

Centennial Student Union Procedure

Procedure Tentative Reservations	Effective Date 7/1/2013
Custodian of Procedure Assistant Director, University Scheduling and Conference Services	Last review 7/1/2013

Statement

Tentative reservations shall be accepted for space in the Centennial Student Union; however, these tentative reservations are subject to cancellation if not confirmed: a) 3 weeks prior to the event for larger conference spaces or b) within 10 working days after a secondary (or back up) request has been received for the space.

Procedures

Tentative reservations shall be clearly identified to parties, and parties should not advertise events without a CONFIRMED RESERVATION. A reservation shall be considered tentative if: a) required reservation information is incomplete and b) deposit, contract or insurance requirements have not been met. The Centennial Student Union is under no obligation to honor tentative reservations, but will attempt to contact parties to provide notification that their tentative reservations are in jeopardy of being canceled.

Rationale

The purpose of a tentative reservation is so parties can “hold” space in the Centennial Student Union while completing event logistics. In practice, many tentative reservations are: a) canceled at the last minute, denying other parties use of the space or b) the parties wait until just before an event to plan event details causing University staff to scramble to meet logistical needs. This procedure guarantees advance planning occurs, and when it doesn’t, that parties are notified their reservations are canceled in a timely fashion.