

Campus Use: Mall & Room Scheduling

Mall Space

Individuals and organizations may reserve space on the Mall for use. Reservations of space on the Mall must be made through Mall Scheduling at 626-2630 or in the Event Planning Office, SUMC Room 348. Use of such space is subject to the time, place, and manner regulations set out by The University of Arizona. All uses of the Mall that require special equipment, such as amplifiers, tables, chairs, etc., must be coordinated in advance with Mall Scheduling. For complete information on Mall use, check with Mall Scheduling for Mall Guidelines at: http://web.arizona.edu/~policy/Campus_use.pdf.

To Reserve Mall Space *obtain and complete a Mall Activity Request Reservation Form from the Event Planning Office, SUMC Room 348.*

- Plan ahead! Mall space is not guaranteed until a completed form (with all necessary signatures) is submitted to Mall Scheduling. Space availability is limited and is first come, first served. Two calendar weeks minimum from receipt of completed form is usually required for Mall use approval.
- The organizations president or treasurer must be the contact for the event.
- Comply with all rules and regulations governing a Mall activity including but not limited to those governing amplification, structures, and types of activities allowed on the Mall itself. A complete list of all rules and regulations governing use of the mall is available from Mall Scheduling. Failure to comply with these rules and regulations may limit a group's future use of the Mall.
- Commercial activity on the Mall must comply with the Sponsored Commercial Activity on University Property Policy available from Mall Scheduling.
- Food may be offered or sold on the Mall if purchased from the Student Unions and if prior approval is given.
- Information and request form may be found on the web: www.union.arizona.edu/mall

Room Scheduling

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. Request applications can be obtained from Room and Course Scheduling, Modern Languages 347, 621-3313. Please call the Event Planning Office at 621-1414 or visit SUMC 348 for information regarding the availability and policies for rooms, equipment, and facilities in the Student Union Memorial Center & Park Student Union.

- A. The following policies govern the use of classroom facilities for non-teaching activities:
 1. No smoking, alcoholic beverages, food or refreshments are allowed in University classrooms.
 2. Only the current president or treasurer may make room reservations for campus clubs/organizations.
 3. Clubs/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 clubs/organizations are also responsible for returning tables and chairs to their original positions and leaving the classroom clean and orderly. Failure to comply will result in revocation of future room request privileges.

4. If special parking is needed, the group using the facility must make arrangements directly with the University Parking and Transportation Office 626-PARK (7275).
5. Room reservations do not include the use of audiovisual equipment. All requests regarding the use of such equipment must be made through the University Teaching Center's Audio/Visual Department (621-3852).

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6. Campus clubs/organizations may request rooms using the following guidelines:
 - a. Fall Semester: Campus clubs/organizations may request events to be held between the third week of the semester and the last day of classes. No campus organizations may hold events in centrally scheduled rooms during final exams or any time between Reading Day and the first day of the Spring semester. Club/organization events are subject to change or cancellation if the room is needed for a course or department event. During this period only rooms in Modern Languages and McClelland will be made available. Space is limited during this period and will be scheduled on a first-come basis.
 - b. Spring Semester: Campus clubs/organizations may request events to be held between the third week of the semester and the last day of classes. No campus clubs/organizations may hold events in centrally scheduled rooms during final exams or any time between Reading Day and the first day of the Summer semester. During the first two weeks of class club events after 6 PM may be tentatively scheduled in Modern Languages or McClelland provided all course and department needs have been met. Club/organization reservations are subject to change or cancellation if the room is needed for a course or department event. Space is limited during this period and requests will be processed on a first-come basis.
 - c. Summer Semester: Campus clubs/organizations may request events to be held between the first day of Pre-Session and the last day of Summer II session. No rooms are available during Final Exams. If the officers of the Student Club/Organization change at any time during the year, the club/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 club/organization events in centrally-scheduled rooms.
7. Student clubs/organizations are responsible for keeping noise level to a minimum and must be considerate of classes in nearby rooms. No candles, incense, or other flammable items may be burned in centrally scheduled classrooms. All room reservations for student organizations are subject to change if courses or departments require the classroom space. Failure to comply with any of the above policies will result in revocation of future room reservation privileges. Use of centrally-scheduled space for non-teaching activities is a privilege. Room & Course Scheduling reserves the

right to cancel or suspend campus club/organizations' room reservations at any time during the semester if there is pending business between Room & Course Scheduling and the club/organization or if complaints are issued regarding the organization's room usage.

