**Reservation Procedures and Policies**

The following policies govern event scheduling policies and procedures for meeting spaces in the multi-use facilities including the ASUI-Kibbie Activity Center, Bruce M. Pitman Center, Idaho Student Union / Teaching and Learning Center; as well as non-academic course events in the Administration Auditorium, Memorial Gym, Physical Education Building and the Swim Center.

**Reservation Procedures**

**Idaho Student Union Building:**

Reservation request shall be made using the online request form found at www.uidaho.edu/venues. Reservations are made on a first-come-first-served basis.

In order to ensure that ASUI recognized student groups receive equitable scheduling opportunities for weekly meetings in Idaho Student Union spaces, the following schedule will be observed when processing requests:

Fall Semester Reservations:

* 1st week in April for ASUI recognized student groups
* 2nd week in April for University of Idaho affiliated groups
* 3rd week in April for non-affiliated groups and/or individuals

Spring Semester Reservations:

* 1st week in October for ASUI recognized student groups
* 2nd week in October for University of Idaho affiliated groups
* 3rd week in October for non-affiliated groups and/or individuals

Summer and Winter Session Reservations:

* Summer and Winter session reservations may be processed at any time on a first-come-first-served basis

In order to maximize usage of the Idaho Student Union spaces ASUI recognized student organizations are allowed one (1) 2-hour reservation per week.

Additional time may be scheduled beyond 2-hours based on availability. Additional hourly rental fees apply.

**Teaching and Learning Center at the Idaho Student Union:**

In the event meeting spaces are not available in the Idaho Student Union meeting spaces, TLC classrooms may be reserved through the Office of the Registrar. Special event scheduling in academic spaces is governed by the policies set forth by said office. After hour fees may apply to special events based on the Idaho Student Union schedule. Non-affiliated rental rates apply.

**Bruce M. Pitman Center:**

The Bruce M. Pitman Center spaces will be reserved on a first-come-first-served basis. Requests shall be made using the online request form found at www.uidaho.edu/venues. No reservations will be confirmed in excess of three (3) years from the request date.

**Administration Building Auditorium, Memorial Gym and Physical Education Building:**

Special events scheduling in academic spaces is governed by the policies set forth by the Office of the Registrar.

Reservations are processed on a first-come-first-served basis. All requests shall be made using the online form found at www.uidaho.edu/venues.

**ASUI–Kibbie Activity Center and Sprinturf:**

Reservations are processed on a first-come-first-served basis and are dependent on availability. All requests shall be made using the online form found at www.uidaho.edu/venues.

**Reservation and Space Assignment**

Administrative Operations reserves the right to schedule, assign, reassign space reservations based on considerations including, but not limited to, all campus activities, institutional priorities, campus entertainment, group size, room size and special equipment needs. Every attempt will be made to include affected groups in the decision.

**Cancellations**

Notice of cancellation for reservations must be received 48 hours in advance. Failure to cancel reservations or no-show occurrences will result in a $25 fee. Additional cost recovery may be assessed for services rendered or equipment prior to the cancellation.

The scheduling office reserves the right to refuse future requests for any group based on multiple no-show occurrences or inappropriate use of space.

**Definitions**

For the purposes of this document the following group definitions will be observed:

1. ASUI Recognized Student

ASUI recognized student groups include the Associated Students of the University of Idaho and their programs; student organizations registered with the Department of Student Involvement; Residence Life groups; Fraternity and Sorority Life; College of Law Student Organizations; Graduate and Professional Student Association.

Fraternity and Sorority Life houses must have a fully executed Facilities Use Agreement on file with the scheduling office and a current certificate of liability insurance to make reservations.

1. University of Idaho Affiliated

University of Idaho affiliated groups include any academic college, department or administrative unit.

1. Non-affiliated Groups

Non-affiliated includes any group that is not part of the University of Idaho and/or any individual(s) affiliated with or employed by the university not acting in their official capacity.

All non-affiliated groups must have a fully executed Facilities Use Agreement contract on file with the scheduling office, a current certificate of liability insurance and a 50 percent non-refundable room rental deposit before reservations and considered confirmed.

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