

THE RENSSELAER UNION

ROOM RESERVATION AND EVENTS POLICY

The Operations Department of the Rensselaer Union Administrative Office will handle all Room Reservations within the Rensselaer Union following the guidelines set forth in this document.

Any reservations made within the Rensselaer Union must pertain directly to the business, operations, and/or activities of the club or department that made the booking. Rooms within the Rensselaer Union are not to be reserved for study hours, office hours, meeting(s) with teaching assistants or professors, or other academic business without special approval. When reserving a room in the Rensselaer Union, Reservations can be classified as Club Meetings or Special Events.

1. Club Meetings

- a. Club Meetings are defined as any meeting that is held within normal group operations, such as a regular general body meeting or club officer meeting.
- b. Reserving Rooms
 - i. For subsequent semesters, Room Reservations in the Rensselaer Union will open on Event Management System (EMS) 15 Institute business days after class registration opens for that semester.
 - ii. All bookings within the Rensselaer Union must be made in half hour increments starting on the hour or the half hour.
 - iii. All regular reservations must be made prior to 12 pm on the Institute business day preceding the date of reservation; any attempt to reserve a room after this time cannot be guaranteed.
 - iv. Any group that cancels a meeting is expected to delete their reservation on EMS and/or inform the Operations Department as soon as possible to allow other groups to use the space.
 - v. **At the end of a reservation, it is the group's responsibility to ensure that the room is reset to the furniture layout defined for that room and free of anything brought into the room by the organization.**
 1. Groups should consider that it may take additional time to return rooms to their initial condition when reserving bookings. If another group has reserved the room immediately following a reservation, the room reserved should be prepared and vacated by the time the next booking starts.
- c. Primetime Hours
 - i. Primetime hours within the Rensselaer Union are from 4 pm until 10 pm on any night where the Institute academic calendar indicates that there are classes the following day, with the exception of Sunday.
 - ii. During primetime hours, only Rensselaer Union Recognized and Affiliated Clubs and Student Government Organizations will be allowed to reserve rooms for regular meetings.
 - iii. All organizations eligible to book rooms within the Rensselaer Union during primetime hours are allowed a maximum of 4 primetime hours per week.

2. Special Events

- a. Special events are defined as events hosted by a group that is not within regular club operations. Special Events may be booked within the Rensselaer Union after vetting and approval by the Director of Student Activities and the Operations Department for risk and risk mitigation.
- b. Reserving Rooms for Special Events
 - i. Clubs may book Special Events in advance by contacting the Operations and Student Activities Departments.
 - ii. The Student Activities and Operations Departments may determine that a Special Event requires other rooms in the Rensselaer Union to close to the public or that normally scheduled events be cancelled or relocated.
 - iii. All bookings within the Rensselaer Union must be made in half hour increments starting on the hour or the half hour.
- c. All groups may book Special events and they do not count towards club primetime hour allotments
- d. Any group that cancels a Special Event must inform the Operations Department as soon as possible to allow other groups to use the space.

3. Events with Food

- a. The Operations Department must grant permission for any club to cook on site. Clubs must provide information on how they will cook foods to gain approval.
- b. Clubs selling low-risk foods, such as candy, prepackaged products, and bake sale goods, may schedule events without obtaining prior approval. A list of ingredients in all food items must be available upon request.
- c. Special Events using food need to be vetted by the Director of Student Activities and the Operations Department for risk and risk mitigation.
- d. Approved appliances include: Crock-pots, rice steamers, microwaves, and electric griddles. Absolutely **NO** sterno or fire, exposed electrical heating elements, hot plates, or deep oil fryers are permitted.
- e. BBQ grills, electric frying pans, and deep fryers will be approved for outdoor use on the patios on an individual basis. See the Director of Student Activities for details.
- f. For additional information regarding food, please see the Student Activities Department.

4. Exceptions

- a. Student Government Organizations will be given exclusive booking rights of the Student Government Suite (SGS). The Club Library (Room 3124) is not a part of the SGS.
- b. The McNeil Room may only be booked on Friday after food service hours (3pm) and all day Saturday (7 am-1 am Sunday).
- c. Mother's Wine Emporium may only be booked for Special Events. Regular meetings in this space are not permitted.
- d. If an event requires catering, an additional half-an-hour setup time and breakdown will be needed and must be accounted for when reserving the space.
- e. The Games room is a space for all activity fee paying students to use free of charge during

- open hours. Certain gaming clubs have been designated space for member use and club programs. If a group wants to reserve the entire Games Room, it must give 10 Institute business days advance notice to the Operations Department.
- f. The use of Rensselaer Union facilities will be subject to a fee, to be assessed by the Operations Department, for groups that restrict the use of facilities by the activity fee paying student population.
 - g. During Study Days and Finals Week, all rooms within the Rensselaer Union, except for Mother's Wine Emporium, will be reserved for studying and may not be booked by groups. If a group needs to hold a meeting during this time, special arrangements can be made.
 - h. Student Government Organizations will be given priority for general body meetings followed by Rensselaer Union Recognized and Affiliated Clubs.

Exceptions to this policy can be submitted to the Operations Department for consideration. Appeals of the Operation Department's decisions may be submitted to the Rensselaer Union Executive Board. Failure to comply with the policy will result in the group being contacted by the Operations Department for a resolution. Continual failure to comply with the policy will result in appropriate actions being taken by the Operations Department.