

UNIVERSITY HOUSING

SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE

University Housing Public Space Reservation and Usage

Date Revised: February 2025

Replaces: Space Reservation

Each University Housing community has public space, including outdoor and activity wing space, available for use by residents, University Housing, and outside departments/organizations/groups/individuals. The following guidelines apply to University Housing public space:

- University Housing sponsored events have priority over events sponsored by outside departments/organizations/groups/individuals.
- Any resident, university department, or recognized organization (in good standing) may request to reserve space in University Housing. Parties must complete and submit a University Housing Space Reservation Request prior to the event with the proper fiscal officer signatures.
- Departments/organizations/groups/individuals outside of University Housing may request space in University Housing facilities no earlier than 14 days (about 2 weeks) before the requested event date unless the Director of University Housing makes an exception.
- To optimize equal access to all University Housing space, no resident or non-University Housing organization/department will be allowed to schedule any space more than once in a one-week period. The Director of University Housing or designee may make exceptions for conferences or educational purposes.
- Use of the activity wing and public space will be limited during periods of 24-hour quiet hours. Space reservations and general resident use during these periods must be approved by the Director of University Housing or their designee.
- Activities sponsored by non-University Housing departments/organizations/groups/individuals open to all University Housing residents may be eligible for University Housing sponsorship. Sponsorship means that University Housing will not charge a user fee but does not mean that a University Housing representative will be present at the activity. An example of a sponsorship is CAB comedy nights. To receive sponsorship, groups should work with the Residence Life staff member from the area where the event will take place.
- University Housing staff and University Housing student groups are permitted to bring in food through SIUE Catering, outside catering, and local grocery stores.
- All non-University Housing groups must use SIUE Catering if refreshments for the event are valued at over \$100.
- If it is necessary to cancel the confirmed event, the department/organization/group/individual must notify the appropriate University Housing office at least two working days prior to the event. Failure to notify the appropriate office may result in suspension of future room reservation privileges. Failure to notify University Housing and cancel the reservation within two working days will result in having to pay the room reservation charge.
- Violations of any University Housing policy, scheduling guidelines, room/building capacities and/or giving false information will be referred for disciplinary action and future facility use may be jeopardized.
- Educational events take priority in the Learning Resource Centers and Classrooms. Exceptions may be made by

the Director of University Housing or designee.

- Available activity wing space can be used by a building resident without a prior reservation. Guidelines and expectations related to space use still apply and residents are responsible for following all policies related to, but not limited to using the space, guests, etc. Violations of these guidelines will be referred for disciplinary action and future facility use may be jeopardized.
- Community Directors will walk the activity wing and the Commons Building regularly and follow up on any damage to facilities or equipment and on any facilities concerns.

Student/Organization/Group/Individual using the space is responsible for:

- For completing a set up request form for any non-standard set-ups during the room reservation process.
- Any clean-up or damage charges resulting from misuse of space.
- The conduct of your guests.
- Vacating the space after the end of the stated ending time.
- Adhering to all policies and procedures for University Housing space usage.
- Providing additional information as requested.

Important Policies

- No admission charge or paid ticket for admission is allowed.
- No alcohol or smoking/vaping allowed in any facility.
- No candles or open flames are allowed; no fog machines; no decorations may be mounted on walls or ceilings.
- No glitter or sand used for any purpose at an event.

Set-Ups

- There are a limited number of room set-up options. The Office Support staff will advise the requestor of the options available for room set-ups for the space requested. **ROOM SET-UP OPTIONS ARE THOSE PHOTOGRAPHED ON THE VIRTUAL EMS SITE (<https://ems.siu.edu/>)**.
- All set-ups and tear-downs must be completed by University Housing Facilities Management (UHFM). Excessive cleaning charges or damages will be assessed and based on an hourly rate.
- Reservations with a different set up for the room, from the previous usage or following the event, must be made at least 48 hours (about 2 days) prior to the event and will be based on the availability of staff. 7 days is preferred.
- In cases where a room set-up is needed, and approved, the set-up request and EMS confirmation form must be received by UHFM at least two working days prior to the event unless the Associate Director for Facilities Management, or the Director of University Housing grants an exception. Office Support staff will submit the EMS confirmation form and set-up request to UHFM via e-mail to UHFM office staff. A Work Order will be generated for the set-up by UHFM staff and distributed to BSWs.
- Set-ups may be requested for rooms other than the Multifunction Room at the discretion of the Director of University Housing or their designee.

Audio/Visual Equipment

- All videos or films must have proper permission under copyright law for public display. Proof of permission may be required.
- All audio/visual equipment usage instructions are posted in each location. Equipment should not be tampered with, altered, or wires readjusted. Malfunction of equipment should be reported to UHFM immediately at 650-

2070.

- Housing does not guarantee equipment will be available or repaired during the program.
- University Housing does not have event staff onsite to troubleshoot or assist with audio/video equipment.

Charges

- Housing resident groups, Housing-sponsored student organizations (RHA, NRHH), and Housing staff functions are not charged for spaces.
- Non-University groups pay 100% of the room charge per University Housing Public Space Charge Sheet.
- University Classes for Credit receive a 50% discount off non-university group room charge per University Housing Spaces Charge Sheet. Room charges listed are per class session.
- University Departments receive a 50% discount off non-university group room charge per University Housing Spaces Charge Sheet. University Student Organizations receive a 75% discount off non-university group room charge per University Housing Spaces Charge Sheet.
- A \$25 set-up fee will be charged if UHFM needs to move anything in the room for the event, whether it is prior to the event or after the event to put it back to standard set up. If the organization uses the standard set-up, they will not be charged for set-up.
- Damages and excessive clean-up charges will be assessed and based on an hourly rate. The hourly rate can be provided by UHFM office staff.

