

***University Student Center***



**The Student Organization Guide  
for Reservations**

Revised 2014

# RSO Guidelines

## Table of Contents:

|                                    | Page # |
|------------------------------------|--------|
| General Information .....          | 3      |
| Making On-Line Reservations .....  | 3      |
| Cancellation/No Show Policy .....  | 3      |
| University Center Specifics.....   | 4      |
| Room Set-ups and Decorations ..... | 5      |
| Dances/Parties .....               | 5      |
| Academic Building Specifics .....  | 6      |
| Outdoor Signs.....                 | 7      |
| Flyers/Posters .....               | 7      |
| Table Space .....                  | 7      |
| FSU Catering.....                  | 7      |
| Fees.....                          | 8-9    |

## GENERAL INFORMATION

Registered student organizations (RSO's) may reserve areas for meetings, conferences, special events and outdoor signs. The University Center, and Academic Buildings may be used. President of an organization will be responsible for reservations, cancelations and changes. Additionally, all special events must be registered with Center for Leadership Activities and Career Services through OrgSync. **All reservations are handled through University Center 129. Reservations for the University Center are done on-line, Academic Buildings and the IRC Connector must be requested by use of University Center printed form.**

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### Making an On-Line Reservation Request

The process to schedule events using the on-line reservation system is:

1. Log into your MyFSU.
2. Under the MYFSU tab, scroll to the box entitled: "Reserve a Room"
3. Double click on University Center Reservations.
4. You will than answer a few questions to create your account.
5. You are set to begin.

Viewing Room Sizes and Locations:

1. Locate the "Browse" tab.
2. Select "Browse Facilities".
3. Click on any room number in order to see room details, set up types, features and availability.
4. Click on the room number at the bottom of the detail to see room location.

To Make a Reservation

1. Locate the "Reservations" tab.
2. Select "University Center Reservations".
3. Start the process of reserving your rooms.

**It is important to understand you are requesting space, not reserving space. Additional approvals might be necessary prior to confirming the space. Do not publish or print the location until you have received a confirmation of space reservation from the University Center Reservation Specialist.**

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## CANCELLATION/NO SHOW POLICY

### **Notice of Cancelation Guidelines**

| Facility Space     | RSO's    | Cancelation Fee |
|--------------------|----------|-----------------|
| Conference Rooms   | 48 Hours | \$50.00         |
| Multi-Purpose Room | 60 Days  | \$150.00        |



## **ROOM SET-UPS AND DECORATIONS**

*(In the University Center)*

1. The group scheduling the room/table space will be held financially responsible for any special clean-up, maintenance or repair resulting from the event or activity.
  2. The University Center staff must approve the method of placing decorations, exhibits and displays in the University Center. All arrangements must be made 2 weeks prior to the event.
  3. Candles, confetti, glitter, rice, dance wax and similar materials may not be used in the University Center. A clean-up fee will be assessed for any violation of this rule. Battery operated candles are available.
  4. The University Center is not responsible for loss of any materials, displays, gifts, favors or any other items left in the building.
  5. Decorations, exhibits and displays must be removed immediately following the event, unless arrangements have been made through the University Center Office. If the University Center staff has to remove materials left by a group, the sponsoring organization will be billed.
  6. The University Center reserves the right to approve or deny an event, depending on its nature.
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## **DANCES/PARTIES**

*(In the University Center)*

1. All parties are open to FSU students and guests.
2. For dances lasting past 12:00 am, security (Ferris Public Safety) must be provided and paid for by the sponsoring student organization. Public Safety must be contacted 28 days prior to the event in order to obtain the proper security.
3. All parties will end at 2:00 am. The building must be cleared by 2:30 am.
4. **Any facility rental fees or student manager charges must be paid by 5:00 pm the Wednesday before the event or the dance will be cancelled.**
5. Sixty day notice is required for cancellation of the Multi-Purpose Room and Public Safety (see cancellation policy). Public Safety must be cancelled within 14 business days of the event or a \$50.00 fee will be assessed.
6. Sponsoring organizations are responsible for the maintenance and cleanliness of restrooms, Multi-Purpose Room and Multi-Purpose Perimeter; and will be held responsible for any damage, destruction or otherwise as a result of the event.

## ACADEMIC BUILDING SPECIFICS

1. A reservation request form must be filled out and returned to the University Center Office (UCB 129) for lobby/atrium use.
2. The academic buildings are available for meetings and conferences.

