

STUDENT ORGANIZATION RESERVATIONS

START WITH THE
**EVENT
REQUEST
FORM**

TO RESERVE

UNION COMPLEX

Cochran Center Shoemaker Square
Lott Center Centennial Green
Cook Union Weathersby Lawn
Hub Spirit Park
Danforth Chapel Union Plaza

RESERVATION TIME FRAMES

3 MEETINGS
PER WEEK

2 HOUR
MAX

1 ROOM AT A TIME
MONTH BEFORE
THE SEMESTER

6 HOURS
TOTAL



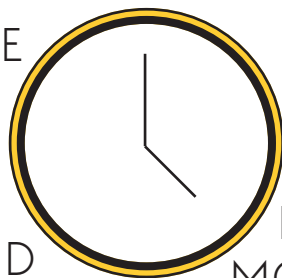
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Guests or more anticipated for a special event or banquet allows you to book up to 1 year in advance from the current semester

RAIN SITE NOT GUARANTEED FOR OUTDOOR EVENTS

PLANNING DEADLINES

4 PM MONDAY THE
WEEK BEFORE



SPECIAL EVENTS
SUBMIT AT LEAST
WEEKS IN ADVANCE

5

1 WEEK BEFORE
ALL DETAILS AND
PAYMENTS ARE DUE

PAYMENTS TAKEN
MONDAY-FRIDAY AT
EVENT SERVICES DESK

8-5^{am}_{pm}

FEES AND OTHER INFORMATION

\$

FACILITY RENTAL FEE: Using 7+ rooms, events charging admission, and rooms not on the 2nd floor of Complex

A/V EQUIPMENT: Projectors, microphones, etc. Contact iTech for free rentals
Any charges or damages incurred during your event

\$75/HR OVERTIME FEE FOR ALL EVENTS OUTSIDE OF NORMAL BUILDING HOURS

**\$35
FEES**

CUSTODIAL
RUSH
CHANGEOVER
NO SHOW

**50%
BALANCE**

Due if Cochran Center Ballrooms and Lott Center events are not canceled at least **1 MONTH** in advance

**3 DAYS
BEFORE**

cancel your reservation or be subject to fines

NO OUTSIDE FOOD ALLOWED
SEE SNACK POLICY FOR DETAILS

Additional policies available online at www.usm.edu/event-services and www.usm.edu/lsl.