Managing Public Space Access

One space will remain open 24 hours a day in each building to allow for easy access for residents.

- Bluff Hall – Learning Resource Center (which is also the computer lab)
- Woodland Hall – Classroom
- Prairie Hall – Learning Resource Center
- Evergreen Hall – Classroom (284)
- Cougar Village – Ski Lodge (when the Commons Building is open)

These spaces are still available for reservation, but if they are not reserved the doors will remain unlocked. All other activity and public wing spaces will remain locked.

- Residents who wish to have access to one of the other spaces can check out the key from the front desk. It should be logged in the key log.

Each Monday morning the building Office Support Staff will print EMS reports for their building showing the room reservations for each space for the week and will post these reports on appropriate doors. The Office Support Staff will update a permanent sleeve at each front desk with the reservations for the week (Bluff, Evergreen, Prairie and Woodland). Cougar Village will have a binder at the desk with the information.

- When there is a non-University Housing event, the Requestor should contact the front desk when they arrive to have their reserved room unlocked. The front desk will contact the RA (Resident Assistant) on duty to unlock the door. The RA on duty will be responsible for locking the room after the event.
- This involvement by the RA will also ensure that they are aware of the event in the building, and they can check the space when they are finished.

Appendix A**EMS - University Housing Spaces - Charges**

	<i>Housing Resident Groups and Conference Housing Groups</i>	<i>University Student Organizations 75% discount from Non-University</i>	<i>University Departments 50% discount from Non- University</i>	<i>University Classes taught for Credit</i>	<i>Non- University</i>
<u>*The following fee chart does not include set-up charge or excessive clean up charges.</u>					
<u>Bluff Hall</u>					
Lobby	N/C	N/C	N/C	N/C	N/C
Multi-Function Room	N/C	37.50	75.00	75.00	150.00
Learning Resource Center	N/C	12.50	25.00	25.00	50.00
Conference Room	N/C	N/C	N/C	N/C	50.00
Lecture/Classroom	N/C	25.00	50.00	50.00	100.00
Sand Volleyball Court	N/C	N/C	N/C	N/C	N/C
Esports Arena	N/C	50.00	100.00	100.00	200.00
<u>Evergreen Hall</u>					
Lobby	N/C	N/C	N/C	N/C	N/C
Multi-Purpose Room 285	N/C	75.00	150.00	150.00	300.00
Classroom 283	N/C	37.50	75.00	75.00	150.00
Classroom 284	N/C	37.50	75.00	75.00	150.00
283/284 Combo	N/C	75.00	150.00	150.00	300.00
MFR/283/284 Combo	N/C	150.00	300.00	300.00	600.00
MFR/284 Combo	N/C	112.50	225.00	225.00	450.00
Conference Room	N/C	N/C	N/C	N/C	50.00
Office 276	N/C	N/C	N/C	N/C	N/C
Office 277	N/C	N/C	N/C	N/C	N/C
Office 279	N/C	N/C	N/C	N/C	N/C
Office 280	N/C	N/C	N/C	N/C	N/C
<u>Prairie Hall</u>					
Lobby	N/C	N/C	N/C	N/C	N/C
Multi-Function Room	N/C	37.50	75.00	75.00	150.00
Learning Resource Center	N/C	12.50	25.00	25.00	50.00
Lecture/Classroom	N/C	25.00	50.00	50.00	100.00
Sand Volleyball Court	N/C	N/C	N/C	N/C	N/C
Mud Volleyball Court	*	*	*	*	*
Disc Golf Course	N/C	N/C	N/C	N/C	N/C
<u>Woodland Hall</u>					
Lobby	N/C	N/C	N/C	N/C	N/C
Multi-Function Room	N/C	37.50	75.00	75.00	150.00
Learning Resource Center	N/C	25.00	50.00	50.00	100.00
Conference Room	N/C	N/C	N/C	N/C	50.00

Meeting Room	N/C	N/C	N/C	N/C	N/C
Outdoor "WH bowl" area	N/C	N/C	N/C	N/C	N/C
<u>Commons Building</u>					
Lobby	N/C	N/C	N/C	N/C	N/C
Multi-Function Room (Commons)	N/C	37.50	75.00	75.00	150.00
Conference Room	N/C	N/C	N/C	N/C	50.00
Commons Lounge	N/C	25.00	50.00	50.00	100.00
Commons Loft	N/C	N/C	N/C	N/C	N/C
400-Side Tennis Courts	N/C	N/C	N/C	N/C	N/C
500-Side Tennis Courts	N/C	N/C	N/C	N/C	N/C
Basketball Court	N/C	N/C	N/C	N/C	N/C
Bus Stop Shelter	N/C	N/C	N/C	N/C	N/C
CV 529 Space	N/C	25.00	50.00	50.00	100.00
CV 420 Space	N/C	25.00	50.00	50.00	100.00
BBQ Grill relocation fee	N/C	25.00	25.00	25.00	25.00
Picnic table relocation fee	N/C	25.00	25.00	25.00	25.00
Extra Building hours add \$30.00 per hour					

**Charge for preparing the mud varies.*