Reservations are permitted by S.A. chartered organizations, University recognized student & Greek groups, and Faculty/Staff. Space can be requested by visiting the R25 website at r25union.binghamton.edu

Eligible individuals or groups can request an R25 account by emailing: reserve@binghamton.edu

Additional policies and guidelines can be found at https://www.binghamton.edu/union/facilities/

Reservations are granted on a first come, first served basis. The following rules apply:

• Facilities cannot be reserved by an individual for personal use. Non-Binghamton University affiliated organizations may reserve space via the Conference and Event Services office at 607-777-6200.

• **Before the Add/Drop deadline**, certain restrictions apply:
  o To avoid academic scheduling conflicts, **non-University Union rooms** such as Lecture Hall (LH), Science 1 (S1), Fine Arts (FA), etc. may not be reserved Monday through Friday, **until after the Add/Drop deadline**. The first date to make those room requests for **non-University Union rooms** is **September 8th, 2016**.
  
  o University Union Classroom spaces may only be reserved for use after 4:30 p.m. Monday through Friday, to avoid academic scheduling conflicts. UU 120 may be requested after 6pm, Monday through Thursday and after 4:30pm on Fridays.

• Student organizations can designate **one person** from their group for access to the R25 reservation system.

• Student organizations are permitted to reserve one, one-hour meeting per week, for the first two weeks of classes. Student groups are also permitted only one weekly reoccurring meeting per semester. Weekly meetings can span up to 3 hours. If a group would like to have a second weekly meeting, they have to submit an individual meeting request the week before the requested meeting time.

• Reservation requests require a 24 to 48-hour turnaround time. Requests are processed Monday through Friday only.
MAJOR EVENTS

• When planning and reserving a room(s) for a major event, the organization or office will be required to speak with the following individuals well before the event in regards to specific requests. Events will remain ‘tentative’ until the following meetings have been held:

  o If a student group is looking to reserve the Mandela Room, Old Union Hall, or the group needs a special set up for UU 120 or UU 206 + UU 209, the Large Programming Space Request Form must be filled out. These spaces and types of requests cannot be scheduled through R25. The link can be found on the University Union B-Engaged page under the forms section: [https://bengaged.binghamton.edu/form/start/105338](https://bengaged.binghamton.edu/form/start/105338) and it can be found on the University Union website. The form will go live on the date that reservation requests are accepted.

  o **Room Set-Up (chairs, tables, stage etc.):** Meet with Orrin Kenyon, Assistant Director of Union Operations, UUW 205, okenyon@binghamton.edu

    ▪ Events may be subject to a set-up charge if the event begins before 10am.

  o **Microphones for Speaking Engagements:** Carl Darling, Assistant Director of Union, UUW 205, cdarling@binghamton.edu. Note: we do not provide speakers for concerts or major sound events, nor do we provide special lighting. For such needs, you may contact Binghamton Sound Stage & Lighting (BSSL) at bssl@binghamton.edu or 777-4144.

  o **If you are having any food:** Groups must have signed approval from the Sodexo Catering Office.

  o **Event Confirmation Meeting:** Groups must meet and get signature from Matthew Johnson, University Union Building Coordinator, UUW 205.

TABLING RESERVATIONS AND GUIDELINES

• Tables may be reserved in the MarketPlace & Tillman Lobby from the hours of noon – 4 p.m., Monday through Friday. There is no tabling outside those hours or any tabling on the weekends. Only one (1) table is permitted per group per week in the Marketplace, two in the Tillman Lobby. Groups are not allowed to table in the Library or Lecture Hall without approval from the building administrator of that building.

• Tabling sessions must be properly identified in the “Title” section of the R25 request, using one of these descriptive terms: 1. Information Tabling, 2. Bake Sale Tabling, 3. Item Sale Tabling, or 4. Ticket Sale Tabling. Failure to specify this information may result in a denied request and groups that misrepresent their tabling event (by reserving an information table and attempting to sell something during the session) will be given a warning with a second violation resulting in a loss of tabling privileges.

• For each day in both the MarketPlace and Tillman Lobby, there may only be 1 **bake sale table**, 1 **item sale table** and 1 **ticket sale table** per area.

