

Room Scheduling Policies for Requestors

Who Can Schedule?

- Student Organizations, university departments or groups who are integrally connected with USD, community members, camps, conferences, etc. may request a reservation at <http://rooms.usd.edu>.
- Organizations/departments/individuals having more than 50% of their attendees being non-USD affiliates must make their campus reservations through the Special Events Office in the Muenster University Center (605-677-5398).

Reservations

- Reservations shall be made on a first-come, first-serve basis. Groups shall have the right to request their room preference. These will be honored according to space requirements.
- Room reservation assignments may be changed under any of the following conditions:
 - In the event a small group has been assigned to a space large enough to accommodate, and needed by, a larger group.
 - In the event food service is needed and no other rooms are available for food service.
 - Any changes to room reservations will have at least 24 hours advance notice, and then only if other suitable space is available for the group being asked to move.
 - Notice of cancellation must be given 24 hours prior to the meeting time, or future reservations may be in jeopardy. If a cancellation is made after the room setup is complete, the organization or department will be charged a setup fee (\$50 minimum). If a change of set up is requested after the room is set up per prior instruction, a setup fee (\$50 minimum) will be charged.

Damages and Charges

- A housekeeping fee (\$50 minimum) will be charged to groups who have a function requiring excessive housekeeping/cleanup. Rooms should always be left in the condition in which they were found.
 - A setup fee may be charged to groups who have a function requiring excessive setup or for spaces outside the MUC.
- Any rooms or furnishings that are damaged will be billed on a cost basis to the organization responsible for causing the damage. The reserving individual or organization must follow all building and campus guidelines regarding posting materials on the walls, tables, etc. Please check building policies prior to altering the building in any form or fashion.

IT/AV Equipment Needs

- Any night/early morning/weekend/holiday reservations requesting technology or Information Technology assistance must be made one week prior to the start time of the event.

Muenster University Center

- Groups requesting use of the Muenster University Center Lounge or Pit will be limited to no more than 25 total tables. Additional tables (in the hall) may be reserved from the Information Desk, up to the maximum of 6 tables, if available.
 - Groups requesting use of the Lounge or Pit events will be limited to 4-hour events.
 - Groups requesting use of the Lounge or Pit for display purposes may be allowed to reserve the facility on the condition that the furniture remains in the lounge for student use. Maximum display time allowed will be seven days (not including setup and breakdown time). A seven day period is not guaranteed and is subject to approval by the Division of Student Services.

Dining

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- The University of South Dakota has an exclusive catering contract with U. Dining. Any event/meeting on the campus of The University of South Dakota that will require any food must be catered through U. Dining at 605-677-5899.