



## Facility Use Policy

### **Overview of Scheduling Policies**

Students, faculty and staff may request to reserve meeting rooms and classrooms by going to <http://rooms.usd.edu>. Non USD-affiliated persons and groups will need to call the Event Planning and Scheduling office at 605-677-5464 to request to reserve meeting rooms.

### **Meeting Room Scheduling Policies**

#### 1. Introduction

- a. Meeting rooms on the campus of The University of South Dakota are available for reservation to both USD-affiliated persons and groups (e.g., recognized student organizations, university departments or groups who are integrally connected with USD), and non USD-affiliated persons and groups (e.g., community members, camps, conferences, etc.)
- b. Students, faculty and staff may request to reserve meeting rooms and classrooms by going to <http://rooms.usd.edu>. Non USD-affiliated persons and groups will need to call the Event Planning and Scheduling office at 605-677-5464 to request to reserve meeting rooms.
- c. All meeting rooms are scheduled by the Event Planning and Scheduling office with the exception of:
  - i. All events in Med School Vermillion spaces, other than Lee Med 102, 110, and 201, are scheduled by Med School Vermillion ([LeeMedEvents@usd.edu](mailto:LeeMedEvents@usd.edu)).
  - ii. All events in Med School Sioux Falls spaces are scheduled by Med School Sioux Falls staff ([SFMedrooms@usd.edu](mailto:SFMedrooms@usd.edu)).
  - iii. Reading rooms in the Library are scheduled by Library staff ([libraryrooms@usd.edu](mailto:libraryrooms@usd.edu)).

#### 2. Reservations

##### a. General

- i. All room/event reservation requests must be received at least 72 hours prior to the event (consistent with *BoR 6:13(3)(D)(3)*) and completed during regular working hours Monday through Friday 8 a.m. to 5 p.m. Central.

##### b. USD Affiliates

- i. Recognized USD student organizations and university departments shall have priority on space on the campus of the University of South Dakota.
- ii. Official USD organizations, departments, and divisions may submit fall and spring reservation requests between April 1<sup>st</sup> and April 30<sup>th</sup> of the preceding academic year. After April 30<sup>th</sup>, outside organizations and individuals may submit fall and spring reservations for the following academic year.
- iii. USD-affiliated persons and groups requesting the use of The University of South Dakota must complete the online reservation form at <http://rooms.usd.edu>. The form must be completely filled out for the request to be processed and confirmed. Any form submitted without the complete information will be returned to individual making the room reservation request, delaying your event reservation request.

##### c. Non-USD Affiliates

- i. Organizations, departments, and individuals having more than 50% of their attendees be non-USD affiliates must make their campus reservations through the Event Planning and Scheduling office at 605-677-5464.





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6. Information Technology Services (ITS)
  - a. Any night/early morning/weekend/holiday reservation requests that include technology or Information Technology assistance must be made one (1) week prior to the start time of the event.
  - b. Reservation requestors are responsible for reserving, picking up, and returning technology that is not included as part of the room reservation.
    - i. Only Smart Classrooms include computers with the room reservations. All other room reservations do not include computers. Laptops should be reserved separately through the ITS Help Desk.
    - ii. Information Technology assistance is provided as part of your room reservation in the MUC, Aalfs Auditorium and Farber Hall only. Additional arrangements for technology assistance should be arranged by the room requestor with the ITS Help Desk.
    - iii. Lighting, staging and sound assistance in Aalfs Auditorium is not managed by ITS and is not included as part of any room reservations. Requests for assistance with lighting, staging, and sound should be made to Central Scheduling at 605-677-5464 or [scheduling@usd.edu](mailto:scheduling@usd.edu).
  - c. For questions, please contact the ITS Help Desk
    - i. ID Weeks 104
    - ii. [helpdesk@usd.edu](mailto:helpdesk@usd.edu)
    - iii. 605-658-6000
7. Food Service
  - a. The University of South Dakota has an exclusive catering contract with Aramark's Campus Catering. Any event/meeting on the campus of the University of South Dakota that will require any food must be catered through Campus Catering. You can contact Campus Catering at 605-677-5899.
8. Grounds/Facilities Management Needs
  - a. Grounds and Facilities Management needs must be communicated to the Event Planning and Scheduling office at least one week in advance of the start of the room reservation.
    - i. Please work with the Event Planning and Scheduling office rather than directly with Grounds, FM or UPD so that we can arrange delivery and pickup times and communicate with all affected departments.
    - ii. A university department index or account number will be requested if the desired service will incur charges.
    - iii. Examples of these needs include: 8' tables (outside of the MUC), extra garbage bins, additional power needs, door unlock requests, etc.
9. Appeals
  - a. In the instance of an event request denial, private parties have the right to appeal the denial by filing a signed, written appeal to Kim Grieve, Vice President of Student Services/Dean of Students ([deanofstudents@usd.edu](mailto:deanofstudents@usd.edu) or 605-577-5331).
  - b. The completed written appeal must be received within five (5) working days after the denial was communicated, transmitted, or deposited in the mail.
  - c. The institution will respond to such appeals within two (2) working days after receipt by the institution.
10. Contact Information



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- a. Event Planning and Scheduling
  - i. MUC 205
  - ii. [scheduling@usd.edu](mailto:scheduling@usd.edu)
  - iii. 605-677-5464
- b. ITS Help Desk
  - i. ID Weeks 104
  - ii. [helpdesk@usd.edu](mailto:helpdesk@usd.edu)
  - iii. 605-658-6000
- c. Campus Catering
  - i. MUC 205
  - ii. [catering@usd.edu](mailto:catering@usd.edu)
  - iii. 605-677-5665

### 11. Links

- a. SDBOR Facilities Use by Private Parties Policy <https://www.sdbor.edu/policy/6-Facilities/documents/6-13.pdf>
- b. USD Room Reservations website <http://rooms.usd.edu>