Procedure for Reservation of University of Illinois Springfield (UIS) Property

I. Purpose

The purpose of this procedure is to establish the conditions under which the university permits individuals and groups (each an "applicant") to reserve and temporarily use the University of Illinois Springfield (UIS) Property for an activity or event. This procedure does not govern the assignment of instructional space for class scheduling but does govern instructional space used for non-classroom purposes. Any fully executed agreement will govern the use of the space for that particular agreement. This procedure follows and incorporates all applicable UIS Policies, Procedures and Handbooks, including but not limited to the University of Illinois Springfield Expressive Activity Policy and the General Use of and Access to the University of Illinois Springfield Property Policy.

II. Scope

This procedure applies to any University Community Member using University of Illinois Springfield (UIS) Property.

III. Definitions

UIS Event Liaison is the individual(s) responsible for planning the event.

Facility Use Agreement is a formal agreement or contract between a university and an individual, group, or organization that outlines the terms and conditions for using university property for specific activities or events. The agreement ensures the appropriate use of university property and that all parties understand their obligations. Agreement templates can be found on the Facilities Scheduling website.

Risk Assessment evaluates a Special Event's management, operational, and technical safety and security needs using an objective review of the event and its factors. The university may require additional controls such as security, extra security measures, insurance, and additional mitigation requirements.

University Community Members means faculty, staff, students, registered student organizations, affiliates, or visitors.

University of Illinois Springfield (UIS) Property means all buildings, grounds, and other internal and external spaces owned, controlled, or leased by the university.

Venue Manager is the university officer or official appointed by the Chancellor or the Chancellor's designee to manage the use of venues for an activity or event and make decisions about using specific university property. Facilities and Services will manage the space with appropriate stakeholders if there isn't an appointed Venue Manager for the particular university property.

UIS Event Liaison is the Student Life staff member assigned to each RSO.

IV. Venues

A. All academic building spaces include classrooms, laboratories, conference rooms, lobbies, and other common areas.

B. Field Station at Lake Springfield

C. Department of Residence Life, including Homer Butler Commons, Lincoln Residence Hall, and Founders Residence Hall building

D. The Performing Arts Center is located in the Public Affairs Center and manages the Sangamon Auditorium, UIS Studio Theater, Brookens Auditorium, Public Affairs Center, first-floor conference rooms, second-floor lobby, and third-floor atrium.

E. Student Union

F. Campus Recreation, including The Recreation and Athletics Center (TRAC), Rec Park, and eSports venue in Founders Residence Hall

G. Outdoor Venues

H. All Athletic venues

I. Student Life Building (SLB) Gym

V. Reservation Procedures

A. The Venue Manager must approve reservations for the use of UIS Property by University Community members for an activity or event.

B. How to Reserve a University Facility or Space:
   1. Use Orbit Book A Space to contact the Venue Manager or office managing the facility or space you wish to reserve for availability and the required process/form(s) to reserve the venue or space.
   2. Registered Student Organizations must use UIS Connection to reserve space and must follow the RSO Handbook for all space uses.
   3. When reserving facilities for events or activities, the Venue Manager will consider:
      a. Whether the requested location is suitable for the event or activity.
      b. Other campus events/activities occurring at the same time/day/location; and
      c. Whether the criteria for a risk assessment are needed using the Risk Assessment Procedures.
   4. The Venue Manager/UIS Event Liaison will provide the applicant with a reservation form, or Facilities Use Agreement that defines the date, time, and location of the event or activity, expectations from the Risk Assessment Committee regarding needs for security, insurance, and safety regarding the event, the rental and service fees, and any additional special requirements.
   5. The reservation is not complete, and the event or activity is not permitted until both parties sign the agreement. The party reserving the space may not market or advertise the event until they receive a signed and approved agreement or both parties sign the Facilities Use Agreement. The venue manager has the discretion to give final approval for space use and may change it in case of emergencies or other circumstances.

