

Patio Space requests must be submitted through the Student Union website. Requests will be reviewed based on building availability and confirmed via email. If you have any questions, please email us at unionres@ucf.edu.

GENERAL POLICIES

- Organizations must have a reservation to utilize the South Patio.
- Student Organizations, Student Government, and SGA Agencies
 - Are permitted to reserve patio space Monday through Friday.
- UCF Departments
 - Are permitted to reserve patio space Monday, Tuesday, Thursday, and Friday.
- Patio tables are claimed on a first come, first serve basis. Tables are available at the time listed in your reservation.
- Organizations are not permitted to have amplified sound at their table. For amplified sound, organizations must reserve the South Patio Stage.
- Organizations must stay within their 10 x 10 space when promoting their organization and/or event. The continuous violation of this policy will result in the organization losing their ability to reserve space on the patio.
 - In addition, organizations can not block major pathways into or around the Student Union.

RESERVATIONS

- The Student Union begins accepting patio space requests seven (7) days prior to the beginning of each semester.
- Patio space reservations include the following:
 - 1 – 10'x10' space, 1 – 6x30 Table, 2 – Outdoor Chairs
 - Tents are not included with Patio Space reservations. Tents are available on a First Come, First Serve basis at the Student Union Guest Services Desk.
- Organizations and Departments are not permitted to reserve a patio space to be used to promote a third party (Vendor, Business, Politician, etc.) Attempting to circumvent Market Day policies could result in the cancellation of future reservations.
- Same Day Reservations: The Student Union recommends that all organizations submit reservations requests online, prior to the day they need a table. Space is limited and groups are not guaranteed tables.
 - Groups are limited to **2 Same Day** patio reservations per semester.
- Cancellation: Organization should notify their event coordinator at least three (3) days in advance to cancel a reservation.
- No Shows: Failure to show for you reserved table will be marked as a No Show. Two (2) no shows in a single semester will result in cancellation of your remaining patio reservations and suspension of future patio table bookings.

CHECK IN [Day of Reservation]

- Patio Services representatives will conduct hourly check-ins on the patio to make sure all present groups have a reservation for the day. Organizations must check-in with a Patio Services representative to be counted present for using their reservation. It is the responsibility of the organization to check in for your reservation. If you do not check in, you will be marked for a No Show for that day.
- On Wednesdays – Please check-in at the Patio Services Tent on the South Patio.

SELLING GOODS & DONATIONS

- Sales are not permitted as a part of patio space reservations.
 - Selling items requires a Market Day reservation. Market Day only occurs on Wednesday and requires a fee.
- Groups are permitted to solicit donations as long as they do so within their 10 x 10 space.

CATERING

- Groups are only permitted to distribute prepackaged, individually wrapped food items.

- Groups are not permitted to distribute loose items or home baked goods.
 - Groups are not permitted to sell food for a set monetary value.
- All other catering must follow the Student Union's catering policies and be ordered from an approved Student Union vendor.