

STUDENT UNION ATRIUM

The primary purpose of the atrium is to allow for the safe traffic flow of students through the Student Union. The mission of the designated Atrium programming space is to create an engaging environment through intentional events design for students entering the heart of campus.

- **Reservation Requirements**

- In order to best meet the needs of our diverse UCF community and maximize utilization of the space, atrium events are managed differently from other Student Union event spaces.
- Reservations for events in the atrium will be assessed on a case-by-case basis.
- Reservations are allotted a maximum of 4 hours and may be extended based on availability and approval.
- In effort to offer the UCF community variety in atrium programming, requests to host a recurring event on the same day of the week for multiple weeks will be granted on a case by case basis. Alternate date(s) may be offered based on availability.
- All atrium events must meet the following requirements at the discretion of the Student Union staff:
 - Setup of the event must be designed to exist in the unique Atrium reservable space.
 - Programming details are required prior to booking and must fulfill one of the following:
 - **Promoting** a student event or initiative in a unique and engaging way.
 - **Activity** that is experiential in nature and adds to the environment of the building.
 - **Educational** initiative that is relevant to the UCF student body.
- Any misrepresentation of an event will result in the cancellation of all Atrium event(s) and/or the loss of future Atrium reservation privileges.

- **Reservation Process**

- If you believe your organization and event programming uphold these requirements, a reservation request form must be submitted at least five (5) business days prior to the requested event date.
- Food and/or beverage in the atrium must be approved in advance by the Student Union Event Coordinator and follow the Student Union's Food & Beverage Policy (see page 12)
- Final reservation details must be submitted no later than five (5) business days prior to your event date.
- Additional requests on the day of your event may not be accommodated. Reviewing the event details in your reservation confirmation is highly encouraged.

- **Cancellation and No Shows**

- Cancellations must occur at least fourteen (14) calendar days prior to the reservation. Cancellations must be made via the Cancellation Form on the UCFSU website: <https://studentunion.ucf.edu/event-cancellation-form/>
- Failure to show thirty (30) minutes after your reservation start time will be deemed a No Show. More than one (1) No Shows will result in the cancellation of all Atrium event(s) and/or the loss of future Atrium reservation privileges.

- **Event Restrictions**

- No event can charge an admission and/or registration fees to any attendee. Soliciting is not permitted. This includes selling food.
- The space should be left in the same manner it was found at arrival, including removal of decorations, supplies, and equipment.
- Sound from events in the Atrium impact the entire building and must be kept at an acceptable level as determined by Student Union staff.
- Tape may not be applied to any walls, fixtures or flooring. Tape will damage the wax on the Terrazzo flooring. Damage will incur fees to your organization.
- Any wires will need to be routed in a way to not cause an obstruction or trip hazard. Where this is unavoidable, please be sure to request a rubber mat to secure loose wires.
- No drones or aerial photography are permitted in the atrium.

- **Donation Box**

Registered student organizations in good standing may request to host a donation box in the Student Union. Donations collected for philanthropies and charities may only be accepted by RSOs with prior approval from the Event Services office and groups must adhere to the following guidelines. The SU will request the following information from you to reserve the space: hosting organization name, who the donations will benefit, the dates donations will be collected during, and the types of donations requested.

- Groups reserving the donation box area near the Student Union's Guest Services Desk may reserve the space up to three times per semester for the duration of up to one week at a time.
- There must be at least one week in between donation box reservations.
- The group's donation box will be placed next to the Student Union Information Desk (first floor) by Student Union staff, and it may not be moved.
- The Student Union is not responsible for lost, missing, damaged, or stolen items.
- The group must collect donations throughout the duration of their reservation as necessary to maintain the appearance of their donation box.
- Groups must provide their own box as the Student Union will not provide a box to be utilized. The box must be in good condition and clearly identify the donation cause.
- The Donation Box Request Form can be found on our website or accessed via the following link: https://ucf.qualtrics.com/jfe/form/SV_3racz46NoHNshTM