C. Reasons for denying a reservation request may include, but are not limited to the following:

1. The venue or space is unavailable or unusable when requested.
2. The venue or space does not meet the general purpose of the activity or event.
3. The applicant is not eligible to reserve the requested space per university policies.
4. The applicant has not completed the reservation process as required by this procedure.
5. The request to reserve space contains a material misrepresentation or false statement.
6. The request does not include sufficient information or is not received sufficiently before the proposed event or activity to permit necessary security assessment and to determine the appropriate location.
7. The proposed use or activity is prohibited by law or proposes behaviors or conduct proscribed by this or other university policies.
8. The applicant is not in good standing based on previous damage to UIS Property and/or has not paid for repairs.
9. The applicant has previously committed significant or repeated violations of this procedure or university policy.
10. The use or activity would present an unreasonable health or safety risk
11. UIS Property is unavailable, and no reasonable alternative time or place is available.
12. The individual or group has not completed a Risk Assessment or has not agreed to the requirements of the Risk Assessment.

VI. Use Guidelines for Events Not Requiring a Facility Use Agreement

A. University Policies: Groups must comply with all terms of this agreement, as well as applicable laws and university policies, rules, and regulations, including those specific to the licensed facility. Information on university policies, rules, and regulations is on the UIS website.

B. Designated UIS Event Liaison. The individual requesting space is responsible for all guests and serves as the representative in charge of the rental or event. If this individual is absent, they must designate another representative before the rental or event. Please communicate relevant policies to your group before the event.

C. Clean-up. Groups must place all trash generated during their event in the provided trash receptacles. If they fail to do so, the university may charge additional fees to cover the extra clean-up required to return the space to its original condition.

D. Damages, Replacement, or Repair of University Property: Groups are liable for any damage to property or premises caused by their employees, agents, invitees, contractors, service vendors, or volunteers. The university may bill groups for costs associated with repairs, replacements, or additional cleaning and maintenance required due to damages. Any deposit paid may be applied toward these costs.

E. Publicity: Groups may use the University of Illinois Springfield name in publicity materials only to designate the event location, not to imply sponsorship or endorsement. Groups may not promote their event at the university until the university confirms the facility reservation. They may not place promotional signage on facility property before or during the event unless they coordinate with the Venue Manager.

F. Food/Beverages/Catering: UIS Food Services must provide all food and beverages for events unless they cannot meet the event's needs or the group obtains a waiver from UIS Food Services. See Dining Guidelines and Policies and Catering Menu. Groups must follow the university's Dining Guidelines and Policies when serving food or beverages in university spaces. Before the event, they must discuss food and beverage plans with the venue manager. Unless previously approved, the University of Illinois Springfield Food Service Department must provide all food and beverages served in university facilities. UIS Food Service requires menu selections at least two (2) weeks before the event and a guaranteed number of attendees for each meal at least four (4) working days before the event. Groups may not reduce this number within the 4-day window and must pay for all food prepared for the specified number, regardless of the amount consumed. Groups must also notify Food Services if participants plan to use the Cafeteria line. The Food Service Manager must approve any exceptions. Groups must sign a separate agreement with UIS Food Service personnel for these services.

G. Alcohol: Groups shall follow the University Alcoholic Beverages Regulations and Procedures Policy. Waivers to serve or for the sale of alcohol can be found in the Procedures section of the Policy. The sale and serving of alcoholic beverages on campus property is regulated by State statute, Board of Trustees Guidelines (October 15, 1987), and campus policy.

H. Tobacco-, Vape- and Cannabis-Free Campus Policy: The University prohibits the use of tobacco, vape, and cannabis products on all campus property at the University of Illinois Springfield, both indoors and outdoors. The sale, advertising, or free sampling of tobacco, vape, and cannabis products is prohibited on campus property. Littering the remains of such products or any other related waste product on campus property is prohibited. Licensee represents that they have read and understand the policy: Tobacco-, Vape- and Cannabis Free Campus Policy.

