



## **Outdoor Event Reservation Procedures** **Haley, Roosevelt, and Thach Concourses; Open Air Forum and Quad Entrance Patio**

### **RESERVATIONS TERMS & CONDITIONS**

- Reservation requests are submitted online via [www.mymazevo.com](http://www.mymazevo.com). Please submit requests at least 3 business days in advance of the event. Requests submitted after this time period may be declined. If your event is approved, please print out the permit generated from AU Involve and keep it with you at your event.
- Student Organization reservations should be submitted to AU Involve at least business days prior to the event. Information submitted after this time, may incur extra fees.
  - Changes to event duration. If the space is no longer needed for the reserved amount of time or if more time is needed, please work to inform Student Center Reservations staff.
  - Reservations cancellations. Customers failing to cancel an event with the Student Center Reservations office may be subject to a no-show fee.
- Groups needing a table or chairs should contact the Facilities Division at 844-4357 at least 24 hours in advance or provide their own table and chairs. The Melton Student Center has tables we can put out for you on Haley Concourse if tabling between the hours of 10 am and 2 pm. There may be a small fee for this service.
- Tabling hours are as follows:
  - Monday – Friday: 8 am to 4:30 pm
  - Saturday – Sunday (excluding home game weekends): 11 am to 4:30 pm
  - Tabling Hours are subject to change
- Electrical Outlets are not accessible for tabling events.

### **DECORATIONS & DAMAGES POLICY**

Decorations used during outdoor events should be free standing. Decorations should not be left when the event is over. Decorations left after outdoor events may incur a removal fee. Auburn University is not responsible for any items left behind after an outdoor event has ended.

#### *Prohibited Items and Actions*

- Tape, nails, glue or other adhesive material meant to affix signs and/or decorations to walls, walkways, and other flat surfaces
- Glitter/confetti
- Open Flames (candles, pyrotechnics, etc.)
- Chalk or Sidewalk Decals

Food is allowed and must be prepackaged, sealed, and purchased from USDA/FDA approved companies. Outdoor food preparations must adhere to the Alabama Department of Health, Food Service Guidelines (guidelines can be found at <http://adph.org/foodsafety/assets/TempEvents.pdf>).

### **PAYMENT**

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

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, cash, 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



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delinquent amounts are paid in full, with the possibility of canceling existing events.

**PARKING**

Parking on campus 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>.