B. Policy regarding charges for room use:

1. Definition: A student club/organization is one that has been recognized by The University of Arizona. All other clubs/organizations are considered outside organizations. If an event is to be co-sponsored by a student club/organization along with an outside organization, it is considered to be a University co-sponsored event, in so far as this policy is concerned.
2. Student clubs/organizations may reserve two classrooms (50 seats or less) or one auditorium/large class-room 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.

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3. Campus clubs/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.
 4. The fee must be paid to the Room and Course Scheduling Office 3 days prior to the day of the event.
 5. 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.
 6. Student clubs/organizations choosing to co-sponsor off-campus groups are subject to a different schedule of room fees for the co-sponsored event(s). The student clubs/organization must provide a letter of co-sponsorship signed by both the president and treasurer of the student club/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.
- C. Procedures:
1. Prior to making any room reservations, the president or treasurer of the club/organization should bring his or her CatCard to Room & Course Scheduling in M LNG 347. A photocopy of the CatCard will be kept on file. Room & Course Scheduling will assist student clubs/organizations Monday-Friday, 9:00 a.m. - 4:00 p.m. For questions, call 621-3313.
 2. Thereafter, room requests may be submitted via the on-line request forms available at www.registrar.arizona.edu/rcs if the club/organization has a current application and photocopies of the president's or treasurer's CatCard on file with Room & Course Scheduling. Request must be 2 weeks in advance. Changes to a reservation must be submitted via an online request form at least 1 week in advance.
 3. 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.
 4. 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.
 5. Campus Security is not responsible for unlocking classrooms; rather clubs/organizations will be furnished combination codes for classroom access. 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 Curriculum and Registration 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.

Please call the Event Planning Office at 621-1414 for information regarding the availability and policies for rooms, equipment and facilities in the Student Union Memorial Center and Park Student Union.

Campus Use: Recreation Facilities

Recreation Facilities

The number of Recreation and Sport facilities available for student club/organization use are very limited. As you become recognized as a UA student club/organization, please keep the following information in mind:

- Recognition for student clubs/organizations status by The University of Arizona does not guarantee a room or time for the student club/organization to meet.
- All student clubs/organizations must request the use of the Student Recreation Center, Historic Bear Down Gym, Gittings Gymnasium, and all outdoor field space by contacting the Department of Campus Recreation at 621-9540. If a student organization would like to use McKale, it must contact the Athletic Department at 621-4694.
- Student clubs/organizations are assigned space by their history as a stable student organization on campus, their regular use of the assigned facility, and verification that student organization membership consists of University of Arizona students.
- Space to meet can only be scheduled on days when classes are in session. Student organizations wishing to extend their use (i.e., vacation periods and non-class days), must make specific arrangements and be prepared to pay a \$10/hour per employee facility monitor fee.
- Student clubs/organizations requesting facilities for tournaments must do so with as much advance notice as possible.
- Facility use for tournaments will require a \$10/hour per employee for the Department of Campus Recreation personnel to open, monitor, and close the facility. Rental rates for facilities may also apply.
- Assign one student club/organization member to be the contact person with the Department of Campus Recreation.
- Try to be as organized as possible and have alternate dates and facilities planned when completing a reservation form to request a tournament or activity sites.
- Student clubs/organizations are expected to leave the facility in the same condition (or better) in which they found it.
- Submit your request early.