

Reservation Types				
	Definition	Release Date	Lead Time	Per Quarter Allocation
Meetings	Meetings should, in general, be for group members only and they should not include/require: Aggie Hosts, vendors, ticketing, or outside performers/speakers.	Last day of instruction for the previous quarter. [For Fall Quarter, it is the first day of the quarter]	Minimum two business days in advance	4 hours per week where reservation fees are waived in Classrooms & General Assignment Buildings
Special Events	Special Events can be for members only or for the public and include additional components such as ticketing, vendors, DJ's, etc.	As soon as your RSO is registered and your agency account is activated.	Minimum two weeks in advance	3 per quarter where reservation fees are waived in Classrooms & General Assignment Buildings
Major Events	Major Events are evaluated on a case by case basis depending on coordination level.	As soon as RSO is registered and agency account is activated	Minimum six weeks in advance	N/A

Fee Types			
Reservations	Facilities	Cancellations/Change Fees	Service Unit Charges
Fee that is charged for reserving a space after RSO has exceeded the per quarter allotment: \$32 per room per day. This is a non-refundable fee.	Fee that the facility charges for the use of the space. Not including labor/staffing, equipment, etc. See link for breakdown of facility rental rates .	Fees for canceling/altering events, policies vary per facility .	Fees charged for any additional services an event might require (i.e Aggie Hosts, Food Safety Approval, Ticketing)

Space Types			
	List of Locations	Available Times	Notes
Classroom	A large majority of general classroom space on campus.	M-F: 6:00 p.m. to 10:30 p.m. Weekends: 7a.m. to 10:30 p.m.	These spaces are utilized at the discretion of the Registrar. Your reservation could be bumped at any time if the space is needed for a class.
General Assignment	ARC Meeting Rooms 1,2, 3 MU Decarli, Fielder, Garrison, Smith SCC Meeting Rooms A,B,C,D, & E	Based on the facility's regular operating hours. The times are coordinated by the facility manager.	Additional fees apply for special setups, A/V equipment, etc.
Billable Spaces	ARC Ballrooms Alumni Center UCD Conference Center SCCs Multipurpose Room University Credit Union Center	Based on the facility's regular operating hours. The times are coordinated by the facility manager.	Other Facilities: Putah Creek Lodge International Center Manetti Shrem Museum Mondavi Center
Outdoor	Quad Arboretum Wellman Courtyard Recreation/ IM Fields/Dairy Courts	Based on the facility's regular operating hours. The times are coordinated by the facility manager.	These spaces are not bookable for recurring club Meetings as they require a meeting with a facility manager.
Dance Practice	University Credit Union Center (Lower Courts)	Based on the facility's regular operating hours. The times are coordinated by the facility manager.	This space is only available to registered dance groups on campus. Space is booked on a separate timeline found here.
Departmentally Controlled Space	These are small conference rooms, courtyards, etc. which are overseen by individual departments and are not listed in the CEMS.	Based on the department's regular operating hours. The times are coordinated by the department.	Approval from these spaces must be secured from a department official. All general campus policies and procedures for RSO's still apply.

