

Operating Hours
8 am - 8 pm Monday – Friday
By Request Saturday
By Request Sunday

Reservation Policies:

Policies are subject to change without notice.

1. A designated area may be reserved by submitting a request via Outlook to iee@ttu.edu or via our website (see Intercultural Education & Engagement, IEE, website). If using Outlook, please include the information below in the email request:
 - Date & Time:
 - Organization or Department:
 - Position in Department/Organization:
 - Which space are you requesting:
 - Number of attendees:
 - Name of event/meeting:
 - Contact & Contact information for event:
 - During or after Center hours:
 - Food:
 - Technology needs:
 - Space set up needs (see IEE website for configurations)
2. Reservations must include setup and breakdown time.
3. Reservations must be submitted 2 weeks in advance of the date being requested. Reservations submitted less than 2 weeks in advance are not guaranteed consideration.
4. Submitting a reservation request does not guarantee the use of the space. All reservations are subject to availability and the approval of staff.
5. Status regarding the submitted request will be communicated within 5 business days (Monday – Friday) of the request submission date. If you have not received a response within 5 business days, please contact the Director.
6. Spaces cannot be reserved beyond the current semester.
7. All event reservations scheduled during normal business hours must end at least 30 minutes prior to the end of building operating hours unless arranged otherwise in the original request.
8. No individual, groups, student organizations, departments, etc. may transfer their reservation to another party.

9. Reservations are granted on a first-come, first-serve basis. IEE may remove and/or reschedule any event should a University or Department emergency arise that requires the closing of the building. If this occurs, you will be notified as soon as possible.
10. Organizations determined not to be in good standing based on previous reservations will not be permitted to reserve space for one month within the current or subsequent fall/spring semester. The Director will communicate with the person responsible for the organization or meeting to discuss any concerns following reservations prior to a status of “not in good standing.” Factors contributed to be deemed not in good standing include but are not limited to:
 - Continuous cancellations of reservations less than 3 business days prior to the day of the scheduled event.
 - Failure to clean space and complete the post-event process.
 - Severe damage to space, furniture, etc.
 - Problematic behavior during events (fights, disrespect of staff, creating a non-inclusive environment, violating space policies, etc.)
 - Continuous failure to fulfill a scheduled reservation.

Walk in Reservations

1. Check in with the Delegate at the front desk and advise the following information:
 - Which room would you like to reserve
 - Number of attendees
 - Time of meeting
2. If the room is available, the delegate will manually reserve your room for you and obtain the required information to complete your reservation.

Post Event Clean Up & Follow Up

1. An event closing checklist will need to be completed for any event.
2. Failure to return the space to the same condition it was in prior to the event could result in the full cost of any major damages fees assessed to the reserving group.

Cancellations and No-show

1. Reservation cancellations must be submitted via e-mail to iee@ttu.edu by 5 pm no less than 3 business days prior to the day of the event (i.e., Communicating cancellation by 5 pm Monday for an event reserved on Thursday).
2. Any individual, groups, student organizations, departments, etc. canceling a reservation less than 3 business days prior to the day of the event will receive a warning for being in violation of the reservation policy. A second cancellation given less than 3 business days prior to the day of the scheduled event will be addressed by the Director. A third cancellation given less than 3 business days

will constitute a violation and the group will not be able to reserve the space at the institute for one month within the current or subsequent fall/spring semester. Each group gets one 24hr cancellation per semester.

3. Reservations not fulfilled within the first 45 minutes of the scheduled event will constitute a no show. Staff and space will be released from the scheduled event.
4. Any individual, groups, student organizations, departments, etc. that are deemed a no show on more than two occasions will be in violation of the reservation policy and required to meet with the Director regarding the matter.

Reservation Space	Capacity
Conference Room 104	Table limited to 10 people
Multipurpose Space	1 person
Lounge Space	79 lecture style

*** Please see website for various space configurations or call 806-742-3913.

By signing below, I acknowledge that I have read and understand the Reservation Policy and all appendices. I further understand that violation of any of these policies, as well as violation of any applicable TTU Operating Policy, TTU System Regulation, or Student Code of Conduct policy, may result in disciplinary proceedings.

Signature _____ Date _____