

Facility Requests

EVENTS

All on-campus events sponsored by recognized student organizations must be registered with the Office of University Facilities, located in room 207 of the Morgan University Center. **Please note that your organization does not have a facility officially reserved until you receive a confirmation from the University Facilities Office.**

1. FEES

Registered student organizations are not charged for the use of space on campus. However, fees may be assessed for large events or events that may require equipment, set-up, security, custodial services, etc. For example, organizations holding events in the Morgan University Center ballroom will be charged a re-set fee. Please speak with the staff in University Facilities about possible fees prior to reserving your space.

2. EQUIPMENT / SET-UP

All student organizations wishing to hold events in the University Center or Clement Auditorium must submit a list of equipment needed and a description of any set-up required. This information must be noted on the online form when it is submitted to the Office of University Facilities.

Equipment and set-up information for other buildings may require work orders, etc. Check with University Facilities for additional information on your facility when submitting your request.

MEETINGS

Student organizations requiring on-campus meeting space may register all meetings for the semester by filling out an online request prior to the start of each semester. Meetings will be scheduled for only one semester at a time, and a student organization is not guaranteed the same meeting place/time for an entire academic year.

ADDITIONAL POINTS

- Student organizations are encouraged to hold their meetings and other organization events on campus.
- Requests for the use of any University facility must be made through the Office of University Facilities to avoid conflicts of use and interference with regular University business.
- Campus announcements will be approved only for those events that are scheduled properly.

<http://www.apsu.edu/policy/pdf/3001.pdf> (Use of Campus Property and Facilities 3:001)

<http://apbrems.apsu.edu/> (Facility Reservation program)