I. Parking: Groups shall comply with campus parking regulations, including rental spaces, meter enforcement, and other restrictions. Visit the Parking Operations website for more information. Groups desiring special parking arrangements must contact Campus Parking before the event. Fees may apply. All lots are subject to parking enforcement, including ticketing or towing. The venue manager is not responsible for parking citations.

J. Special Requests: Groups should coordinate all requests for equipment or setups with the venue manager at least two weeks before the event. Fees may apply. Requests made within 72 hours of the event may incur additional costs.

K. Accessibility: To help ensure accessibility in all programs, courses, and events, the accessibility guidelines are strongly encouraged. All UIS Event Liaisons should include requests for accommodation in their promotional and registration materials. An example statement: "Please contact (name, host department) at (phone number, email) to obtain disability-related accommodations to participate in this program/event. Early requests are strongly encouraged to allow sufficient time to meet access needs."

L. Cancellation Policy: To cancel a confirmed event, the group must notify the Venue Manager via email or contact the appropriate facility staff during regular business hours (Monday–Friday). The cancellation terms are as follows:
    1. Licensee Cancellations:
        a. Advance Notice: Rentals or events canceled more than two weeks in advance will not incur a cancellation penalty.
        b. Short Notice: If a group cancels a rental or event less than two weeks in advance, the university may charge 50% of the total rental or event fees.
        c. No-Show: The university will charge 100% of the rental costs if a group fails to attend a confirmed event.
        d. Weather-Related Cancellations: Outdoor reservations canceled due to inclement weather within 24 hours of the event will not incur charges. The group must monitor weather conditions and notify the appropriate facility staff of any cancellations or changes.
        e. Additional Costs: The Group will also be responsible for any services already performed up to the cancellation date and any non-cancellable obligations incurred on their behalf.
    2. University Cancellations:
        a. The university may change or cancel confirmed reservations to accommodate institutional requirements for scheduled instruction, officially sponsored meetings, or athletic events that arise after confirming a reservation.
        b. Alternative Arrangements: The University will make reasonable efforts to offer alternative facilities or dates to accommodate the event.
        c. Refunds: If the university cannot accommodate the event, it will issue a refund of payments received within eight weeks of the cancellation.
        d. Termination of Agreement: Once the university issues a refund, the agreement will terminate, and neither party will have further obligations.

M. Guests. The UIS Event Liaison will determine the appropriate admissions protocol for events sponsored by university departments or outside groups. The UIS Event Liaison is responsible for all external guests, who must follow university policies, including directives and safety protocols established during risk assessments.

N. Staffing. The Venue Manager may require university staff for all events involving equipment setup and use. Additional university staff may be required for events held outside operating hours. The group must arrange specialty staffing before the event, and the university will charge an additional fee. The Venue Manager must approve these arrangements. Staffing requests and fulfillment must comply with contractual obligations, university policy, and any requirements or directives established during the risk assessment.

O. Decorations: Decorations may not compromise public safety or create a risk of property damage. They must not interfere with access to entrances/exits. Decorations must be free standing, including signs. Using duct and packing tape is prohibited on any door, door frame, wall, or ceiling surface. The UIS Event Liaison may use gaffer tape with the approval of the Venue

Manager. Using nails, tacks, staples, scotch, duct, packing, or other materials to secure items to any floor surface is prohibited. Groups may use poster putty to secure decorations. Groups must remove all decorations, including putty. No candles or open flames, no signage or decorations, including glitter or confetti, are permitted without the approval of the Venue Manager. The facility does not provide any supplies. Using lifts, trucks, tractors, ladders, or other assistance apparatus is prohibited. Failure to do so may result in additional fees being assessed to cover the extra clean-up or repairs required to return the space to its original condition.

P. Protection of Minors: Groups shall follow the university policy for the Protection of Minors.