

## RSO Reservations FAQ & Fees

### Frequently Asked Questions

*How many Special Events can we reserve per quarter?*

- Each RSO is allotted 3 Special Events per quarter. Beginning the second week of the quarter, RSOs may be granted exceptions to go over 3 Special Events per quarter and will be charged a fee by CES for an excess reservation (see fees below).

*How many hours of general meetings can we reserve per week?*

- RSOs can make weekly/general meeting requests for up to 4 hours per week. Beginning the second week of the quarter, RSOs may be granted exceptions to go over 4 hours per week. Reservations in excess of 4 hours per week will be charged a fee by CES (see fees below).

*What is the exception process if we want more than 3 Special Events and/or over 4 hours of meetings per week?*

- Beginning the second week of the quarter, RSOs' requests for exceptions may be granted by CSI. RSOs are encouraged to email [csireservation@ucdavis.edu](mailto:csireservation@ucdavis.edu) with additional information about the request for exception, along with the corresponding Reservation Number.
- A reservation fee is applied (per room per day) to reservations that exceed 3 special events.
- A reservation fee is applied (per room per day) to reservations that exceed more than 4 hours for weekly meetings.

*When can I start booking rooms each quarter?*

- RSOs that re-register during spring quarter for the coming year may reserve space for 3 non-recurring events through fall quarter.
- Beginning fall quarter, RSOs may reserve space for 3 non-recurring events per quarter through spring quarter. Events scheduled for the summer may not be scheduled until the RSO re-registers for the next academic year.
- Fall quarter reservations are accepted the first day of fall quarter. Weekly meetings (maximum of 4 hours per week) for the following quarter may be reserved the last day of classes of the current quarter.

*How far in advance do I need to make a reservation for a general classroom space? For a paid space?*

- Booking a billable space requires a minimum of 14 business days prior to event.
- Booking a non-billable space in the MU requires a minimum of 2 business days prior to event.
- General classroom space may be reserved on the day of desired reservation.
- RSOs are encouraged to submit reservations in advance in order to ensure the space is available and appropriate time is available for processing.

*When will we be billed by Conference and Event Services?*

- A reservation fee is billed once a reservation is confirmed, or if the reservation exceeds the allotted approval time (more than 21 business days).

*What happens if there is not enough money in my Agency Account to cover the fees accrued?*

- The RSO should deposit funds into the account for any charges for room reservations that are anticipated. If there are insufficient funds, the RSO will be notified of an overdraft and be given a deadline in which to deposit money into the account. If the RSO does not respond to the overdraft and deposit money by the deadline, they will be charged a \$25 administrative fee.

*How do I pay any fees associated with my reservation?*

- All fees will come out of your RSO's Agency Account.

*Why was time added to my reservation? Does this set up/take down time count towards my 4 hours per week?*

- This is the mandatory Facility Manager Time for set up and take down between reservations.
  - Facility Manager Time: The time needed by the manager for setup and cleanup between reservations.
  - Client Access Time: The time the client is allowed in the facility for their own setup and cleanup.
  - Event Time: The actual time of the event when guests are expected to be in the facility.
- A breakdown of set up/take down times per facility can be reviewed [here](#).
- The set up/take down time does not count towards the 4 hours per week.

## Fee Chart\*

<i>Scenario</i>	<i>Associated CES Reservation/Coordination Fee</i>
Meeting reservations at/under 4 hours in a week	No cost
Special Event that is free to attend and within allotted 3 Special Events per quarter	No cost
Special Event in general classroom space if exceed 3 Special Events per quarter	\$10 per room
Special Event in paid space	\$40 per room per day
Meeting reservation in general classroom space in excess of 4 hours in a week	\$10 per room
Meeting reservation in paid space in excess of 4 hours in a week	\$40 per room
Meeting reservations in MU, SCC or ARC in excess of 4 hours in a week	\$40 per room + the following facility-specific fees: <ul style="list-style-type: none"> <li>• MU (Smith, Fielder, Garrison, De Carli, Lower 5): \$15 per hour per room</li> <li>• SCC (Meeting Rooms A, B, C, D, E): \$15 per hour per room</li> <li>• ARC (Meeting Rooms 1, 2, 3): \$20 per hour per room</li> </ul>
Reservations in which RSO is charging or collecting funds (ticket sales, registration fees, fundraising, donations, NOT dues)	\$40 per room
RSO wants to adjust single reservation location	\$40
RSO wants to adjust single reservation date	\$40
RSO has multiple rooms attached to a single permit (Reservation Number) and wants to adjust the dates and/or locations	\$80
RSO wants to make reservation outside the pre-approved scheduling parameters and needs to submit a paper form to CES for manual input	\$40
RSO's reservation is changed due to: <ul style="list-style-type: none"> <li>• Adjusting times (NOT location or date) is free for single facility use reservations</li> <li>• Banner Bumped reservations</li> <li>• Single touch changes for single facility reservations</li> </ul>	No cost
RSO cancels reservation	No cost, but there may be additional fees for coordination of services requested through Reservation Coordinator. See <a href="#">Cancellation Information</a> for more.
RSO reserves a non-billable space in the MU and does not show up	\$15 per hour no show fee

\*Additional fees may exist depending on the campus facility and need for campus support services. For more information on those facility fees, please review [Facility Rental Rates](#).