

Spring 200__

Fall 200__

Block Booking Reservation Sheet

Please attach to this sheet your room specific reservation request.

Room/Space needed _____

Dates/Day of week needed _____

Organization _____ Approx. Size _____

Director / President _____ Phone # _____

Advisor _____ Phone # _____

Block Booking Information

The Hendrix Student Center and Edgar A. Brown Union has many rooms available for student organizations to reserve as meeting space. For those groups interested in block booking a particular meeting time throughout the semester, the following guidelines are provided:

Reservations can be made up to one year in advance. Student Organizations needing block reservations are encouraged to make reservation during the available dates. Blocking rooms for recurring meetings must be approved by the Reservationist. Block reservations must be paid for in full before forms will be accepted and dates confirmed.

Both the room reservation form specific to that room, and the Block Booking Reservation Sheet must be completed and returned to the Student Center reservation desk by the pre- semester deadline. The date to begin booking for Spring reservations is January 1st. The date to begin booking for Fall reservations is August 1st. Groups requesting rooms after these dates may still be eligible, but are not guaranteed a block reservation.

After the deadline has passed, the operations department of the Guest Services will review all requests, considering date applied for, size of group and rooms available to accommodate them, and any unusual needs of the group. Rooms will then be allotted, and groups will be notified by email.

Guest Services reserves the right to bump an organization should a blocked room conflict with a HSC sponsored event. The HSC will give the most advanced notice possible (at least 2 weeks notice) in the event an organization will be bumped from their reserved meeting space. The HSC will also make reasonable attempts to assist the organization in finding an alternate location for that meeting.

In the event we have no room to accommodate an organization, classrooms are a wise alternative, as many classrooms have no charge. Classrooms must be reserved by contacting each specific department. A list of available rooms, their capacity and contact information can be found on the student government web site at www.people.clemson.edu/~cusg. Click on "Organizations", then "Reserving Facilities".

**I CERTIFY THAT I HAVE READ COMPLETELY THE GUIDELINES AND POLICIES FOR BLOCK BOOKING AND ASSUME RESPONSIBILITY FOR MY ORGANIZATION WHILE USING THIS FACILITY.
I HAVE ALSO COMPLETED THE APPROPRIATE RESERVATION FORM FOR THIS AREA.**

Name	Position	Phone	Date
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Signatures required for event confirmation and registration of block booking:

APPROVED BY UUSC _____ Date _____