• Acceptable items for bake sales include granola bars, brownies, cookies, cakes, breads, fruit pies, doughnuts, etc. Some food items that are not permitted are cream-filled pastries, éclairs, cream pies, etc. or any beverages including coffee and bubble tea. Food cannot be given away for free from any table.
• Item sales can include things like hats, mugs, water bottles, keychains, etc. Ticket sales are for student events only. On R25, when filling in the request, you must clearly state in the event description box what you are selling.

• If a table is reserved in the MarketPlace in a given week, the group must wait until that “active” table is completed before reserving another table for a future date. For example, if a group has a tabling session scheduled for the first Monday in October, they cannot have any tabling sessions in the MarketPlace before that date, and they cannot request any future tables in the MarketPlace until that first Monday has passed.

• Outside groups/vendors may only table on campus if they are sponsored by a student group, campus department or on campus office. They are required to pay a $75.00 vendor fee for use in the MarketPlace and/or Tillman Lobby. The vendor fee can be given to Carl Darling in UUW 205, payable to Foundation Account 50521. A receipt will be given for any payments received.

RESERVATION CONFIRMATIONS AND CANCELLATIONS

• Once a reservation is confirmed, a Confirmation Email will be sent to the requestor specifying the request title, date, time and location. Requestor should make sure it is correct and be sure to read through the confirmation for any additional information.

• Any Confirmation Email with special requests, such as speaking with UU staff about room set-ups or requesting a signature, must be completed at least 5 working days before the event. Last minute changes will not be guaranteed or may warrant cancelling the event.

• The only way to cancel an event through R25 is by emailing reserve@binghamton.edu and requesting that a specific event be cancelled. Attaching your confirmation to that cancel request is very helpful.

• Events in the large spaces that require set ups (UU 120, UU 206 and 209, Mandela Room & Old Union Hall) will carry a $50 cancellation charge if they are not cancelled 5 business days in advance.

OTHER RULES REGARDING RESERVATIONS AND EVENTS

• Outside food and beverages is not permitted in reserved facilities without written permission from the Sodexo catering office. Please note: Potluck meals are not permitted at all on campus for health and safety concerns, since there is no way to monitor the cooking of the food. Event requests for potlucks will be denied. If food is planned for the reservation, requestor must specify details in the “description” area on the on-line reservation form. If a group is found serving food without obtaining the necessary permission, a warning will be issued, followed by loss of reservation privileges for a second offense.

• Each group is responsible for any damage and the repair costs associated with it in reserved facilities. Groups must clean up after themselves (removal of food, excessive garbage, cleaning of spills) otherwise they may be subject to an excessive cleaning charge.

• Reservations for the Peace Quad, UU West Patio and the MarketPlace Fireplace Lounge require a mandatory meeting with Orrin Kenyon, Assistant Director of University Union Operations in UUW 205, prior to approval.

• University Union rooms are kept locked. Group should obtain entry by notifying staff at the appropriate UU Information Desk (UU Tillman Lobby or UU West). If the scheduled reservation is before 12 noon on a weekday, please visit the University Union office at UU-W205.
• Sound equipment requests for University Union rooms must be made through Carl Darling (Assistant Director of the University Union – UU-W205). For Sound equipment in buildings other than the University Union, contact the Educational Communications office (LH-B48).

• Groups are not permitted to move any furniture into the hallways of any building. Furniture in the hallways blocks access and is against fire code. Failure to abide can result in loss of reservation privileges.

• Lit candles are NOT allowed in any University facility without consent of the University.

• University Union staff is responsible for the coordination of room set-ups in the University Union only. If a group or office needs a specific set up in any building other than the UU, please contact Physical Facilities at 777-2226.

• When promoting events, groups are not permitted to hang flyers on walls, windows or scatter across tables or benches. There are designated event bulletin boards throughout the Union and on all floors that are available for event promotion. For large signs, permission must be obtained at the Office of the Dean of Students, UUW205. These posters can be hung over the stairwell (by M&T Bank) using painter's tape only. All other tapes damage the paint when removed. If damage is created by using the incorrect tape, the group will be billed a repair fee.