



Outdoor Event Reservations Procedure

Campus Green, Cater Lawn, Amphitheater, Upper Quad, Garden of Memory, Cater Hall Steps and NPHC Legacy Plaza, Melton Student Center Patio

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 outdoor venues.

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.
- The following information should be submitted to the Student Center Reservations office at least 2 business days prior to the event. Information submitted after this time, may incur extra fees.
 - A signed space agreement. Events without a signed agreement 2 business days prior to the event may be cancelled.
 - 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.
- A \$75 refundable clean-up deposit is due before the event. Customers can pay the deposit with check, cash, or a department account number. Deposits may be rolled from event to event in a single semester. **Deposits will not be held for more than one semester.** Customers may also pick-up deposits after each event and bring a new deposit before the start of their next event.
- Groups should not change outdoor 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.
- All campus events are subject to the [Campus Events Policy](#) and the guidelines within. Events meeting certain qualifications will need to be registered in the [Campus Event Planning System](#).
- Events that require registration and approval via the [Campus Event Planning System](#) are subject to cancellation if the event is not submitted or the submission is denied.
- Groups are responsible for the clean-up of outdoor space after the event. If decorations and/or food are left in a space and/or the space requires extra cleaning, the cleaning deposit will not be refunded.
- Tents are permitted at outdoor venues with prior approval. If tents will be present, [please complete a tent permit request](#).
- Vehicles are not allowed on outdoor spaces. If trucks are needed for delivery, please coordinate delivery times and locations with [Auburn University Parking Services](#).
- If power is needed for an outdoor event, a generator is preferred. University utilities may be used if cords are covered and clearly marked. To request permission to use utilities contact Auburn University Facilities (334-844-4357).
- Auburn University Outdoor Spaces are accessible for individuals with disabilities. Please send requests for assistance in providing special accommodations to Student Center Reservations office by phone at 334-844-1320 or email at reservations@auburn.edu no later than one week prior to



the event. 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 requests may be made in person by phone (334-844-1320), by email (reservations@auburn.edu), or in person (office 1115 in the Melton Student Center).
 - Reservations are made on a first come, first serve basis. Tentative Series reservations (“blanket booking”) are not allowed.
- Harold D. Melton Student Center reserves the right to require security at certain events.

EQUIPMENT &SET-UP NEEDS

Customers are responsible for providing their own tables, chairs, staging, and audio-visual/sound equipment, or requesting them from an outside vendor. Some equipment may be requested through Auburn University Facilities. [Please complete a work order at least 7 business days prior to your event.](#)

Groups using amplified sound as part of their outdoor events will need to apply for an [amplified sound permit](#). Amplified sound is permitted during the following hours:

- Sunday-Thursday: 5 pm – 10 pm
- Friday: 5 pm – midnight
- Saturday: 8 am – midnight
- Monday-Friday: 8 am – 5 pm (Decibel restrictions)

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](#).

PAYMENT

Payment for meetings or events sponsored by university departments or registered student organizations is due before 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 delinquent amounts are paid in full, with the possibility of canceling existing events.



STUDENT CENTER

STUDENT AFFAIRS

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>.