



UNIVERSITY UNION

Reservation Guidelines

UUW – 205

607-777-3303

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

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.
- **During the first 2 weeks of classes**, certain restrictions apply:
 - To avoid academic scheduling conflicts, non-University Union rooms (LH, S1, FA, etc.) may not be reserved until after the first two weeks of the semester have passed.
 - University Union Classroom spaces may only be reserved for use after 4:30pm M-F, to avoid academic scheduling conflicts.
- Student organizations can designate one person for access to the R25 reservation system.
- Student organizations are permitted to reserve only one weekly meeting per semester. Weekly meetings can span up to 3 hours.
- Reservation requests require a 24-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 as tentative until the follow meetings have been held:
 - **Room Set-Up (chairs, tables, stage etc.):** Must meet with Orrin Kenyon, Assistant Director of Union Operations, UUW 205, okenyon@binghamton.edu
 - **Microphones for Speaking:** 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 BSSL.
 - **If you are having any food:** Must get signature from Sodexo Catering Office
 - **Event Confirmation Meeting:** Must meet and get signature from Matt DeCarlo, University Union Building Manager, UUW 205, uubldmgr@binghamton.edu (email to set up meeting).

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TABLING RESERVATIONS AND GUIDELINES

- Tables may be reserved in the Tillman Lobby (UU East) from the hours of 12 noon – 4pm, Monday through Friday. Only one (1) table is permitted per group per week in the Marketplace, two in the Tillman Lobby.
- If a table is reserved in the Marketplace or Tillman Lobby in a given week, the group must wait until that “active” table is completed before reserving another table for a future date.
- Groups planning to sell an item (i.e. baked goods, jewelry, donuts, etc.) at their table **MUST SPECIFY** so in the “Title” on their tabling request on R25. Nothing may be sold at an information table. Groups that misrepresent their tabling event (by booking an info table and then attempting to sell something) will be given a warning and a second violation will result in a loss of reservation privileges. Only **1 “bake” sale** (i.e. cookies, brownies, cupcakes, candy, donuts, other snacks, etc.) is allowed per day and **1 “item” sale** (tickets to group sponsored events, clothing, decorations, etc) to prevent direct competition. There can be 1 bake sale and 1 item sale in the Marketplace and 1 of each in the Tillman Lobby. No food items can be given away for free on days that there are bake sales.
- Outside groups/vendors may only table on campus if they are sponsored by a student group/department, and they will need to pay a vendor fee. 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. (\$40 daily for inside the Union and \$50 daily for groups on UU Patio/Peace Quad).

RESERVATION CONFIRMATIONS

- 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.
- 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.

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.** 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 repair costs for any damage in reserved facilities.
- 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.

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- 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 hallways 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 express consent of the University.
- University Union staff is responsible for room set-ups in 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, 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 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.

Questions? Email us at reserve@binghamton.edu