

MEMORANDUM

TO: Deans, Directors and Department Heads

FROM: Dan Adams, Associate Vice Chancellor

DATE: March 29, 2011

SUBJECT: Updated Reservations Guidelines for the Talley and Witherspoon Student Centers

In an effort to simplify the reservation process, manage space effectively, maximize use of space, and prepare for demands anticipated for the New Talley Student Center, we have developed the attached guidelines. These guidelines have undergone an extensive review, including input from multiple users and the University Student Centers Board of Directors.

A few highlights of the updated guidelines include reserving space one semester in advance (instead of a year in advance) and reducing the multiple “windows” for early reservations requests.

Reservations requests for fall semester 2011 (August 17, 2011 through December 23, 2011) are currently being accepted via “Reserve a Room” link on our website <<http://www.ncsu.edu/student-center/reservations.html>>

Please feel free to contact us if you have any questions, 919-515-2249 or usc_reservations@ncsu.edu.

Updated Reservations Guidelines for the Talley and Witherspoon Student Centers
March 29, 2011

General Reservation Guidelines: The Talley Student Center and Witherspoon Student Center facilities may be reserved for use by Recognized Student Organizations, Registered Student Organizations, University departments, and external organizations. <http://www.ncsu.edu/student-center/reservations.html>

- Recognized Annual University Events (New Student Orientation, Open House, Commencement, etc.) may be scheduled one year in advance.
- Special Events (Ballroom and Campus Cinema programs, multi-day/multi-venue events, etc.) and meetings may be scheduled one semester in advance (fall for spring and summer events, spring for fall events.)
 - Reservations timeline:
 - Early Bird reservations request are accepted via on-line request form beginning Monday of week 6 of the current semester for the following semester.
 - Early Bird requests are processed by the Catering and Event Services Office beginning Monday of week 7 of the current semester for the following semester.
 - Regular reservation requests are accepted via Virtual EMS beginning Monday of week 8 of the current semester for the following semester.
- If multiple groups request the same space at the same time during the Early Bird request process, reservations will be assigned according to the following priority:
 - Annual University Events
 - Recognized Student Organization Special Events
 - Registered Student Organization Special Events
 - University Department, student focused Special Events and meetings
 - University Department Special Events
 - Recognized Student Organization meetings
 - Registered Student Organization meetings
 - University Department meetings
 - External organizations
- After the Early Bird request process, reservations will be processed on a first come, first served basis.