

MEETING ROOMS/AUDITORIUM RESERVATION POLICIES & PROCEDURES
THE RESERVATION IS NOT CONFIRMED UNTIL YOU RECEIVE THE CONFIRMATION FORM
FROM THE RESERVATIONS OFFICE!

(This is a condensed version of the reservation policies and procedures. Please refer to the University Center Operations Manual for a complete listing.)

Who may make a reservation:

Only authorized members of Tulane University Departments, Offices, or Organizations may make reservations.

When a reservation may be made:

Generally reservations for events may be made, provided space is available, for any day of the week between the hours of 8:30 a.m. and 10:00 p.m. and as far in advance as the University calendar is set. The exceptions are:

Space for University Departments, Offices or Organizations may not be reserved for standard weekly meetings until after November 1st for the spring semester and after April 1st for the summer and fall semesters.

Space for student organizations may not be reserved for any times from the end of the last day of classes until the beginning of the day after the last day of exams for that period.

University holidays may require closure of the building and no reservations will be booked on those dates.

Appropriate uses for areas:

Events in McAlister Auditorium are, in general, limited only by the size of the facility. Areas in McAlister Auditorium may not be used as the primary classroom for an academic class or standard weekly meetings. There are some restrictions on specific areas and these are presented in that area's section of the manual.

Making a reservation:

The authorized member of the Department, Office, or Organization who makes the reservation is known as the 'Requestor'. The Department, Office, or Organization he/she is a member of is known as the 'Sponsor'. A reservation may be made by calling the University Center Operations and Reservations Office (room 108, McAlister Auditorium) between the hours of 8:30 a.m. and 4:30 p.m. Monday – Friday, except holidays. STUDENT ORGANIZATIONS MUST SUBMIT A REQUEST FORM SIGNED BY THEIR FACULTY/STAFF ADVISER. Once a reservation has been made, a Confirmation Form is generated and sent to the requestor. The form is sent to the appropriate Student Organization adviser when a reservation is made for a student organization. The Adviser is then responsible for forwarding the copy to the requestor. This form is the Requestor's confirmation of the reservation. The Requestor should bring the form with him/her to the function in case there is a problem.

Changing a reservation:

To change a reservation, the requestor or her/his designate must call or come by the University Center Operations and Reservations Office. Changes must be made at least one working day in advance. When a change is made, the University Center Operations and Reservations Office will generate a Change Notice indicating the change made and who requested the change. This notice will be sent to the requestor. The notice is sent to the appropriate Student Adviser when the change is made for a Student Organization. The Adviser is then responsible for forwarding the copy to the requestor. This notice is the requestor's confirmation that a change was made.

Canceling a reservation:

A Requestor who determines that they will not be using a space they have reserved must cancel the reservation. To cancel a reservation, the Requestor or his/her designate must call or come by the University Center Operations and Reservations Office. When a cancellation is made, the University Center Operations and Reservations Office will generate a Cancellation Notice indicating who made the cancellation. This notice is sent to the appropriate Student Organization adviser when a reservation is made for a Student Organization. The Adviser is then responsible for forwarding the copy to the requestor. This notice is the requestor's confirmation that a cancellation was made. Failure to notify the University Center Operations and Reservations office of a cancellation in advance may result in temporary loss of reservation privileges.

Charges:

Rental – A list of rental charges for the areas in McAlister Auditorium is available in the University Center Operations and Reservations Office. Rental charges may be waived if certain criteria are met. The criteria used to waive rental charges may be found in the University Center Operations Manual.

Custodial – Custodial charges are incurred only when an event requires additional personnel beyond that normally scheduled for the building. If additional personnel are required, the requestor will be notified at the time the reservation is made. The Sponsor will be responsible for the costs of additional personnel. Contact Facilities Services at x5445. The Associate Director of the University Center is responsible for making the determination of personnel requirements. Situations where additional custodial personnel may be required include, but are not limited to: commencement ceremonies, concerts, recitals, functions exceeding 200 attendees, etc.

Security – Some events will require the hiring of security officers. If the event requires the hiring of security officers, the Requestor will be notified at the time the reservation is made. The Sponsor will be responsible for the costs incurred. Contact Public Safety at x5381.

Technical Assistant – Facilities Services has a Technical Assistant available for hire to run the audio/visual equipment in McAlister Auditorium. The Sponsor will be responsible for personnel charges. Contact Facilities Services at x5445.

Telephones – It is possible to have a temporary telephone connection installed in an area that has been reserved. Costs associated with the connection of a telephone are the responsibility of the Sponsor. Contact Telecommunications at x5206.

Food and/or Beverages:

Sodexo Food Service has exclusive catering rights to all interior spaces of McAlister Auditorium. No off-campus catering services may be used in any areas of McAlister Auditorium. Sponsors may bring in their own food and/or beverage as long as it is not catered. If a Sponsor brings in its own food and/or beverages, it is responsible for making sure that all trash generated is deposited in the trash receptacle provided. Failure to do this will result in cleaning charges.

Alcohol:

Those requestors planning on providing alcohol at their event are responsible for reading and understanding the University's alcohol policy. A copy of the policy can be obtained from the Student Programs Office.

Smoking:

No smoking is allowed in McAlister Auditorium.