

# Campus Reservations Procedures for Utilization of University Space

These procedures are put into practice to ensure the safety and success of each event at Florida Gulf Coast University. Campus Reservations procedures must be followed by any organization having an event on FGCU's main campus. These procedures ensure the protection of the organization, participants, and the University in its entirety.

All groups and organizations using University facilities will be responsible for the actions of their members and guests, and the proper use of the facilities, furnishings, and equipment in the reserved spaces by anyone attending the function.

The following are the expected and required responsibilities of each organization once a reservation is confirmed for any on-campus event. Any responsibility not fully carried out by the primary organization will be subject to the violations and penalties under the category VIOLATIONS AND PENALTIES listed at the end of this document. The Office of Student Conduct will be contacted or notified as needed based on the situation.

## **PROCEDURES RELATING TO RESERVATIONS AND ROOM SET-UP**

Each organization is responsible for the following procedures regarding any meeting or event.

- Any space used on main campus must be properly reserved through the Campus Reservations Office. Entering into a space that has not been properly reserved through the Office of Campus Reservations is a violation and is subject to the violations and penalties listed at the end of this document.
- Reservation requests made by students must be submitted from the student's @eagle.fgcu.edu email address. Confirmations will ONLY be sent to the student requestor's @eagle.fgcu.edu email address.
- Requests made on behalf of a Registered Student Organization (RSO) must be made by a student in the RSO. Requests made by advisors will NOT be accepted. In addition to this, the majority of the event coordination must be done by the student(s) in the RSO.
- **All set-up requests must be submitted no later than 14 days prior to an event date. Campus Reservations requires this information 14 days in advance so that they can schedule the set-up staff accordingly to ensure your set-up will be complete and accurate for your event.** Small variations requested within 14 days can be accommodated, such as adding a few additional tables or chairs to the reservation or set-up. Large scale variations and requests within 14 days may be denied.
- Organizations and their group members are not allowed to change or modify the set-up of any space on campus. Campus Reservations representatives are the only individuals permitted to change or modify a set-up. This includes but is not limited to moving, adding, or removing tables and chairs from a space, or tampering with a dividing wall.
- Requests to use the dividing wall in select spaces must be submitted 14 days prior to the event date. Only Campus Reservations Staff members are authorized to operate a dividing wall.
- Instruction given by any Campus Reservations representative at or pertaining to an event must be followed and respected. This includes both part time Information Booth staff members and full time University faculty and staff members.

## PROCEDURES RELATED TO ROOM CLEAN-UP

**It is the responsibility of each organization to properly clean-up any utilized space and to leave the space in good condition.** A clean up fee of \$50 per hour (\$25 per ½ hour) will be charged to the organization at the discretion of Campus Reservations if the following guidelines for appropriate cleanup are not carried out.

- Pick up all trash, debris, or food items left in the room, on tables, chairs, or floors
- Remove full trash bags associated with your event to the closest dumpster on campus
- Wipe down tables and chairs in the room and clean up any spills (if needed)
- Clean all white boards used in the room (if needed)
- Any accidental mess or damage that cannot be immediately cleaned up or fixed must be reported to Campus Reservations or the Information Booth Staff by calling 239-590-1091
- Decorations must be approved by Campus Reservations. Decorations or signs may not be tacked, pinned, taped, or otherwise affixed to or placed on walls, ceilings, windows, doors, or furniture. Please ask a Campus Reservations Event Planner for ways to appropriately display decorative items.
- **Damages to any utilized space will be assessed separately by Campus Reservations and Physical Plant and the assessment will be charged back to the organization**

## VIOLATIONS AND PENALTIES

Failure to comply with any of the guidelines listed above will result in the following penalties.

**First Offense** The first time an organization does not comply with the above guidelines, they will be served with a written warning. If the violation is in regards to a cleanup, the organization will be charged a fee that is reflective of the time that it takes to clean the room. The minimum charge for a cleanup will be \$25 (30 minute cleanup). Any damages will be assessed and charged back to the organization.

**Second Offense** The second time an organization does not comply with the guidelines, within the same fiscal year, they will lose their ability to reserve space on campus for thirty (30) days from the date of the violation. The organization will also lose any existing reservations that they have already made for those thirty (30) days. If the organization does not have a reservation scheduled in the next 30 days, their next reservation will be cancelled. If they don't have any future reservations, Student Conduct will be contacted for the appropriate penalty. If the violation is in regards to a cleanup, they will be charged a fee that is reflective of the time required to clean the space. The minimum charge for a cleanup will be \$25 (30 minute cleanup). Any damages will be assessed and charged back to the organization.

**Third Offense** The third time an organization does not comply with the guidelines, within the same fiscal year, they will lose their ability to reserve space on campus for ninety (90) days from the date of the violation. The organization will also lose any existing reservations that they have already made for those ninety (90) days. If the organization does not have a reservation scheduled in the next 90 days, their next three reservations will be cancelled. If they don't have any future reservations, Student Conduct will be contacted for the appropriate penalty. If the violation is in regards to a cleanup, they will be charged a fee that is reflective of the time required to clean the space. The minimum charge for a cleanup will be \$25 (30 minute cleanup). Any damages will be assessed and charged back to the organization.