

PATIO SPACE & STAGE RESERVATIONS

Patio space requests are accepted on the first Monday of August for the Fall semester and on the first Monday of December for the Spring semester. Organizations must have a reservation to utilize the South Patio. RSOs, 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 served basis. Tables are available at the time listed in your reservation. A representative from your organization must check in with a patio services representative during your reservation. Failure to check in may result in tabling privileges being revoked. The patio table request form and applicable information can be found at: <http://studentunion.ucf.edu/reservations/patio-space>.

- **General Patio Space Policies**

- Patio space reservations include: 1 – 10'x10' space, 1 – 6x30 Table, 2 – Outdoor Chairs
- Tents are not included with Patio Space reservations. Tents are reserved by The Hub, overseen by the Office of Student Involvement. Please submit a reservation on The Hub's KnightConnect page. <https://ucf.collegiateink.net/organization/hub>
- Organizations must stay within their 10'x10' 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
- A SAFE Form is required for all events at Memory Mall or the Reflecting Pond. The SAFE Form is due no later than twenty (20) calendar days prior to the event. The form can be found at: <http://safe.sdes.ucf.edu/>.
- Organizations and departments wishing to partner with outside organizations must be present for the entirety of the patio table reservation and must abide by all Student Union patio policies. Organizations and departments are not permitted to reserve a patio space to solely be used by a third party (Vendor, Business, Politician, etc.). Attempting to circumvent Market Day policies will result in the cancellation of future reservations.
- A representative from your organization must check in with a patio services representative during your reservation. They must physically sign the check-in sheet for the day to be counted as present for the reservation.
 - Check ins are typically done on an hourly basis by the Event Services team, however, it is the responsibility of the organization to ensure they are checked in for the day.
 - If your organization has not been checked in for the day, please feel free to call the Event Services office so we can send a member of our team down to check you in for your reservation.
 - Check in on Wednesdays will take place at the Market Day Check In Tent from 8:30am - 12pm. If you are present outside of those hours, an Event Services team member will conduct check ins on an hourly basis.

- **Same Day Reservations**

The Student Union recommends that all organizations submit reservations requests online, at least 1 calendar day by 4:00pm 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.

- **Selling Goods & Donations**

Sales are not permitted as a part of the patio space reservations. Selling items requires a Market Day Reservation, which occurs on Wednesdays and requires a fee. Groups are permitted to solicit donations as long as they do so within their 10'x10' space. Fees can be waived for limited RSOs and agencies based on space availability, revenue being directly applied to the mission of said organization, and with Student Union Director or designee approval.

- **Catering on the Patio**

Please adhere to the Student Union catering policies as referenced in the "Catering & Food" section of this manual. Bake sales and home cooked goods are not permitted on the Student Union's patio.