

Wright State University Residence Life & Housing Reservation Policies and Procedures

Space Reservation Policy for Residence Life Staff

1. Reservations must be received no earlier than a semester-out of an event. Residential groups will not be guaranteed a space if the registration form is received less than 3 business days before the event.
2. Residents and RAs that do not schedule a space in advance are authorized to use the space on a first-come, first-serve basis. At all times, individuals must be sensitive to the needs of the entire community to share community space and will occupy space accordingly. RAs will be mindful that while they are permitted to utilize unreserved spaces, they are also susceptible to the space being unavailable.
3. Residential groups are permitted to schedule events on consecutive dates, though they should be mindful of other community members' need to utilize the space.
4. Groups are not permitted to "hold" multiple dates until they are able to decide on an event time.
5. All reservations will be coordinated by Residence Life & Housing using Engage.
6. This policy can be modified as circumstances require. Changes impacting a group's reservation will be emailed to them as soon as possible prior to their event.
7. The rules outlined in the [Campus Housing Policies](#) and the Student Code of [Conduct](#) apply to all individuals and all groups at all times. Particular attention should be paid to guest policies and quiet hours policies.
8. Reservations are limited to the spaces listed. No exceptions.
9. The individual making the reservation will be required to provide their UID number as part of the reservation process. By doing so, this individual consents that they are aware of the policies included in this document and personally take responsibility for their group's upholding of the policies. This individual will be present for the setup of the event, the entire event, and the cleanup of the event. This individual also agrees to pay for any damages or fines that result from their reservation through charges being applied to their Bursar account.
10. As part of the reservation process, groups are responsible for making their own arrangements with university departments for additional trash cans, folding tables, chairs, etc. Residence Life & Housing is not responsible for securing these services.
11. The nature of an event, past experiences with the event/organization, and other related issues may result in notification of WSUPD and/or contracting for additional security to ensure the safety of individuals and property. This will be determined on a case-by-case basis, as determined by Residence Life & Housing, and will be charged to the group reserving the space.
12. Residence life and Housing affiliated groups and summer conference groups have priority usage of residential spaces. All other groups' reservations will be completed on a first-come, first-served basis.

13. At least two clear paths must be maintained at all times for individuals not associated with the group to travel through the space.
14. At the end of each event, RL&H staff will conduct an inspection of the reserved space to ensure that all trash has been removed to the dumpster and the room has been cleaned and returned to its original configuration. The individual that placed the reservation will be billed for all damages.
15. Please take set-up and clean-up time into consideration when making your reservation. Groups will only be authorized use of the space during their assigned times. No arrangements will be made to accommodate groups arriving at another time to drop off or set up items for an event

Space Reservation Policy for Non-Residential Groups

1. Non-residential groups will be charged a nonrefundable reservation fee of \$50 per 4 hours of usage. This fee must be paid at the time of the reservation and is made by providing a university FOAP. If your group does not have a university FOAP, please contact our office at 937-775-4172 for payment arrangements. This fee will not be prorated. Refunds will only be given if a space is unavailable, or written cancellation is received within 72 hours of the scheduled event. Non-residential groups can appeal the reservation fee, should they meet all requirements for an appeal, [here](#).
 - a. To qualify for an exemption:
 - i. Group has a total budget of less than \$2000 for the fiscal year
 - ii. Groups is hosting a philanthropy/fundraising event
 - iii. Or, group must be able to prove that paying the reservation fee would have a largely adverse effect on their budget and future ability to impact student success
 - b. Groups who are approved to not pay the reservation fee must:
 - i. Put all furniture back to formation in spaces
 - ii. Wipe off all counters, tables, etc.
 - iii. Take out all garbage bags to the dumpster
2. Reservations must be received no earlier than 45 calendar days before the event, and no later than 10 calendar days before the event. Any group that occupies a space without a reservation will be billed \$75 plus any additional fines for cleaning or relocation of furniture.
3. Groups may not schedule events on consecutive dates in the same space and can only reserve one date per event. Groups are not permitted to “hold” multiple dates until they are able to decide on an event time.
4. All events must be registered and approved on Engage through the office of Student Involvement and Leadership. All reservations will be coordinated by Residence Life & Housing using Engage.
5. Please take set-up and clean-up time into consideration when making your reservation. Groups will only be authorized use of the space during their assigned times. No arrangements will be made to accommodate groups arriving at another time to drop off or set up items for an event.

6. If a reserved space requires keys to enter you will be given specific instructions on how to pick up and drop off those keys. Missing or late return of keys will result in fines.
7. No reservations will be accepted for spaces during the first week of the semester, the last week of the semester, finals week, and during quiet hours.
8. As part of the reservation process, groups are responsible for making their own arrangements with university departments for additional trash cans, folding tables, chairs, etc. Residence Life & Housing is not responsible for securing these services.
9. Groups must get approval for food at their event through Event Services in the Student Union as indicated in Wright Way Policy #9130 and the Food Policy for Registered Student Organizations.
10. Policies can be modified as circumstances require. Changes impacting a group's reservation will be emailed to them as soon as possible prior to their event.
11. The rules outlined in the Campus Housing Policies and the Student Code of Conduct apply to all individuals and all groups at all times. Particular attention should be paid to guest policies and quiet hours policies. Particular attention should be paid to the guest/escort policies and quiet hours policies. If a policy violation occurs at any time the group may be required to end the event and vacate the space. No refund will be provided.
12. Reservations are limited to the spaces listed. No exceptions. Our common spaces are only to be used for events- not general meetings.
13. The individual making the reservation will be required to provide their UID number as part of the reservation process. By doing so, this individual consents that they are aware of the policies included in this document and personally take responsibility for their group's upholding of the policies. This individual will be present for the setup of the event, the entire event, and the cleanup of the event. This individual also agrees to pay for any damages or fines that result from their reservation through charges being applied to their Bursar account.
14. The nature of an event, past experience with the event/organization, and other related issues may result in notification of WSUPD and/or contracting for additional security to ensure the safety of individuals and property.
15. Residence life and Housing affiliated groups and summer conference groups have priority usage of residential spaces. All other groups' reservations will be completed on a first-come, first-served basis.
16. At least two clear paths must be maintained at all times for individuals not associated with the group to travel through the space.
17. At the end of each event, RL&H staff will conduct an inspection of the reserved space to ensure that all trash has been removed to the dumpster and the room has been cleaned and returned to its original configuration. The individual that placed the reservation will be billed for all damages.