

RESERVATION PROCESS

- Please email the Associate Director of Student Involvement, Shane Juntunen @ Shane.Juntunen@ucf.edu or call him at (407) 823-6471.
- Campus walk routes, availability, and additional information are handled by the Office of Student Involvement.
- Once approved by the Office of Student Involvement, the Student Union will handle the reservation.
- DO NOT SUBMIT an online reservation request until your walk has been approved by OSI.

ADDITIONAL RESERVATIONS [MEMORY MALL, REFLECTING POND]

- If your route includes locations such as the Reflecting Pond, Memory Mall, or the Student Union, you will need to have an Event Coordinator check the availability for the spaces and have additional details added to your reservation. Additional fees may apply.

SAFE FORM & LIABILITY INSURANCE

- SAFE FORM REQUIREMENT
 - All outdoor events require the completion and approval of a SAFE Form.
 - The form can be completed online at <http://safe.sdes.ucf.edu>.
 - Once completed, a copy of the form should be submitted to a Student Union Event Coordinator for approval and signature at least three (3) weeks prior to your event.
- LIABILITY INSURANCE
 - All Public and Affiliate clients must obtain a Certificate of Liability Insurance for \$1,000,000 that will be in effect during the dates of the event. The University of Central Florida Board of Trustees, University of Central Florida and the State of Florida must be listed as additionally insured during the time(s) of the event, including setup and breakdown. A copy of the certificate needs to be received by Student Union Event Services at least seven (7) days prior to the event.

CANCELLATION AND NO SHOW INFORMATION

- Fees will be assessed for spaces reserved and unutilized.
- Failure to show thirty (30) minutes after your reserved start time will be deemed a No Show.
- Cancellations must occur at least (3) business days prior to a reservation.
- Failure to cancel after three (3) business days prior to your event will result in the pull forfeiture of any deposits paid.

PARKING

- Parking is available in "green" student lots/garages on campus at the posted rate.
- Parking passes are required in any campus lot, 241 hours a day, 7 days a week.
- Guest passes may be purchased from automated kiosk located in each student lot or garage.
- Daily passes are available for purchase in advance of your event. Please contact your Event Coordinator for pricing and availability.
- Parking Tickets: The UCF Student Union is NOT responsible for any parking tickets a client or their guest may receive.

PUBLIC CLIENTS

Additional policies and requirements for public clients are posted on the Student Union website. In addition, these requirements will be discussed with your assigned Event Coordinator.