

## Registered Student Organization Scheduling Guidelines

1. Requests for Touch of Nature Environmental Center space by Registered Student Organizations (RSOs) must be made by a certified officer through Touch of Nature's Scheduling Services.
2. RSOs pay the "On-Campus" rate for rooms, buildings and cabins. See the Scheduling Room and Lodging Rates guide for pricing.
3. University departments and off-campus organizations are not allowed to schedule facilities for use by RSOs. Likewise, RSOs are not allowed to schedule for anyone other than their individual group. Misuse of scheduling policies will result in the loss of scheduling privileges, possible cancellations, and fees at the rate applicable to the group which actually occupied the room.
4. Any equipment or service fee, must be paid for in advance before approval will be granted. Scheduling Services will provide a fiscal officer form with estimated fees to the RSO's scheduling officer. They must then secure a fiscal officer signature from Student Life with account information and return the signed form to Scheduling Services a minimum of ten business days prior to the event. If paying with cash, check or card the RSO's scheduling officer may sign the form as a delegate.
5. Scheduling Services reserves the right to cancel any reservation if it conflicts in any way with the general policy of the University or Touch of Nature Environmental Center regarding meetings on campus.
6. All Hall cancellations made by an RSO with less than a three-week notice will be charged room rental fees at the RSO rate. Hall spaces include Freeberg Hall, Burke Lounge and Schafermeyer Hall. All other room cancellations made with fewer than two business days' notice will be charged room rental fees at the RSO rate.
7. RSOs hosting large-scale complex events may be required by Scheduling Services to have an advisor present at the event.
8. Organizations generating funds in support of a scheduled event will be charged room rental at the RSO rate with a signed fiscal officer form. All funds received will be collected by Scheduling Services staff the night of the event and will be deposited to the RSO account in Student Life on the following business day.
9. RSOs scheduled to use Touch of Nature Environmental Center facilities will be responsible for the proper use of the facilities, furnishings and equipment in the scheduled areas by all guests attending the function. In addition to rental fees and labor fees, housekeeping fees will also be assessed when reserved areas are damaged or require excessive clean-up. The excessive clean-up fee is a \$50 minimum.
10. Moving and rearranging furniture is not permitted and will result in additional fees. If you request to change the room setup the day of your event, there will be a reset fee applied to your contract.
11. There will be a 50% room rental discount for RSOs hosting charitable or philanthropic events. The activity must be registered in Student Life as a charitable or philanthropic event.

12. Alcohol is not allowed at any RSO sponsored event held at Touch of Nature Environmental Center. Events co-sponsored with departments allowing alcohol, must be reserved and paid for by that department.
13. Along with all rules, regulations, and policies of the University, all applicable federal, state, and municipal laws and ordinances will be observed and enforced in the facilities.
14. All RSOs must adhere to all other scheduling policies as outlined by Touch of Nature Environmental Center.