

3.5 SPACE RESERVATION

Student Organizations are encouraged to take advantage of the available campus facilities for meetings and activities. When adequate or appropriate space or campus facilities are not available, community facilities may be sought. If a student organization needs to host a meeting or event off-campus, the event must still be submitted for review and approval via SLU Groups.

Use of community or off campus facilities is the responsibility of the sponsoring organization, and ultimately, its students. While no listing of approved facilities is maintained, assistance in locating facilities may be available in the Student Involvement Center. All reservation requests must be submitted via the University's reservation application, 25 Live, available to all SLU users via MySLU.

1. Residence hall common areas are available to Student Organizations with prior approval from appropriate personnel in the Department of Housing and Residence Life.
2. When rental fees are applicable, payment must be made by interdepartmental order (IDO) or a check made payable to Saint Louis University.
3. After satisfactory registration and reservation of space, the sponsoring organization is responsible for working with Event Services staff to confirm event set-up, AV needs, and other logistical details. The organization is also responsible for requesting and funding their own catering needs. There are some select campus facilities where the preferred catering vendor is CaterSLU. Particular policies governing the cancellation of facility reservations are at the discretion of the chief administrator of the particular facility and will be explained at the time the reservation is made.