

Capital Union Building Reservation Policy

The following procedures must be followed in order for individuals or groups to reserve the Capital Union Building (CUB). It is the intent of this policy to make the CUB available for use by Penn State Harrisburg faculty, staff and students, as well as for groups not affiliated with Penn State Harrisburg.

Priority for Use of Facilities

The following activities have priority use of the facilities and are listed in order of priority:

1. Scheduled University classes (8:00 am to 4:00 pm, Monday through Friday).
2. Varsity team practices and competitions.
3. Scheduled University evening classes (4:00 pm to 11:00 pm)
4. Scheduled Intramural events.
5. Sport Club team practices and competitions.
6. Open recreation use by Penn State Harrisburg faculty, staff and students.
7. Penn State Harrisburg affiliated departments, clubs, and organizations.
8. Non-University affiliated organizations and groups.

Exceptions to this priority listing may be requested by submitting a *Special Usage Request Form*. Exceptions may only be granted by the Senior Director of Student Life and Enrollment Services and/or the Senior Associate Dean for Academic Affairs.

General Information

1. Before a facility reservation is accepted, all requests must be cleared by the Office of Intercollegiate Athletics, who will determine the availability of the facility requested.
2. Advance notice must be given in order to reserve the use of a facility. Penn State Harrisburg affiliated groups must have their request in two (2) weeks prior to the requested date of use. Non-University affiliated groups must have their requests in 30 days before their scheduled event.
3. Any event considered being potentially harmful to the public image of Penn State Harrisburg will be rejected.
4. Any event considered potentially harmful to the facility will be rejected.
5. While all equipment and set-up details must be discussed with and approved by the Office of Intercollegiate Athletics prior to the event, you and/or your group are responsible for setup and all maintenance work orders.
6. All facilities must be left in the same condition that they were found. Should the facility not be found in its original condition, you and/or your group will be responsible for any charges incurred returning it to its original condition. Also, any damage caused to the facilities will be the responsibility of the individual and/or group involved.

Reservation Guidelines

For University Affiliated Groups:

Other Campus Departments

1. Contact the Office of Intercollegiate Athletics, 115 Capital Union Building (717-948-6744) to request use of the facility. At this time you must be able to provide the following information:
 - o Purpose for your use of the facility
 - o Dates and times that you need the facility
 - o Set-up and tear-down times (A copy of the work-order will also be necessary if Maintenance & Operations will be involved in the set-up and teardown)
2. For a faculty or staff member/group to qualify as “affiliated,” they/their activity must have the support of their Director/Department.
3. Once your request has been approved, you will receive confirmation via email. Please review this confirmation to make sure everything is in order.
4. All facilities must be left in the same condition that they were found. Should the facility not be found in its original condition, you and/or your group will be responsible for any charges incurred returning it to its original condition. Also, any damage caused to the facilities will be the responsibility of the individual and/or group involved.
5. If the requested space is not available due to previously scheduled priority activities as noted above, a *Special Usage Request Form* will be made available by the Office of Intercollegiate Athletics. The form must be completed in its entirety and submitted to either the Senior Director of Student Life and Enrollment Services or the Senior Associate Dean for Academic Affairs for consideration. The form must be submitted at least two (2) weeks prior to the requested date of use.

Student Clubs and Organizations

1. Contact the Office of Student Activities, E131 Olmsted Building (717-948-6273) to obtain an *Events Registration Form*. The form must be completed and returned to the Office of Student Activities at least two (2) weeks prior to the requested date of use.
2. Once the request form is completed including the signature of the appropriate club advisor, the Office of Intercollegiate Athletics will determine if your group or organization may reserve the use of the facility requested, based on availability and the above guidelines.
3. Once your request has been approved, you will receive confirmation via email. Please review this confirmation to make sure everything is in order.
4. All facilities must be left in the same condition that they were found. Should the facility not be found in its original condition, you and/or your group will be responsible for any charges incurred returning it to its original condition. Also,

any damage caused to the facilities will be the responsibility of the individual and/or group involved.

5. If the requested space is not available due to previously scheduled priority activities as noted above, a *Special Usage Request Form* will be made available by the Office of Intercollegiate Athletics. The form must be completed in its entirety and submitted to either the Senior Director of Student Life and Enrollment Services or the Senior Associate Dean for Academic Affairs for consideration.

For Non-University Affiliated Groups:

1. Contact the Office of Continuing Education at 717-948-6505 to request use of the facility. At this time, you must be able to provide the following information:
 - o Purpose for your use of the facility
 - o Dates and times that you need the facility
 - o Set-up and tear-down times
2. The Office of Continuing Education will make you aware of all appropriate policies and procedures and will contact the Office of Intercollegiate Athletics to determine if your group or organization may reserve the use of the facility.
3. All facilities must be left in the same condition that they were found. Should the facility not be found in its original condition, you and/or your group will be responsible for any charges incurred returning it to its original condition. Also, any damage caused to the facilities will be the responsibility of the individual and/or group involved.