



Aztec Student Union Reservation Priority Policies

LAST UPDATED: May 2015

Reservation Priority

Aztec Student Union facilities, including all meeting and event spaces at the Union plus Scripps Cottage & Scripps Patio may be reserved by Associated Students Departments, Associated Students Boards & Committees, Recognized SDSU Student Organizations, University Departments, and Off-Campus Organizations.

The Reservation Priority is determined in the following order and allows organizations to reserve space no earlier than the period indicated. All requests may only be submitted for the exact day of their event.

Organizations and/or Events that can reserve 2 Years in Advance:

1. A.S. Student Groups
2. A.S. Departments
3. Explore SDSU
4. New Student and Parent Orientations
5. San Diego State University Commencement Ceremonies

Organizations and/or Events that can reserve 1 Year in Advance:

1. Recognized SDSU Student Organizations

Organizations and/or Events that can reserve 5 Months in Advance:

1. University Departments

Organizations and/or Events that can reserve 3 Months in Advance:

1. Off Campus Organizations

Quantities of Reservations

In order to maximize room availability and to serve the greatest number of recognized SDSU Student Organizations and University Departments, the Aztec Student Union allows a maximum

of **3 current RESERVATIONS at any given time per Semester.** (A Reservation is considered as a single booking)

- Fall Semester is considered the period of time from the first day of Fall Semester to the last day of the Winter Break, as defined by the University Academic Calendar.
- Spring Semester is considered the period of time from the first day of Spring Semester to the last day of the Summer Break, as defined by the University Academic Calendar.

The following are the only customers and/or specific programs who have an exception to the 3 Current Reservations per semester policy:

1. A.S. Student Groups
2. A.S. Departments
3. New Student and Parent Orientations and Family Weekend
3. San Diego State University Commencement Ceremonies
4. SDSU Convocation and Explore SDSU
5. Student Organization High School Conferences
6. Student Organization Regular Meetings

Priority Policy Requests

A request for the Reservation Priority Policy to be waived can be made by submitting a Reservation Priority Policy Waiver Request, along with a cover letter, to the Aztec Student Union Assistant Director for review. After reviewing the waiver request and cover letter for accuracy, the Aztec Student Union Assistant Director will forward the waiver request to the Vice Commissioner of Operations of the Aztec Student Union Board. The Vice Commissioner of Operations of the Aztec Student Union Board will review the request and either decline the request or present it for voting consideration to the Operations Subcommittee of the Aztec Student Union Board. If declined, the Vice Commissioner of Operation of the Aztec Student Union Board will notify the customer. If presented for voting consideration, the Aztec Student Union Assistant Director will notify the customer of the voting results. Please allow a minimum of 3 to 4 weeks for processing.

Once your waiver requests is approved:

1. Recognized Student Organizations will be charged a cancellation fee equivalent to the room rental of the spaces reserved if they cancel within 4 Weeks of their reservation date. If this reservation cancellation involves the use of an organization's Complimentary Room Rental(s) ("Comp(s)") then the "Comp(s)" will be applied to this cancellation and forfeited for use at another time by this organization.
2. University Departments will be required to secure a University and/or SDSU Foundation Purchase Order for the initial cost proposed on the Reservation Agreement to retain these reservation requests. Confirmation of a Purchase Order will be required within 10 Business Days of the approval date or the reservation request(s) will be subject to automatic cancellation.

3. Off Campus Organizations will be required to submit a non-refundable security deposit equivalent to the room rental of the spaces reserved to retain these reservation requests. Security deposits must be made in the form of a Check or Money Order. Payment will be required within 10 Business Days of the approval date or the reservation request(s) will be subject to automatic cancelation.

Priority Policy Appeals

An appeal may be filed for Reservation Priority Policy Waiver Requests that have been denied. The appeal must be submitted to the Aztec Student Union Assistant Director in the form of a detailed letter outlining the reason for the appeal. After reviewing the appeal letter for accuracy, the Aztec Student Union Assistant Director will forward the appeal letter to the Vice Commissioner of Operations of the Aztec Student Union Board. The Vice Commissioner of Operations of the Aztec Student Union Board will review the appeal and either decline it or present it for voting consideration by the Operations Subcommittee of the Aztec Student Union Board. If declined, the Vice Commissioner of Operation of the Aztec Student Union Board will notify the customer. If presented for voting consideration, the Aztec Student Union Assistant Director will notify the customer of the voting results. Please allow a minimum of 3 to 4 weeks for processing.