



UNIVERSITY OF NOTRE DAME  
LAFORTUNE STUDENT CENTER

## RESERVATION POLICIES & INFORMATION

The Student Activities Office manages all non-food service areas of LaFortune Student Center. The use of LaFortune Student Center meeting rooms is primarily intended for use by recognized student groups (clubs, organizations, and residence halls). If space is available, reservation requests will be accepted by campus departments. Academic classes may not be held in the Student Center. Requests for exceptions to policies must be made in writing in advance to the Director of Student Activities Facilities.

### BALLROOM RESERVATIONS

Reservation requests for the LaFortune Ballroom must be received at least seven days before the event. Student group requests must be submitted through SAOnline. Campus department requests may be made via e-mail or telephone (631-6912). Student groups are not charged a rental fee for the Ballroom or the in-room equipment. Campus departments will be charged an hourly facility rental fee. Rental fee information can be found at: <http://lafortune.nd.edu>.

### BANNER SPACE

Only recognized student groups may make reservations for atrium banner space. Requests for atrium banner space reservations may be made in person in the Student Activities Office. Requests will also be accepted through SAOnline. Reservations are limited to three days per week. *Note: Requests for dining hall banner space may also be made through SAOnline.*

### ELEVATOR LOBBY TABLE

Requests for elevator lobby table reservations must be submitted through SAOnline. Only recognized student groups may make reservations for the elevator lobby table. Reservations are limited to three hour time blocks, one time per day, with a maximum of three days per week. A small table and an easel will be provided. Chairs may be obtained from the Huddle dining area. Signs may not be taped to the walls, elevator or digital display. If music is to be played, the volume must be kept at a reasonable level where it does not disrupt guests. Groups may choose between a TV cart or table; however, due to space limitations, groups may not have both. Groups interested in showing a video are encouraged to bring a laptop computer to put on the table. Due to space limitations, groups may have no more than three students present, and all items (display, boxes, etc.) must not obstruct access to the elevator and/or maintenance room. All students at the table must be members of the sponsoring group. All students must stay behind the table and may not approach or solicit individuals in the area.

### STUDENT GROUP REQUESTS FOR MEETING ROOMS

Requests for use of meeting rooms must be submitted through SAOnline. Student groups are advised that SAOnline requests sometimes take a few days to process. Reservations are not confirmed until requests have been classified as "approved" or "approved with comments" in SAOnline. Groups are encouraged to verify comments posted in SAOnline, as changes to location/date/time may be necessary. The Student Activities Office will assign rooms based on availability, equipment needed, and the estimated attendance. Student groups are not charged rental fees for use of meeting rooms or the in-room equipment; however, special charges may be applied for additional equipment requested, or extraordinary clean up needs. Room information is available on the LaFortune Student Center web site (<http://lafortune.nd.edu>).

### CAMPUS DEPARTMENT REQUESTS FOR MEETING ROOMS

Reservation requests for meeting rooms must be received by the Student Activities Office by no later than noon on the business day before the date of the reservation. Reservations by campus departments are for official department use only. Reservation requests must be authorized by an appropriate department administrator. Requests will not be accepted by students acting on behalf of departments. Departments are not charged rental fees for use of meeting rooms or in-room equipment.

### USE OF LAFORTUNE STUDENT CENTER BY NON-UNIVERSITY ORGANIZATIONS

Requests for use of LaFortune Student Center by non-University organizations, including the presence of for-profit businesses sponsored by student groups and campus departments, is at the discretion of the Director of Student Activities Facilities. Due to the nature of these business activities, special fees apply. Fee information is available upon requested from the Director of Student Activities Facilities.

### CHECKING AVAILABLE DATES

Groups are encouraged to check availabilities of space by calling the Student Activities Senior Administrative Assistant at 631-6912.

### CANCELLATIONS

Reservation cancellations must be communicated to the Senior Administrative Assistant in the Student Activities Office. Cancellations may be made via SAOnline request (if still pending), via e-mail, or by calling 631-6912. Student organizations are not charged a cancellation fee for meeting rooms. Campus departments and community organizations are charged a \$50 cancellation fee for meeting rooms if Student Activities is not notified at least 48 hours prior to the reservation. *A cancellation fee of \$100 will be assessed to all groups which cancel Ballroom reservations within seven days before the event.*

### ADJUSTING ROOM ASSIGNMENTS

The Student Activities Office reserves the right to adjust meeting room assignments in order to accommodate as many users as possible or for special requests. Advance notice will be given when possible.

### FOOD

Food may be served, pending necessary approvals. Student groups may submit this information on SAOnline. Campus departments may contact the Student Activities Senior Administrative Assistant for details.

### REPRESENTATIVE ON SITE

An appropriate representative (officer from student group; full-time faculty/administrator from campus department) from the group sponsoring the reservation must be present for the entire event.

### MOVIE VIEWINGS & PUBLIC PERFORMANCE RIGHTS

Groups interested in showing movies and other recorded video programs (TV shows, athletic events, etc.) in LaFortune Student Center must secure public performance rights in advance and present proof of documentation to the Student Activities Office. Contact the Director of Student Activities Facilities for more information.

### SIGNAGE

If you are in need of special directional signage for your event, please contact the Student Activities Office in advance. Please do not tape signs to walls, doors, etc.

### ON SITE ASSISTANCE

During university business hours (Monday through Friday, 8AM - 5PM), the Student Activities Office is available to give you assistance. When the office is closed, student building managers are available at the Information Desk in the Main Lounge or by calling 631-4073.