

<b>Office of the University Union Policies and Procedures</b>	Subject: Reservable Space Policies & Information	Reference: V.M.
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## ROOM SET-UP STANDARDS AND SPECIAL SET-UPS POLICY

### **Standard Set-Ups**

The University Union Operations staff has established standard set-up options for each reservable area. Along with standards, a diagram book has also been established to illustrate additional set-ups that have been done successfully, while staying within room capacities.

Customers are highly encouraged to use one of the standards or one of the illustrated diagrams from the book in order to create the most effective use of staff, furniture, and space. The use of one of the standards or illustrated diagrams will guarantee the customer a “tried and true” set-up to maximize the quality of their event. This also ensures that no other area will be encumbered with furniture changes or conflicts. Regular, on-going reservations will be assigned space that is appropriate for the group and the type of set-up requested (i.e. conference style requests will be reserved in rooms where conference style is standard).

### **Special Set-Ups**

Set-ups customized to the customer's request are possible. Consultation with reservations regarding set-up details and limitation is necessary to design needs. If a customer requests a special set-up not included as a standard or approved option, there may be additional labor charges depending on the complexity of, and the time needed for, the special request. This will be determined by the Assistant Director-Building Services. We will, at all times, try to avoid additional charges to customers unless it is an extremely labor intensive set-up.

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