



## University Chapel Policy

The Student Center Reservations Office is located in room 1115 on the first floor of the Melton Student Center. Staff are available from 7:45 a.m. – 4:45 p.m., Monday through Friday, to answer questions regarding events in the University Chapel.

### RESERVATIONS TERMS & CONDITIONS

- Facility requests (requiring no special equipment or personnel) should be submitted at least 15 business days prior to the date of the meeting or event. Requests for events requiring special equipment, personnel, services, or Auburn University Department of Campus Safety and Security, must be submitted at least 30 business days in advance. Requests submitted after these time periods may be declined.
- If your reservation is accepted an agreement will be e-mailed to you. Events without a signed agreement 2 business days prior to the event may be cancelled.
- Requests for changes to the reservation(s) should be made to the Student Center Reservations office 2 business days prior to the event by the individual responsible for the reservation(s).
- Groups should not change room reservations with other groups. Changes to reservations should be made by the Student Center Reservations office.
- Account numbers for billing should be given to the Student Center Reservations office prior to the event. If an incorrect account number is given, the customer will be responsible for requesting the necessary corrections.
- Failure to comply with Harold D. Melton Student Center [policies and procedures](#) may result in termination of meeting privileges. Groups misrepresenting an event may be subject to a fine and/or loss of privileges.
- Reservations are allocated on a first-come, first-served basis to ensure fairness and accessibility for all users. Tentative Series reservations, often referred to as 'blanket bookings' or practices that dominate the use of space, are strictly prohibited. Additionally, recurring meeting reservations in large event spaces are not permitted to prioritize access for events with broader impact and greater demand. Compliance with these guidelines helps us manage resources effectively and equitably.

Harold D. Melton Student Center reserves the right to require security at certain events.

### CANCELLATIONS

All cancellations requiring a refund must be submitted to the Student Center Reservations office in writing at least 30 days prior to the event date to receive a partial refund. A \$25 processing fee will be deducted from your refund. Cancellation letters must be from the person who made the payment and reservation and must include the requestor's name and home address.

Other reservations cancellations must be made 2 business days in advance of the event. Customers failing to cancel an event with the Student Center Reservations Office will be charged a no-show fee. Customers who cancel within 2 business days will incur a late cancellation fee.

### DECORATIONS & DAMAGES POLICY

Decorations used within the University Chapel should be free standing. Decorations should not be left in the space when the event is over. Decorations left in the space may incur a removal fee. If you are using a third-party vendor for decorations, please work with them to determine the best time for deliveries and pick-ups. University Chapel customers are responsible for opening the chapel for vendors.

#### *Prohibited Items and Actions*

- Tape, nails, glue or other adhesive material meant to affix signs and/or decorations to walls, doors, and other flat surfaces
- Glitter/confetti



STUDENT CENTER

STUDENT AFFAIRS

- Open Flames (candles, pyrotechnics, etc.)
- Sand
- Water pools
- Food and beverages
- Moving and/or altering furniture, fixtures, and banners present in the University Chapel
- Placing items in or on the organ console

### **PAYMENT**

Payment for meetings or events sponsored by university departments or registered student organizations is due within 30 business days of the event. Payment must be made by the sponsoring organization.

Non-profit and commercial organizations are required to pay for reservations in advance. For your convenience we accept payment by university fund organization expenditure payment (FOAP) account number, check or credit card (Visa, MasterCard, Discover Card, and American Express).

Departments or organizations with past due invoices will not be allowed to hold future events until all delinquent amounts are paid in full, with the possibility of canceling existing events.

### **PARKING**

Parking in the Chapel parking lot is by permit only. Questions regarding parking should be directed to the Auburn University Parking Services, (334) 844-4143 or <http://www.auburn.edu/parking>. Metered parking is also available on Thach and College streets.