### **Available areas are:**

- Lecture rooms and auditoriums in the following areas:  
Allied Health, Bishop Hall, College of Pharmacy, Granger, Swan, and National Elastomer Center (NEC), and IRC.
  - RSO's requesting meetings that are not held in the University Center will be scheduled in the Starr building first and second floor on Monday evenings between 6pm and 10pm.
  - Sunday evening meetings must be held in University Center
3. A University Center Student Manager will open and close all rooms after the RSO representative agrees and signs a classroom inventory list.
  4. Furniture should be returned to original setup and should not be moved outside of the room. If the furniture is not returned to the original set up a fee may be charged or the group may lose their privileges to reserve space on campus.
  5. Tie dying, candles, confetti, glitter, rice, dance wax and similar materials may not be used. A clean-up fee will be assessed for any violation of this rule.
  6. A clean-up fee of a minimum of \$25.00 or actual cost for clean up, whichever is greater, will be charged for any excessive mess.

## MISCELLANEOUS

1. Outdoor Signs      Scheduled through the University Center Office (UCB 129).  
The signs may be reserved in one-week blocks – Sunday through Saturday.
  
2. Flyers/Posters
  - a. Flyers and/or posters for the Academic Buildings, Residence Halls and the University Center are to be dropped off at Center for Leadership Activities and Career Services for approval (UCB 120)
  
3. Table Space
  - a. Are to be coordinated through the University Center Office 129.
  - b. Food sales are limited to pre-packaged unopened food only.

***\*\*Table space in academic buildings must be booked one-week in advance.***

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## FSU CATERING

1. The FSU Catering Office is located in the University Center. Any food or beverage in the University Center must be reserved through Catering or purchased through Ferris Dining. Contact the catering office to schedule your catering needs by calling 591-2605 or 591-2615 two-weeks prior to the event or a late fee may be charged.  
**Registered Student Organizations will receive a 25% discount on beverage orders.**
  
2. **No food or beverage may be brought into the University Student Center.** If food or beverages are brought into the University Center there will be a \$50.00 fine or \$1.00 per person, whichever amount is greater. Future reservations may be cancelled or denied.
  
3. Any Catering function or food order not charged to a FSU departmental budget **must be paid 48 hours prior to the event.**
  
4. **Cancellation Policy** – Full payment will be required on all orders that are cancelled with less than 48 hours notice.

| Facility Space     | Capacity                                       | Category A   | Category B | Category C |
|--------------------|--|--|------------|------------|
| 16                 | 20   | \$0.00   | \$30.00/hr | \$40.00/hr |
| 112                | 6  | \$0.00   | \$30.00/hr | \$40.00/hr |
| 116                | 24   | \$0.00   | \$30.00/hr | \$40.00/hr |
| 122                | 12   | \$0.00   | \$30.00/hr | \$40.00/hr |
| 123                | 12   | \$0.00   | \$30.00/hr | \$40.00/hr |
| 124                | 12   | \$0.00   | \$30.00/hr | \$40.00/hr |
| 126                | 10   | \$0.00   | \$30.00/hr | \$40.00/hr |
| 203*               | 28   | \$0.00   | \$40.00/hr | \$60.00/hr |
| 209                | 20   | \$0.00   | \$30.00/hr | \$40.00/hr |
| 211                | 20   | \$0.00   | \$30.00/hr | \$40.00/hr |
| 213                | 20   | \$0.00   | \$30.00/hr | \$40.00/hr |
| 216                | 8  | \$0.00   | \$30.00/hr | \$40.00/hr |
| 217                | 24   | \$0.00   | \$30.00/hr | \$40.00/hr |
| Multi-Purpose Room | Capacity                                       | Category A   | Category B | Category C |
| 202 (A,B,C)        | 400 Banquet<br>500 Auditorium                  | 4 hours or less – \$150.00<br>Up to 8 hours - \$300.00 | \$600.00   | \$900.00   |
| 202A               | 120 Banquet<br>60 Conference<br>180 Auditorium | 4 hours or less – \$50.00<br>Up to 8 hours - \$100.00  | \$200.00   | \$300.00   |
| 202B               | 120 Banquet<br>60 Conference<br>180 Auditorium | 4 hours or less – \$50.00<br>Up to 8 hours - \$100.00  | \$200.00   | \$300.00   |
| 202C               | 120 Banquet<br>60 Conference<br>180 Auditorium | 4 hours or less – \$50.00<br>Up to 8 hours - \$100.00  | \$200.00   | \$300.00   |

|   |   |
|---|---|
| A | FSU-Registered student organizations or University department using standard set-up, with no admission charge or fees associated with the event   |
| B | FSU-Registered student organization or University Department with any revenue or fees associated with the event. All regional and national conferences affiliated with University departments and/or student organizations. Non-Profit Organization with a federal tax-free number. |
| C | All other non-University Groups   |