

## **University Priority Booking Guidelines**

To best meet the diverse needs of the university community and to maximize utilization of facilities, a priority system will be adhered to for all reservation requests. Note that examples given are not all-inclusive. The determination of priority will be made by the Conference and Events Department and Facility Coordinators for each venue. Dates for submitting reservation requests will be published below.

Southern Connecticut State University (SCSU) and its campus facilities may be available to serve external groups when not in use by its students, faculty, or staff. SCSU exists to serve its priority needs. The relationship of any activity to our standards is a primary factor in determining the priorities for facility use. The user agrees that it will not use the premises for any purpose that is contrary to the mission and purpose of the university.

*All academic courses will be scheduled in Academic Facilities and scheduled by the University Scheduling Officer.*

*All reservations for Student Clubs and Organizations must be made through Owl Connect:*

*All reservations for non-academic classes must be made via our Virtual EMS or online Request form: <https://www.southernct.edu/conferences/request-an-events>*

**To allow sufficient time for the planning of your event, requests for space should be based on the following minimum advanced notice:**

### **University Groups:**

- *Tabling – Submit request at least 3 weeks prior to the event.*
- *Adanti Student Center Meeting rooms and Theater- Submit request 1 week prior.*
- *Academic- Classrooms/Lecture Halls – Submit request at least 1 week prior to the event.*
- *Ballrooms/Large Outdoor Events – Submit request at least 3 weeks prior to the event.*
- *Events requiring large quantities of equipment or advanced AV support and labor must submit requests at least 3 weeks prior to the event.*

### **Non-University Groups:**

- *Rental of Adanti Student Center- 8 weeks advance request*
- *Rental of Lyman Center for the Performing Arts- 8 weeks advance request*
- *Rental of Athletic Facilities- 8 weeks advance request*

### **Tier 1**

*University wide Events- Complex, annual events that impact the entire university and require coordination with the overall university calendar and extensive advanced planning such as new student orientations, convocation, welcome activities, commencement events, Homecoming activities, Admissions Open House and student recruitment activities, and other events as identified by the university.*

### **Tier 2**

*All registered Student Clubs and Organizations- Complex events coordinated by a registered student organization or university department that require substantial advanced planning such as major activities related to the Office of Student Involvement: (Noche De Gala, Cultural Festival, Heritage Ball,*

*Student Affairs Award Ceremony, Club and Org Award Ceremony), and similar events as approved by Student Involvement and Conference and Events department. All reservations must be requested and approved through Owl Connect. Priority is based on reservations during the academic year and during normal business hours.*

**Tier 3**

*Faculty Staff/ Department scheduled events, meetings or university affiliated groups. Priority is based on reservations during the academic year and during normal business hours.*

**Tier 4**

*University Affiliated Events- Complex events affiliated with a non-university entity that requires substantial advanced planning and have a written articulation agreement between internal and external entity and has been approved by the Facilities Usage Committee to submit requests at this level and do not interfere with Tier 1 and Tier 2 Student Clubs and Organizations ie.(Chinese School, HOBY, Odyssey of the Mind, Special Olympics, Elm Shakespeare). These types of events must meet the University academic and or community service mission of the mission.*

**Tier 5**

*Non-University Event- Is defined as “An event which is entirely organized/presented by an external entity.” The organization must be a registered business with the State of Connecticut, Secretary of State. A non-profit must file with the State of CT, Department of Revenue Services as a 501 C3 to do business with Southern CT State University.*

*The event must be compatible with the educational and community service mission of the University.*

*Reoccurring requests, ie., requests for multiple days/weeks are limited to two (2) dates per month during any given semester classes are in session (fall, winter, spring and summer). Approval for a specific event(s) does not constitute automatic renewal for future periods. The University Prioritization Policy will govern all future requests. The university reserves the right to cancel any agreement when the non- university group misrepresents the requested activity and/or the activity is not compatible with the educational and community service mission of the university.*

*Non-University Groups may not meet in Academic Facilities when classes are in session. Renewal of any Non-University contract will be reviewed by the Facilities Usage Committee and all pricing is subject to increase based on University rates at the time of booking. Non-University groups may be subject to premium charge to book beyond operational hours.*

<i>PRIORITY TIER</i>	<i>Request Received</i>	<i>Event dates accepted</i>
<i>Tier 1 -University Events</i>		<i>Based on official CSU calendar</i>
<i>Tier 2 – Student Clubs &amp; Orgs</i>	<i>Sept.1st/Feb. 1<sup>st</sup></i>	<i>Spring/Fall (Academic year)</i>
<i>Tier 3- Faculty &amp; Staff</i>	<i>Oct. 1st / March 1<sup>st</sup></i>	<i>Spring/ Fall (Academic year)</i>
<i>Tier 4 &amp; 5 Non-University Events</i>	<i>Based on availability</i>	<i>Based on availability</i>