Aztec Student Union Reservation Priority Policies

FOR AZTEC MESA & SCRIPPS COTTAGE

REVISIONS to the approved 08/31/09 document
by Associated Students Executive Committee
for the former Aztec Center approved
by Associated Students Executive Committee on 08/27/12

Reservation Priority

Aztec Student Union facilities, presently Aztec Mesa Modular Trailers, Scripps Cottage & Patio, may be reserved by Associated Students Departments, Associated Students Boards and 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 to the exact day of their event.

2 Years in Advance

- Associated Students Department
- Associated Students Boards and Committees
- San Diego State University Commencement Ceremonies
  (Ceremony must be officially recognized by President’s Office)
- Explore SDSU
- New Student and Parent Orientations

1 Year in Advance

- Recognized SDSU Student Organizations
5 Months in Advance

- University Departments

3 Months in Advance

- 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 Summer Break, as defined by the University Academic Calendar.

The following customers and/or specific programs have an exception to the 3 active Reservations per semester policy:

- Associated Students Departments
- Associated Students Boards and Committees
- San Diego State University Commencement Ceremonies (Ceremony must be officially recognized by President’s Office)
- SDSU Convocation and Explore SDSU
- New Student and Parent Orientations and Family Weekend
- Recognized Student Organization Weekly Meetings
- Recognized Student Organization High School Conferences (sponsored by Cross Cultural Center)

ReservationPriority Policy Waiver Request Process

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 Associated Students Executive Vice President. The Associated Students Executive Vice President will review the request and either decline the request or present it for voting consideration to the Associated Students Facilities Board. If declined, the Associate Students Executive Vice President 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 the Associated Students Facilities Board approves your waiver request:

- Recognized Student Organizations will be charged a cancelation fee equivalent to the room rental of the spaces reserved if they cancel within **4 Weeks** of their reservation date. If this reservation cancelation involves the use of an organization’s Complimentary Room Rental(s) (“Comp(s)”) then the “Comp(s)” will be applied to this cancelation and forfeited for use at another time by this organization.
- 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 Associated Students Facilities Board approval date or the reservation request(s) will be subject to automatic cancelation.

**Reservation Priority Policy Waiver Appeal Process**

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 Associated Students Executive Vice President. The Associated Students Executive Vice President will review the appeal and either decline it or present it for voting consideration by the Associated Students Facilities Board. If declined, the Associate Students Executive Vice President 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.