OPERATING DETAILS

1. Normal reservation priorities for reserving the SLH Conference Room will be on a first-come, first-served basis within the following priorities:
   
   a. Priority I – Official Presidential and Board of Regents level functions.
   
   b. Priority II - requests from official University departments/administrators to host academic conferences and seminars, departmental meetings, faculty group meetings, and other official university activities.
   
   c. Priority III - official University clubs, and organizations, including the Alumni Association, Bobcat Athletic Foundation, etc.
   
   d. Priority IV - other groups not associated with the University.

2. Rental Fees (Based on standard set-up)
   
   a. Priority I - No charge
   
   b. Priority II, III – Reservation fee is $100 for ½ day use (4 hours or less Mon-Fri, 8:00AM-12:00PM or 1:00PM-5:00PM) and $200 for a full day (8:00AM-5:00PM Mon-Fri). Billing account information will be required when submitting online reservation form. Cancellations must be made at least 48 hours prior to the event and a fee of $50 will be charged for all cancellations. Cancellations made with less than 48 hours notice will be charged the total room fee.
   
   c. Priority IV - Reservation fee is $125 for ½ day use (4 hours or less Mon- Fri, 8:00AM-12:00PM or 1:00PM-5:00PM) and $250 for full day use (8:00AM-5:00PM Mon-Fri). A $50 non-refundable deposit will be required and room will be held upon receipt of deposit. Deposit will be applied to final invoice. Full payment is due two weeks prior to event. Cancellations must be made 48 hours prior to the event and a fee of $50 will be charged for all cancellations. Cancellations made with less than 48 hours notice will be charged the total room fee.

3. Set-up charge
   
   A. Priorities I, II and III - Requesting department must coordinate with SLH Conference Room Coordinator regarding all needs pertaining to setup and
additional furniture, A/V equipment, food delivery, etc. Requesting department is responsible for coordinating with the departments of Materials Management and/or Technology Resources for additional needs of furniture and/or A/V equipment and will be responsible for setup and cleanup. All SLH Conference Room furniture must be returned to original setup.

B. Priority IV – Sponsoring organization must coordinate with SLH Conference Room Coordinator regarding all needs pertaining to setup and additional furniture, A/V equipment, food delivery, etc. Sponsoring organization will be responsible for their own setup and cleanup of the room. Additional charges will apply if additional furniture or equipment is needed.

4. Business hours: An additional fee of $25 per hour will be charged for all hours reserved outside of the normal 8:00AM-5:00PM business day, Mon-Fri.

5. Clean Up – If room is left in disarray and/or furniture is not reset to original layout, a charge of $50.00 will be charged to the sponsoring organization.

6. Sponsoring organization will be responsible for security fees as follows:

   a. Security is required for events at which alcohol is served unless the Dean of Students waives the requirement. The Dean must approve serving alcohol as provided in **UPPS 05.03.03**, Alcoholic Beverage Policy and Procedure.

   b. University Police Department will provide security for the room and the sponsoring organization will pay the security costs.