BOOTH RESERVATION POLICIES & PROCEDURES
THE RESERVATION IS NOT CONFIRMED UNTIL YOU RECEIVE THE
CONFIRMATION FORM FROM THE RESERVATIONS OFFICE!

Who may make a reservation:
Only an authorized member of a University Department, Office, or Organization may make a request for a booth location.

When a reservation may be made:
Generally reservations for booths may be made, provided space is available, Monday through Friday from 8:30am to 5:00pm. Student Organizations may not reserve booth space during study and exam periods. A booth location may be reserved for three days per month per event. Only one booth location may be reserved for a Sponsor for any given day.

Policies for booth use:
A confirmed booth reservation entitles the Sponsor to use one of the Bruff Commons/Pavilion booths on the reserved date(s). The Sponsor is not assigned to a particular booth space until the day of the reservation. The booths are then assigned on a first come first served basis. Each booth is assigned a specific location in front of the Pavilion. It may not be moved from that location. No chairs will be provided. Sponsors may sit on the concrete retaining wall. Absolutely no chairs may be removed from the food service area. Sponsors using a booth are limited to the booth surfaces only for their display items. Only prepackaged foods not requiring refrigeration may be sold. No additional racks, carts, shelves, easels, etc. may be set up anywhere except on top of the booth. The sponsor must remain behind booth at all times. The Sponsor may not approach or call out to persons passing by. The Sponsor must prominently display a sign identifying the sponsoring organization on the front of the booth at all times the booth is in use by the Sponsor.

In case of rain, booth space will be temporarily relocated to the McAlister Auditorium Lobby.

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 8:30am and 4:30pm 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 booth 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 booth 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 Reservation 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 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 is advance may result in temporary loss of reservation privileges.