Ferguson Student Center Reservation Policy

Unit: Ferguson Student Center
Effective Date: 7/1/2020
Revision Date: 

Contact: Rosalind Moore-Miller
Title: Executive Director of Student Engagement

Purpose
This policy establishes expectations for the use of the Ferguson Student Center and surrounding grounds.

Policy
The use of the Ferguson Student Center facility and grounds, which includes the Ferguson Plaza, Crimson Promenade, and Ferguson lawn, (collectively “Ferguson space”) must be in accordance with Ferguson Student Center, Student Life, and The University of Alabama Guidelines and Policies as well as applicable laws. The University may enforce reasonable time, place, and manner restrictions on the use of Ferguson space that are viewpoint neutral. Further, the conditions of this policy will be administered in a manner reasonably designed to advance the mission of the institution, preserve the order necessary to conduct customary University operations and activities, protect the safety of persons and security of property, and maintain the aesthetic appearance of the campus.

The Director of the Ferguson Student Center and their staff will enforce the following policies. These policies apply to all Ferguson space. As noted, the Ferguson Student Center Director (or designee) will at all times retain the ability and sole discretion to deny, reschedule, end, alter, remove, or limit any event within an area covered by this policy. Any such decision to deny, modify, or cancel will be viewpoint neutral.

Ferguson Student Center venues may be available for booking during all building hours unless otherwise noted. Inquiries regarding event reservations can be made by contacting the Ferguson Student Center Reservations Office online, by phone at 205-348-2827, by email at reservation@sa.ua.edu, or by visiting our office at Ferguson Student Center Room 2602.

The Reservation Office assists customers in scheduling and planning for events using Ferguson space. This includes, among other things, room reservations, technical support, setup, and oversight of events. The office works with the customer to make their event successful and in accordance with state, university, and departmental rules and regulations.

General Facility Use
1. Subject to the limitations set forth in this policy and the Procedures for Use of the Ferguson Student Center Facilities and Grounds, Ferguson space may be available for reservation by the following user types:
   a. Registered Student Organizations
   b. University Departments
   c. Individual University Students
   d. University Guests (including non-university organizations, non-university individuals and student, faculty, staff, alumni for non-departmental or non-student organization use) if sponsored by a registered student organization or University department

   For further information see the “Reservation User Type” section in the Procedures for the Use of the Ferguson Student Center Facilities and Grounds.

2. All requests for the reservation of Ferguson space must be filed with the Ferguson Student Center Reservations
Office using the online request system. Rooms and facilities available for reservation are listed on the Ferguson Student Center Website.

3. The Director or designee has the authority to deny the proposed use of Ferguson space at any time, or to impose, at any time, limits on the scope, conduct, security needs or audience size of any event in order to carry out the provisions of these policies in a viewpoint neutral manner. The Director may also require, as a condition of use, the services of additional maintenance, technical, or security personnel. Rooms may be reserved prior to an event for decorating based on availability. See the “Decorating” section in the Procedures for the Use of the Ferguson Student Center Facilities and Grounds.

4. Ferguson Student Center reservations are considered confirmed only after the contract has been signed and the deposit, when required, has been received.

5. The customer, not the Ferguson Student Center or the University, is responsible for loss of or damage to any personal property of the customer, their guests, agents, employees or invitees, located within the Facility or on University property, before, during or after the term of the event.

6. All use of Ferguson space is subject to the requirements and limitations of Section D (General Provisions Applying to All Use of University Space), Section I (Use of Sound Amplification), and Section J (Posting Materials, Chalking, & Solicitation) of the University’s Facility and Grounds Use Policy.

Financial Obligations for Facility Use

1. Payment Schedule/ Deposit Amounts
   a. Registered Student Organizations: Payment in the amount of the full room rental is due five (5) business days from the date of holding the room. Deposits are non-refundable. If payment is not timely received, the event may be cancelled with a charge.
   b. University Departments: All University Departments are required to submit the Fund, Organization, Account & Program (FOAPAL) information that will be charged for the event when requesting a room. All reservations will be billed on a weekly basis using the FOAPAL submitted when making the room request.
   c. Individual University Students: Payment in the amount of the full room rental is due five (5) business days from the date of holding the room. Deposits are non-refundable. If payment is not timely received, the event may be cancelled with a charge.
   d. University Guests: Payment in the amount of the full room rental is due seven (7) business days from the date of holding the room. Deposits are non-refundable. Payment for remaining charges must be collected seven calendar (7) days prior to the event date or the event may be cancelled with charge.

2. Failure of an organization or individual to meet financial responsibility for damages incurred in a facility during the terms of occupancy, failure of such an organization or individual to reimburse the Ferguson Student Center for stipulated and required service, misrepresentation by an authorized representative in regard to a facility reservation request, or failure of officers, members or their guests to observe provisions of these Ferguson Student Center Reservation Policies may subject an organization or individuals to a denial of further use of facilities, services and programs within control of the Ferguson Student Center as well as discipline through the Office of Student Conduct, for students and student organizations.

3. Registered student organizations, University departments, and individual University students may not reserve space for other organizations for the purpose of lower rates or to extend limitations for reservations as outlined in this document. The organization or individual who holds the reservation must be primarily responsible for planning, implementing, and financing the event. The Ferguson Student Center reserves the right to evaluate and make final determination of appropriate rates. If intentional misrepresentation has occurred, this may result in suspension of reservation privileges in the Ferguson Student Center for the organization that holds the reservation, in addition to being charged the higher of the two rate structures.

4. Any unfulfilled financial obligation to the Ferguson Student Center may result in loss of reservation privileges, collection agency action, and/or charge to a University account.

5. Billing disputes must be submitted to the Ferguson Student Center Reservations Office, Ferguson Student Center Room 2602, within ten (10) business days of the invoice date in order to be reviewed.

6. Exceptions to any of the guidelines, policies, or fees mentioned in this document require the approval of the Ferguson Student Center Director or designee.
Scope
This policy applies to faculty, staff, students, and University guests who hold activities within the Ferguson space.

Office of the Vice President of Student Life

Signed: _____________________________ 7/1/2020
Steven Hood
Associate Vice President for Student Life