

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

SECTION Reservations and Event Policies			NO. 3.1		
ISSUED March 2009	REV. January 2011	REV. May 2011	REV.	REV.	REV.
POLICY Reserving Space			PAGE OF 1 1		

**PURPOSE:** To specify the guidelines for reservations and use of the Skutt Student Center and Harper Center for Student Life and Learning.

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

**POLICY:** Space in the Skutt Student Center and Harper Center for Student life and Learning is available for use by registered student organizations, university departments, organizations that have an affiliation with the University, or public clients consistent with the Catholic Jesuit mission. Reservations for space in the Skutt Student Center and Harper Center for Student life and Learning must be made through the Reservations and Event Planning office either by phone, e-mail or in person. Reservations are made on a first-come, first-served basis. However, in extremely unusual circumstances, confirmed reservations may be over-ridden.

Most space reservations can be made up to one year in advance; reservations for events holding Regular Event Status (see policy 3.12) will be held indefinitely.

Due to the additional time needed to plan events such as weddings and conferences, reservations for wedding receptions may be made up to two years in advance, and conferences up to five years.

Once a reservation has been confirmed and a contract signed, a representative from the Reservations and Event Planning office will be assigned to work with the client to finalize all logistical requirements and expectations for the event. Planning meetings for large and/or complex events should take place at least 20 business days prior to the event due to the size, scope and nature of the event. Any other client reserving space in the Skutt Student Center or Harper Center for Student Life and Learning for standard meetings or smaller events should coordinate room set up requirements and equipment requirements at least 10 business days prior to their event.

Arrangements may need to be made with outside vendors for special rental items not normally available as part of the Skutt Student Center and Harper Center for Student Life and Learning's inventory of equipment. The Reservations and Event Planning office may secure these items on behalf of the client. However, any charges incurred for use or rental of equipment or materials will be the sole responsibility of the client. Failure to make prompt payment to any outside vendor will result in the cancellation of future reservations held by that client. (see policy 4.1 for fees)

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