

UAM OPERATING PROCEDURE 710.3
RE: Facility Reservation and Use by Student
Organizations

September 1, 1982
Revised: July 1, 2011

At the beginning of each semester, student organizations should submit a schedule of their routine meeting times and places to the Director of Student Programs and Activities. In order to assure an equal distribution of usage of campus facilities recognized student organizations and clubs may host no more than two (2) events per semester in any one (1) campus facility. Events do not include regularly scheduled business meetings.

Non-recognized and inactive organizations may not use campus facilities until recognition or active status is established. However, a facility may be scheduled for further use after the two (2) advance dates have been scheduled provided scheduling is done fifteen (15) days prior to the event.

Exempt from the above guidelines are University sponsored groups whose funds and/or budgets are administered through the UAM Office of Finance and Administration.

Officially recognized University organizations may use University facilities for meetings and programs. In the interest of minimizing conflicts, all extracurricular events (i.e., dances, concerts, speakers, workshops, etc.) sponsored by student organizations and held on campus are to be scheduled through the Director of Student Programs and Activities and placed on the facilities calendar maintained by the University Reservations Office.

Space in the University Center is reserved through the University Reservations Office, 460-1012;

Space adjacent to the University Center, i.e. Pavilion, University Center Plaza, and University Center Parking Area is reserved through the University Reservations Office, 460-1012;

Library Conference Rooms are reserved through the University Reservations Office, 460-1012;

The Forestry Park is reserved through the School of Forest Resources, 460-1049;

The University Center Gymnasium is reserved through the Director of Intramurals, 460-1046;

The Fine Arts Center is scheduled through the University Reservations Office, 460-1012;

Academic/Classroom space is scheduled through the Registrar's Office, 460-1034;

The Field House is scheduled through the Athletic Director, 460-1058.

The Indoor Practice Facility is scheduled through the Athletic Director, 460-1058.