

Reservation requests should 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

- The Student Union reserves the right to relocate your meeting or event based on the entire needs of the facility patrons. In the event that your room reservation is changed, the Event Planning staff will notify the listed event contact on this reservation.
- A facility rental fee is incurred by any organization that should charge an admission and/or registration fees to any attendee.
- For events with attendance of 200+ or events that are deemed potentially hazardous in nature, a SAFE Form is required. A signed safe form must be submitted to the Office of Student Involvement no later than fifteen (15) days prior to the date of the event.
- Rooms should be left in the same manner they are found. Fees will be assessed for the excessive custodial and or/maintenance service following your event. Damages are the responsibility of the reserving organization and will be billed at the repair and/or replacement cost.

PLANNING DEADLINES

- Reservation details (Room Setup, Catering, Etc.) must be submitted to a Student Union Event Coordinator no later than one (1) week before your event.
- Events requiring a SAFE Form must submit a signed copy to the Office of Student Involvement no later than fifteen (15) calendar days prior to the date of the event.
- Catering orders are due NO LATER than one (1) week before your scheduled event to guarantee service.
- A method of payment for any facility and/or catering charges must be provided to your Event Coordinator at least three (3) business days prior to the event. Failure to do so may result in service or equipment not being available for your event.

CANCELLATION AND NO SHOW INFORMATION

- Fees will be assessed for rooms 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.

CATERING

- A list of available caterers, menus, and pricing is available under the reservation section of the Student Union website. Please note, no outside food or beverage is allowed at any Student Union space.
- Catering orders should be placed directly with your Student Union Event Coordinator.
- Catering orders must be submitted at least (1) week prior to your event.
- Final headcount must be confirmed with your Event Coordinator at least three (3) business days prior to your event.
 - **Student Government, SGA Agencies, and Registered Student Organizations**
 - Student groups receive a 20% discount off listed catering prices.
 - If paying with ASF funds, a copy of your PRF and your event confirmation with a Financial Signature Sheet MUST be submitted to the AS&F Business Office at least ten (10) days prior to your event.
 - Publix cakes, pre-packaged foods, and Coke products totaling less than fifty dollars (\$50) are permitted provided prior approval is obtained from an Event Coordinator and listed in your Event Confirmation.

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.