation from the Student Union Board of Governors Policy Council. Comments and suggestions are welcome at any time. The Policy Council reserves the right to amend its recommendations on an annual basis. Should changes be made, informational updates will be distributed campus-wide.
4. Requests for priority access are only accepted during the published timeline. In the event a program or activity opportunity is discovered outside the timeline, the sponsor may ask for a special review by the Policy Council.