



Facility Use Procedure

Overview of Scheduling Policies

Students, faculty and staff may request to schedule meeting rooms and classrooms by going to <http://rooms.sdbor.edu>. Outside organizations will need to call the Event Planning and Scheduling office at 605-677-5464.

Meeting Room Scheduling Policies

1. Introduction
 - a. Facilities on the campus of The University of South Dakota are available to recognized student organizations, university departments or groups who are integrally connected with USD, community members, camps, conferences, etc.
 - b. Please go to <http://rooms.sdbor.edu> to request a room reservation.
 - c. All meeting rooms are scheduled by the Event Planning and Scheduling office with the exception of:
 - i. All events in Med School Vermillion spaces are scheduled by Med School Vermillion (LeeMedEvents@usd.edu) with the following exceptions which are scheduled centrally:
 1. Lee Med 102
 2. Lee Med 110
 3. Lee Med 201
 - ii. All events in Med School Sioux Falls spaces are scheduled by Med School Sioux Falls staff (SFMedrooms@usd.edu).
 - iii. Reading rooms in the Library are scheduled by Library staff (libraryrooms@usd.edu).
2. Reservations
 - a. General
 - i. All room/event reservations must be made at least 72 hours prior to the event (consistent with *BoR 6:13(3)(D)(3)*) and completed during regular working hours Monday through Friday 8 a.m. to 5 p.m.
 - b. USD Affiliates
 - i. Recognized USD student organizations and university departments shall have priority on space on the campus of The University of South Dakota, from the first day of class in the fall semester to the last day of class in the spring semester.
 - ii. Official USD organizations, departments, and divisions may make fall and spring reservations between April 1-30. After April 30, outside organizations and individuals may confirm fall and spring reservations.
 - iii. All reservation requests made by an organization or individual that is not a current student, staff, or faculty member must call the Event Planning and Scheduling office at 605-677-5464 to make reservations.
 - iv. Groups requesting the use of The University of South Dakota must complete the online reservation form. The form must be completely filled out for the request to be processed and confirmed. Any form submitted without the complete information will be returned to individual making the room reservation request, delaying your event reservation.



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- c. Non-USD Affiliates
 - i. Organizations, departments, and individuals having more than 50% of their attendees being non-USD affiliates must make their campus reservations through the Event Planning and Scheduling office at 605-677-5464.
- d. Reservations for space at all other times shall be made on a first-come, first-serve basis. Groups shall have the right to request their room preference. These will be honored according to space requirements.
- e. Private parties may request permission to use institutional facilities or grounds for meetings or events that will not interfere with the use of the facilities by the institution or institutionally affiliated organizations. (*BoR 6:13(3)(1)*)
- f. Room reservation assignments may be changed under any of the following conditions:
 - i. In the event a small group has been assigned to a space large enough to accommodate, and needed by, a larger group.
 - ii. In the event food service is needed and no other rooms are available for food service.
 - iii. Any changes to room reservations will have at least 24 hours advance notice, and then only if other suitable space is available for the group being asked to move.
 - iv. Notice of cancellation must be given 24 hours prior to the meeting time, or future reservations may be in jeopardy. If a cancellation is made after the room setup is complete, the organization department will be charged a setup fee (\$50 minimum). If a change of set up is requested after the room is set up per prior instruction, a setup fee (\$50 minimum) will be charged.

3. Room Reservation Changes

- a. Room reservation assignments may be changed under any of the following conditions:
 - i. In the event a small group has been assigned to a space large enough to accommodate, and needed by, a larger group.
 - ii. In the event food service is needed and no other rooms are available for food service on the campus of The University of South Dakota.
 - iii. Changes in reservations (made by the Student Services) shall not be made within 24 hours of a group's meeting time, and then only if other suitable space is available for the group being asked to move.
- b. Notice of cancellation must be given 24 hours prior to the meeting time. Future reservations may be in jeopardy if this is not done. If a cancellation is made after the room setup is complete, the organization or department will be charged a setup fee (\$50 minimum) for the unused reservation. If a change of set up is requested after the room is set up per prior information provided, there will be a change in set up fee charged to the group (\$50 minimum).

4. Damages and Charges

- a. A housekeeping fee (\$50 minimum) will be charged to groups who have a function requiring excessive housekeeping/cleanup. Rooms should always be left in the condition in which they were found.
 - i. A setup fee may be charged to groups who have a function requiring excessive setup or for spaces outside the MUC.



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- b. Any rooms or furnishings that are damaged will be billed on a cost basis to the organization responsible for causing the damage. The reserving individual or organization must follow all building and campus guidelines regarding posting materials on the walls, tables, etc. Please check building policies prior to altering the building in any form or fashion.

5. MUC Pit Lounge

- a. Groups requesting use of the MUC Pit Lounge for events will be limited to 4-hour events.
- b. Groups requesting use of the MUC Pit Lounge for display purposes may be allowed to reserve the facility on the condition that the lounge furniture remains in the lounge for student use. Maximum display time allowed will be seven days (not to include setup and breakdown time). A seven day period is not guaranteed and is subject to approval by the Division of Student Services.

6. Information Technology Services (ITS)

- a. Any night/early morning/weekend/holiday reservations requesting technology or Information Technology assistance must be made one week prior to the start time of the event.
- b. Reservation requestors are responsible for reserving, picking up, and returning technology that is not available as part of the room reservation.
 - i. Only Smart Classrooms include computers with the room reservations. All other room reservations do not include computers. Laptops should be reserved through the ITS help desk.
 - ii. Information Technology assistance is provided as part of your room reservation in the MUC, Aalfs Auditorium and Farber Hall only. Additional arrangements for technology assistance should be arranged by the room requestor with the ITS Help Desk.
 - iii. Lighting, staging and sound assistance in Aalfs Auditorium is not considered Information Technology assistance and is not included with room reservations. Central Scheduling will work with the reservation requester to make these arrangements.

7. Food Service

- a. The University of South Dakota has an exclusive catering contract with Aramark's Campus Catering. Any event/meeting on the campus of the University of South Dakota that will require any food must be catered through Campus Catering. You can contact Campus Catering at 605-677-5899.

8. Grounds/Facilities Management Needs

- a. Grounds and Facilities Management needs must be communicated to the Event Planning and Scheduling office at least one week in advance of the start of the room reservation.
 - i. Please work with the Event Planning and Scheduling office rather than directly with Grounds, FM or UPD so that we can arrange delivery and pickup times and communicate with all affected departments.
 - ii. An index or account number will be requested if the desired service will incur charges.
 - iii. Examples of these needs include: 8' tables (outside of the MUC), extra garbage bins, additional power needs, door unlock requests, etc.

9. Appeals

- a. In the instance of an event request denial, private parties have the right to appeal the denial by filing a signed, written appeal to Kim Grieve, Vice President of Student Services/Dean of Students (deanofstudents@usd.edu or 605-577-5331).



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- b. The completed written appeal must be presented within five working days after the denial was communicated, transmitted, or deposited in the mail.
- c. The institution will respond to such appeals within two working days after their receipt by the institution.

10. Contact Information

- a. Event Planning and Scheduling
 - i. MUC 205
 - ii. scheduling@usd.edu
 - iii. 605-677-5464

11. Links

- a. SDBOR Facilities Use by Private Parties Policy <https://www.sdbor.edu/policy/6-Facilities/documents/6-13.pdf>
- b. USD Room Reservations website <http://rooms.sdbor.edu>