
**Central Room Reservation Application
(On Campus Organization)
Policy Governing Use of University Classrooms for Non-teaching Activities**

Revised Summer 2007

The University of Arizona in some cases may make classroom facilities available for non-teaching activities, provided these activities are consistent with the mission of the University. Facilities can be made available only if there is no conflict with The University of Arizona classes.

A. The following policies govern the use of classroom facilities for non-teaching activities:

1. All requests for room use must be made at least **two weeks** in advance through Room and Course Scheduling.
 - a. Revisions to reservations which have already been scheduled must be submitted via the online Trequest form at least **one week** in advance.
2. No smoking, alcoholic beverages, food, drink, or refreshments are allowed in centrally-scheduled classrooms.
3. No candles incense, or other flammable items may be burned in centrally scheduled classrooms.
4. Campus organizations are responsible for keeping noise level to a minimum and must be considerate of classes in nearby rooms.
5. Only the current president or treasurer may make room reservations for campus organizations.
6. Organizations' officers, as renters of university instructional spaces, are responsible for any damage to rooms or buildings as a result of their room usage. Campus organizations are also responsible for returning tables and chairs to their original positions and leaving the classroom clean and orderly.
7. If special parking is needed, the group using the facility must make arrangements directly with the University Parking and Transportation Office.
8. Room reservations do not include the use of audiovisual equipment. All requests regarding the use of equipment must be made through the University Teaching Center's Audio/Visual Department (621-3852).
9. Recognition Process and Room Requests:
 - a. Campus organizations that are recognized in the Fall may only reserve rooms for events scheduled between the 3rd week of the Fall semester and last day of classes. No campus organizations may schedule events in centrally scheduled rooms during final exam periods.
 - i. Campus organizations that take advantage of Early Bird Recognition may submit their room requests for the first 2 weeks of the following semester as soon as they are recognized. Room & Course Scheduling will be **tentatively** processing the events that occur within the first two weeks of classes, after 6 PM, only in Modern Languages and McClelland, to ensure that the scheduling needs of courses, course events, and department events are met. All room reservations for campus organizations using Early Bird Recognition will be canceled if members of the organization do not attend the mandatory meeting for campus organizations.
 - b. Campus organizations that are recognized in the Spring may reserve rooms for events between the 3rd week of the Spring semester and the last day of classes. No campus organizations may schedule events in centrally scheduled rooms during final exam periods.
 - i. Room & Course Scheduling will be **tentatively** processing events that occur within the first two weeks of classes, after 6 PM, only in Modern Languages and McClelland, to ensure that the scheduling needs of courses, course events, and department events are met.
10. Special Circumstances Regarding the Use of Centrally-Scheduled Rooms
 - a. Campus organizations may not reserve centrally-scheduled rooms during final exam periods
 - b. Campus organizations may not reserve centrally-scheduled rooms during any time that the University is closed, including, but not limited to, winter shut-down.
 - c. Campus organizations may not reserve centrally-scheduled rooms prior to 7:00 a.m. or after 10:00 p.m. per UAPD and Custodial Services.
11. If the officers of the Campus Organization change at any time during the year, the organization is responsible for notifying Room & Course Scheduling and updating the appropriate paperwork. If the organization fails to notify Room & Course Scheduling of the change of officers, the last officers on file will be held accountable for all organization events in centrally-scheduled rooms.

12. All room reservations for on-campus organizations are subject to change if courses or departments require the classroom space.
13. Failure to comply with any of the above policies will result in revocation of future room reservation privileges.
14. Use of centrally-scheduled space for non-teaching activities is a privilege. Room & Course Scheduling reserves the right to cancel or suspend campus organizations' room reservations at any time during the semester if there is pending business between Room & Course Scheduling and the organization or if complaints are issued regarding the organization's room usage.

B. Policy regarding charges for room use:

Definition: A campus organization is one that has been recognized by the University of Arizona through the Center for Student Involvement and Leadership (621-6853). All other organizations are considered outside organizations. If an event is to be co-sponsored by a campus organization along with an outside organization, it is considered to be a University co-sponsored event, in so far as this policy is concerned.

1. Campus organizations may reserve two classrooms (50 seats or less) or one auditorium per week with a four-hour maximum time limit per room without charge. Additional rooms or reservations exceeding the four-hour maximum are subject to room rental fees.
2. Campus organizations may use rooms free of charge if they do not charge admission or accept donations at the door. However, if they charge admission or accept donations at the door, they must pay the appropriate fee.
3. Campus organizations choosing to co-sponsor off-campus groups are subject to a different schedule of room fees for the co-sponsored event(s). The campus organization must provide a letter of co-sponsorship signed by both the president and treasurer of the campus organization in support of the co-sponsored event(s). The off-campus group must contact Risk Management at 621-1790 to provide proof of insurance.
4. The fee must be paid to the Room and Course Scheduling Office at least three days prior to the day of the event. (Checks should be made out to the University of Arizona.) If an organization wishes to cancel an event they must submit the cancellation form via the Room and Course Scheduling website no later than 3 days prior to the beginning of the event, otherwise the organization is still responsible for paying the invoiced fees.

C. Procedures

1. Campus organizations should fill out the attached form and return it to Recognition Services for approval.
2. Prior to making any room reservations, the president or treasurer of the organization should bring his or her Catcard to Room & Course Scheduling in Modern Languages room 347. A photocopy of the Catcard will be kept on file. Room & Course Scheduling will assist Student Organizations Monday - Friday, 9:00 a.m.- 4:00 p.m.
3. Thereafter, room requests may be submitted via the on-line request forms available at www.registrar.arizona.edu/rcs if the organization has a current application and photocopies of the president's or treasurer's Catcard on file with Room & Course Scheduling.
4. Room and Course Scheduling Office will confirm the room assignment(s) via email. Take a copy of the confirmation to the event, as you may be asked to present it to Campus Security.
5. Campus Security will be notified about your event and will unlock the building's exterior doors at the appropriate time. Campus Security is not responsible for unlocking classrooms.

The University retains the right to refuse the use of its facilities for any activities deemed to be improper or to be inconsistent with the broad educational function of the University. The University Director of the Office of the Registrar will make this determination, in conjunction with the Special Events Committee. The University also reserves the right to cancel a scheduled event if it is determined that the event is unsuitable for the campus.

At its discretion, the University's Risk Management Department may ask for review, advice, or approval by the state division of Risk Management.

Central Room Reservation Application
Classroom Reservations only
2007-2008
Modern Languages Room 347

Approved through:

Date: _____

Student Organization: _____

President*: _____ UA NET ID#: _____ Phone Number: _____

Address: _____ UA Email: _____

Treasurer*: _____ UA NET ID#: _____ Phone Number: _____

Address: _____ UA Email: _____

Faculty Advisor*: _____ UA NET ID#: _____ Phone Number: _____

Address: _____ UA Email: _____

*Please note that these names must be the officers on file with the Center for Student Involvement & Leadership, Student Organization Recognition Services. For more information, please call 621-6853.

I have read the policy on the reverse side of this form and agree to abide by all The University of Arizona rules and regulations. I understand that my group will be held liable to pay for any damages to the building or room.

President's Signature: _____ Date: _____

Treasurer's Signature: _____ Date: _____

*******For Office Use Only*******

Campus Approved: Yes _____ No _____

Status Checked: Yes _____ No _____

Term	Name and Phone Number	Date(s)	Time(s)	Building and Room