

Patio Stage 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](mailto:unionres@ucf.edu).

## GENERAL POLICIES

- Organizations must have a reservation to utilize the South Patio Stage.
- Student Organizations
  - Are permitted to reserve the patio stage up to four (4) times per semester which may include only one (1) Wednesday
- Student Government and SGA Agencies
  - Are permitted to reserve the patio stage up to five (5) times per semester which may include up to two (2) Wednesdays
- Organizations must stay within 10 feet of the patio stage 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.

## RESERVATIONS

- The Student Union begins accepting patio space requests seven (7) days prior to the beginning of each semester.
- Patio Stage reservations can include the following items, if requested:
  - 1 – 6x30 Table, 2 – Outdoor Chairs, 1 – Outdoor Sound System
  - Tents are not included with Patio Space reservations. To reserve a tent, organizations will need to submit a Tent Reservation Request.
- Organizations 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.
- Cancellation: Organization should notify their event coordinator at least three (3) days in advance to cancel a reservation.
- No Shows: Failure to show for Patio Stage reservation 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 bookings.

## AMPLIFIED SOUND POLICY

- Amplified sound is limited to the hours of 12PM to 2PM on Weekdays only.
- The maximum allowed volume is 80 decibels measured from the bench directly across from the stage.
  - Organizations that continuously violate this regulation will be warned, and then may lose their right to use the sound system for the duration of their reservation.

## 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 10 feet of their table.

## CATERING

- Groups are not permitted to distribute food, pre-packaged or not, from a Student Union Patio table.
  - 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.