

# **Studio Reservation Policy**

## **A. Definition of Terms**

**I. Student Organization:** The term organization means any number of persons who have complied with formal requirements of becoming an organization, as described and recognized by USD Campus Life. A complete list can be found at <http://www.usd.edu/campus-life/student-services/student-organizations/> . Fraternities, sororities, club sports, honor clubs, and departmental associations are all considered organizations.

**II. Student/Student Group:** The term group means 1-3 students who have not yet complied with the formal requirements of becoming an organization. Any group that has more than 50% of its members within a recognized student organization will be considered a student organization.

**B. Request Process:** Organizations, individuals, and groups wishing to reserve room 109, room 112, and room 113, for use must complete a Student Group/Student Organization Reservation Request Form (Appendix) by Thursday for the following week (Monday-Sunday). Reservation requests must be reviewed and approved by office personnel. Reservations can be scheduled for one month in advance by the last Thursday of the month. After review, a USD Wellness Center representative will contact the group/organization representative provided on the request form within 48 hours prior to the reservation date. In the case of a no show for a reserved time, this reservation will not be rescheduled in the same week.

**C. Payment:** Each organization, individual, or group may reserve space at no charge for no more than 3 hours per week. If wanting to reserve additional space, the organization, individual, or group must pay a rental fee of \$15/hour for the use of room 112, or room 113.

## **D. Room Policy**

**I. Admittance:** Those with a reservation must check-in at the Front Desk to ensure their reservation is valid. A USD Wellness Center staff member will walk down and unlock the reserved area for the reservation period.

**II. Exiting:** At the end of the reservation, a USD Wellness Center staff member will check the room for litter and damages beyond the normal wear and tear. If such is found, the organization, individual, or group who made the reservation will lose their reservation privileges for one week for the first offense. If this is found to be a continuous occurrence, the suspension of privileges will be extended and a fine may be charged.