

# Policy: Room Reservation Process & Priorities

The University of North Texas' University Union is committed to providing event and meeting spaces to students, faculty, staff, and the community. Our priorities are events that 1) focus on student engagement, 2) events provided by on-campus partners, and 3) supporting community events. To ensure we are able to provide quality services, appropriate staffing, and optimal space usage, we are adopting a more structured reservation process for event and meeting spaces in and around the Union.

## Foundational Events

University of North Texas' Foundational events are those events that with the support of University Administration will be scheduled as far in advance as possible. Foundational events include, but are not limited to, New Student Orientation, Homecoming, Convocation, Ring Ceremony, Commencement, First Flight Week, Mean Green Fling, Board of Regents' Meetings, Founder's Day, University Day, Alumni Awards, etc.

## Special Events

Special Event reservations include, but are not limited to, banquets, dances, receptions, socials, large seminars, fairs, etc. To qualify as a Special Event, the reservation must be utilizing one or more of the following Special Event Spaces: Ballroom 314 (two or more sections), Ballroom 333 (two or more sections), the Lyceum, Syndicate, South Lawn (all), and Library Mall (one or more full sections), and meet at least one of the following criteria:

- Include attendees outside of your organization/department/college
- Recur annually on or near the same time of year
- Include guest speakers, performers, and/or other contracted vendors

Special Event reservation requests will open to departments and student organizations the first Monday of April and will include any reservation through the last week of May of the following year e.g.:

- On 04/1/24 reservations open and reservations can be made through 05/31/25.
- On 4/7/25 reservations open and reservations can be made through 05/31/26.

Starting the first Monday in May, Special Event reservations will open for community event requests.

## Semesterly Requests

Any other event or meeting scheduled by a department or student organization will be considered semesterly requests and may include reoccurring meetings, interviews, trainings, and one-time event requests that do not meet the Special Event criteria.

Semesterly Requests can be made in accordance with the following timeline:

- **Fall:** starting the third Monday in July and will include any reservation through December 31<sup>st</sup>.
- **Spring:** starting the second Monday in November and will include any reservation through August 31<sup>st</sup>

\*All Student Organization reservation processes, policies, and procedures still apply.

After this reservation period has been open for two weeks, these spaces will be open for community events.

## Community Event Requests

Community Event Requests are defined as any reservation request from off campus groups or individuals requesting to reserve UNT Union managed spaces including but not limited to weddings, outside meetings, reunions, celebrations, services, etc. Reservations will require a Facilities Use Agreement and be accompanied by fees and appropriate charges. Community event requests can start being scheduled on the first Monday of May. Reservations can be made through the last week of May of the following year.