

Reservations Guidelines

1. The Talley and Witherspoon Student Center facilities may be reserved during regularly scheduled hours by university affiliated departments, registered student groups with the SORC office, as well as non-affiliated organizations of the university. **Use of the facilities outside of normal building hours will result in a non pro-rated charge of \$25 per hour for student organizations and \$55 per hour for all others.**
2. The Reservations Office must be notified of any room cancellation no later than noon the day before the meeting, or by noon on Friday for a weekend event. **(Note: Failure to report a cancellation will result in charges or possible loss of reservation privileges.)**
3. The rooms are available approximately 15 minutes before the meeting unless scheduled differently via reservation. All clients are expected to honor their reservation end time and leave the room as found.
4. Setup and equipment needs are required when making reservations. **LAST MINUTE REQUESTS MAY NOT BE HONORED.**
5. The Student Centers' furniture and equipment must be moved by Student Center employees. **The reserving organization will be charged for damages that occur when not following this procedure.**
6. All programs should be conducted in such a manner as not to produce excessive noise that may be disruptive to others.
7. Storage space is not available. The Student Centers will not be responsible for any materials or equipment left in the buildings overnight, during breaks, or after events. Leftover items will be logged into Lost & Found.
8. Decorations, signs and other materials must not be attached to the walls, doors, painted or papered surfaces of the building. This office will provide the appropriate means and space for displaying these items. All materials must be removed at the conclusion of the meeting or event.
9. **Snacks:** Only non-perishable snacks are allowed, i.e. chips, pretzels, cookies, nuts, and soft drinks. Coffee may be brought in a thermos or a similar container that does not require electricity. **Appliances that require an electrical outlet or any type of sterno or open flame to keep them hot are not allowed.** Perishable foods are those that require a relative temperature to prevent spoilage, i.e. meat, dairy, and any mayonnaise based products, these are not allowed. **Groups are responsible for removal of all items brought into the Student Center. Failure to comply will result in a \$50.00 cleanup charge.**

10. **Catering:** Perishable food choices are to be contracted through University Catering, the sole caterer for Talley Student Center. All catering services are coordinated between the client and University Catering sales coordinator Scott Brookins, 919-515-2023.
<http://www.ncsucatering.com/uc/index.html>
11. Permission to serve beer and/or unfortified wine on a per-event basis requires an alcohol Permission Form. **This form can be obtained from the TSC Reservations Office and must be submitted at least fifteen (15) business days prior to the scheduled event date.** The Associate Vice Chancellor and the Vice Chancellor for Student Affairs must approve the application.
12. The Talley Student Center and Campus Police work together to provide a secure environment for guests and patrons. When an event is determined by relevant parties to require extra security, the client will be required to make arrangements with Campus Police. **Campus Police must be contacted no later than three (3) weeks prior to the event in order to obtain security coverage. Failure to obtain security when required will result in the cancellation of the event.**
http://www.ncsu.edu/ncsu/public_safety/Services/EventServices.html
13. The Student Centers are not responsible for any losses or injuries suffered by any person as a result of a room reservation and/or activities sponsored by the reserving organization. These incidents should be reported to the Information Desk located on the 1st floor of Talley student center; 919-515-3138.
14. The Talley Student Center and Witherspoon Student Center are smoke-free areas. Any use of fire producing articles, i.e., candles, incense, matches, etc. are prohibited unless prior approval has been granted by REM. Use of firearms, illegal drugs and illegal gambling devices are not permitted at any time on NC State campus.
15. Violations of the Student Centers' procedures will result in the loss of Student Center privileges and appropriate charges.