



Room Reservation Policies Effective 10/1/2022

- University Housing staff and University Housing related student groups have first priority when reserving University Housing owned spaces. Honors College and Transfer Services have priority when reserving App Hall 085 and Mountain Laurel spaces respectively.
- Reservations for meetings from campus partners and other student groups will not be processed until after the first day of class each semester.
- Reservations from professors and lecturers wishing to reserve spaces for class will be processed starting December 1st for Spring room reservations and July 1st for Fall reservations.
- Reservations are first come first serve and requests will be processed and approved in the order in which they are received.
- Reservations from campus partners and other student groups can not be made more than 30 days in advance during a semester.
- Reservations for spaces in residence halls can only be made for blocks of time between 9am and 9pm.
- Reservations for spaces in residence halls on Reading Day will not be approved.
- Reservations are made for the room spaces only and DO NOT include the spaces around the rooms such as hallways and lounges.
- Reservations from campus partners and other student groups can only be made for single meeting or social type events. Repeating weekly or monthly event reservation requests will only be approved for classes held by university professors or lecturers.
- Reservations from campus partners and other student groups must include a Faculty/staff member or group advisor in the reservation request.
- Repeat last minute cancellations could result in group and/or campus partners to be denied future reservations.
- The person who makes the reservation is responsible for room set-up and breakdown. All trash must be removed from the space at the completion of the event/meeting and the room must be returned to the exact state it was in prior to the meeting/event. Rooms left in disarray or with trash in them will result in a \$50 cleaning fee payable to University Housing.
- No alcohol, tobacco products, glitter, adhesives, or sprays can be brought into or used in the spaces. Any food that is brought into the space requires prior approval through Campus Dining.
- The group having the event/ meeting will be asked to leave by App State Police and/or University Housing Hall Staff if they are deemed to be destructive to the space or disruptive to the other students and staff in the building.

Violations of any of the above policies, or having any formal complaints made against the person/group making the reservation, could negate any future reservations for that person/group for the rest of the school year.