

## Guidelines for Reserving Space in the Turner Student Services Building, Student Services Arcade Building, and the Student Services Courtyard as of 8/09/23

Authority: Associate Vice Chancellor for Student Affairs, Dean of Student Support & Advocacy

Any University department that reports to the Associate Vice Chancellor for Student Affairs Dean of Student Support & Advocacy or the Associate Vice Chancellor for Student Success, Inclusion & Belonging, or is housed in either the Student Services Building (SSB) or the Student Services Arcade Building may reserve rooms 344 SSB, 306 SSB, or the Arcade room 143. Please find a list of the eligible units below:

- Office of the Dean of Students
  - Student Assistance Center
  - Student Legal Services
  - Office for Student Conflict Resolution
  - Off-Campus Community Living
- Student Success, Inclusion & Belonging
  - Fraternity & Student Affairs
  - New Student & Family Experiences
  - Testing Center
  - The Career Center
  - Illinois Leadership Center
  - Office of Minority Student Affairs
  - Student Engagement
  - Cultural Houses and Resource Centers
- Counseling Center
- International Student and Scholar Services
- Office of Student Financial Aid
- Student Affairs Shared Tech Services

### **Reservations**

Reservation requests are made by contacting the appropriate individuals. Reservations will be reviewed and considered by the appropriate office depending on the building room requested. The requesting unit will be notified within 5 days of the status of their request. Debbie Schoonover has building keys that can be checked out for temporary usage of building spaces.

Arcade contacts: Amy Wheeler and Julie Shaffer

SSB contacts: Lisa Randall (room 344), Debbie Schoonover (room 306), Theresa Kincaid (backup for both) and Julie Shaffer

Please provide us the information below so we can appropriately review your request:

- Name of requestor and their unit name.
- What is the size of the group? (if ten or fewer – has the individual requested 306 SSB?)
- What is the date of the meeting?
- What is the time of the meeting?
- Will arrangements need to be made to have the building doors unlocked?

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- Will the air handlers need adjustment based on the time of your event? (see page 3)
- If 306 SSB has been reserved, please confirm whether a laptop and/or projector and/or lync device is required and confirm that the unit is bringing equipment or confirm whether ODOS equipment is available.

The Student Services Courtyard will be offline indefinitely.

### **Guidelines**

1. An employee must be identifiable and present during the event to communicate with University personnel.
2. Activities may not disrupt or obstruct the operations of the department, nor may they block or provide an obstruction to any walkway, building entrance, or exit.
3. Permission must be granted for any use prior to 8:30am or after 5pm any weekday.
4. Permission must be granted for Saturdays, Sundays, or University holidays.
5. Food and drinks are allowed, but please throw away trash and clean the tables.
6. Reservation requests are process beginning on March 1 for the subsequent summer term.
7. June 1 for the subsequent fall term, and November 1 for the subsequent spring term. Reservations are accepted no more than 12 months in advance.
8. The Office of the Dean of Students reserves the right to cancel or change event reservations if necessitated by campus or unit emergencies.
9. If the reservation will not be used, please contact the appropriate unit, and cancel the reservation at least 24 hours in advance. Failure to do so may result in the suspension or loss of one's reservation privileges.
10. Any unit that does not properly return the space to the original condition may result in the suspension or loss of one's reservation privileges.
11. No outside unit may reserve conference room space or the courtyard without permission from the Dean of Students.

### **Setup & Cleanup**

If you are using the built-in audiovisual equipment, you only need to log into the computer with your NETID and Password. You must log out of the computer at the end of your event, or you run the risk of having your account compromised. If you have a room which requires a laptop, simply connect your device using the cables in the room.

Equipment (such as additional tables and chairs, stages, etc.) or any other setup not typical of the space reserved, may be reserved through Facilities and Services Public Function by calling (217) 333-1490. Fees may apply and these will be the responsibility of the reserving unit.

Groups are responsible for restoring the conference room space to its original condition upon the conclusion of the event. The unit will be responsible for all charges associated with the cleanup or damage to University Property.

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**Air handlers in each building are scheduled to run as follows.**

- Arcade
  - Monday through Friday 24 hours each day
  - Saturday 5:30am – 7:00pm
  - Sunday 6:00am – 7:00pm
- Turner SSB
  - Monday 3:00am – 8:00pm
  - Tuesday through Friday 4:30am – 8:00pm
  - Saturday 8:00am – 5:00pm
  - Sunday 8:00am – 5:00pm

**Locking and unlocking schedules for both buildings as of 8/9/23 (subject to change)**

**Turner Student Services Building**

7:30am – 5:30pm M, T & F (closed Sat/Sun)

7:30am – 7:00pm W & Th

**Student Services Arcade Building**

M-Th: 7:30am – 7:30pm

F: 7:30am – 5:30pm (closed Sat/Sun)

Buildings will be locked when the university is closed.

If you want to request a temporary change to the above locking and unlocking schedule, your request must be made by contacting Julie Shaffer or Connie Ellis for both Turner and the Arcade and Craig Cliburn for the Arcade by Wednesday at noon for this to be considered for the following Monday. The office of the registrar publishes daily event summaries here: <http://fms.registrar.illinois.edu/DailyEvents>. This is where you will see any special requests you have made.

If by chance the doors are not unlocked as requested, please contact the University of Illinois Police Department non-emergency number at (217) 333-1216. If your event is on the registrar's daily event calendar, then the UIPD will unlock the doors for you. You will also contact the UIPD non-emergency number if something goes wrong like a power outage, overflowing toilet, etc. as the UIPD can contact the staff from Facilities and Services that are on call to manage building issues that require immediate attention. Of course, in an emergency please call 911.