

## **Student Centers and Programming Services Space Request Allocation Guidelines and Process**

Student Centers and Programming Services (SCPS) schedules both **academic** and **non-academic space**, using the guidelines below for all recognized student organizations and academic/administrative departments. If you have questions regarding the guidelines or process, visit our web site at <http://scps.syr.edu>.

Requests for exceptions to the space request allocation guidelines and/or process requires a submission of a written proposal to the Director of SCPS at least 6 weeks prior to the requested program date. Requests will receive a reply within (5) business days of receipt.

### **A - QUALIFICATIONS**

**Those eligible to reserve space must be in good financial standing with Student Centers and Programming Services and be either:**

- A recognized student organization through the Office of Student Life, or;
- A Syracuse University academic or administrative department.

### **B – PRIORITIES**

Student centers and academic spaces may be approved for use based on the following priorities, and a review of the requested programmatic/technical needs and intended event capacity.

#### **Student Centers**

1. Events and/or programs sponsored by recognized student organizations.
2. Events and/or programs determined by the university-wide calendar including, but not limited to, Syracuse Welcome, Homecoming, Parents Weekend, Commencement, Admissions Fall & Spring Receptions, Arts & Science Freshman Lecture and Coming Back Together Reunion Weekend.
3. Events and/or programs sponsored by the Division of Student Affairs through the support of the Syracuse University Co-curricular Fee.
4. All other academic and administrative uses.

#### **Academic Spaces**

1. Academic course and exam scheduling
2. Events and/or programs determined by the university-wide calendar, such as Syracuse Welcome, Homecoming, Parents Weekend, Commencement, Admissions Fall & Spring Receptions, Arts & Science Freshman Lecture and Coming Back Together Reunion Weekend.
3. Events and/or programs sponsored by academic and/or administrative departments.
4. Events and/or programs sponsored by recognized student organizations in good standing with the University.

### **C – SEMESTER SPACE REQUEST ALLOCATION PROCESS**

SCPS coordinates a future semester space allocation process for recognized student organizations and administrative and academic departments each semester. The Semester Space Allocation Process for recognized student organizations will occur in October and March for the following semester. The Semester Space Allocation Process for academic and

administrative departments will occur in November and April for the following semester. Summer scheduling will continue to be handled in coordination with individual programs and departments

### **Space Allocation Process**

Space is reviewed and approved by a space allocation selection committee based on the following criteria:

- a. The SCPS space allocation form is submitted by the required deadline.
- b. A review of each program's programmatic and/or technical needs, to determine the appropriateness for the requested space, is satisfactory.
- c. Past program event history, (i.e., tickets sales and event attendance), is reviewed and satisfactory.

Please note that the completion of required paperwork does not guarantee that an organization or department will receive the space requested, and alternative spaces may be allocated due to the volume and nature of requests. Subsequent submissions will be considered in the order received.

### **Confirmation Process**

#### **Student Centers**

- a. Space allocation confirmations will be distributed in written form to be accepted or declined within ten (10) days of submission deadline date.
- b. Space accepted will be processed and confirmation will be available within three (3) business days of receipt.
- c. Space declined will become immediately available to other requestors.

#### **Academic Spaces**

- a. Space allocation confirmations will be distributed within three (3) days of the completion of the University Registrar's course and exam scheduling process.
- b. Space accepted will be processed, and confirmation will be available within three (3) business days of receipt.
- c. Space declined will become immediately available to other requestors.