



## STUDENT CENTER COMPLEX (SCC) POLICIES; GROUP DEFINITIONS FOR RESERVATIONS

### COMMUNITY / ALUMNI

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Any group that is not a UM Department or Student Organization (see below). Registered student organizations and UM departments take priority over community reservations.

The alumni rate may only be used for personal rentals (e.g., weddings, birthday parties). Organizations pay the community rates regardless of UM affiliation.

### UM DEPARTMENTS

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In order for the reservation to be considered a departmental event the event must be fully planned and executed by the department. UM departments may make reservations for their meetings or ceremonies. The SCC does not provide space for classroom activities, study groups, or other academic gatherings more appropriate for a classroom setting. Registered student organization events take priority over other reservations.

The department rate is for UM departments or business units using the SCC for UM business with appropriate authorization to provide a UM account number to which all charges associated with usage may be billed. A department planning an event must be able to show that the majority, at least, (minimum 50%+1) of participants are members of the UM community. The presence of students does not constitute a student organization event.

Departments may make reservations ONLY for its own organization and may not reserve space for other groups or users. Departments may not make reservations on behalf of any other formal or informal group, club, or company; nor may reservations be made for purposes not consistent with the purposes of the reserving organization. Reservations may not be transferred to another organization.

### STUDENT ORGANIZATIONS

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In order for the reservation to be considered a student organization event, the event must be fully planned and executed by the student organization. Space in the SCC is available at no charge to COSO-registered student organizations, and approved graduate/law student organizations, as well as Student Life. (Student organizations must pay fees for equipment and fees assessed for additional services.) Miller School of Medicine student organizations pay departmental costs.

Registered student organizations may reserve rooms and equipment. A current officer, along with the president, must make a reservation from the registered student organization. Only the president of the organization can sign the rental contract. An officer of the student organization which made the reservation, must be present at all times during the scheduled event.

Student organizations may make reservations ONLY for itself and may not reserve space for other departments and/or community. Student organizations and their officers may not make reservations on behalf of any other formal or informal group, club, or company; nor may reservations be made for purposes not consistent with the purposes of the reserving organization. Reservations may not be transferred to another organization.

If an event is co-sponsored by two or more organizations, one primary organization will hold the reservation, all other co-sponsoring organizations must be listed on the original reservation (no "hidden" co-sponsorship).

### PEAK HOURS

*The priority for space is for the 300+ student organizations that we support. The SCC will be able to host your department and community event during "off peak" times: SU-TH morning until late afternoon, Friday and Saturday, or during times outside of the academic calendar.*