



Facility Use Procedure

Overview of Scheduling Policies

Students, faculty and staff may request to schedule meeting rooms and classrooms by going to [USD Room Reservation](#). Outside organizations will need to call the Event Planning and Scheduling office at 605-658-3563.

Meeting Room Scheduling Policies

1. Introduction
 - a. Facilities on the campus of The University of South Dakota are available to recognized student organizations, university departments or groups who are integrally connected with USD, community members, camps, conferences, etc.
 - b. Please go to [USD Room Reservation](#) to request a room reservation.
 - c. All meeting rooms are scheduled by the Event Planning and Scheduling office with the exception of:
 - i. All events in Med School Vermillion spaces are scheduled by Med School Vermillion (LeeMedEvents@usd.edu) with the following exceptions which are scheduled centrally:
 1. Lee Med 102
 2. Lee Med 110
 3. Lee Med 201
 - ii. All events in Med School Sioux Falls spaces are scheduled by Med School Sioux Falls staff (SFMedrooms@usd.edu).
 - iii. Reading rooms in the Library are scheduled by Library staff (libraryrooms@usd.edu).
2. Reservations
 - a. General
 - i. All room/event reservations must be made at least 72 hours prior to the event (consistent with *BoR 6:13(3)(D)(3)*) and completed during regular working hours Monday through Friday 8 a.m. to 5 p.m.
 - b. USD Affiliates
 - i. Recognized USD student organizations and university departments shall have priority on space on the campus of The University of South Dakota, from the first day of class in the fall semester to the last day of class in the spring semester.
 - ii. Official USD organizations, departments, and divisions may make fall and spring reservations between April 1-30. After April 30, outside organizations and individuals may confirm fall and spring reservations.
 - iii. All reservation requests made by an organization or individual that is not a current student, staff, or faculty member must call the Event Planning and Scheduling office at 605-658-3563 to make reservations.
 - iv. Groups requesting the use of The University of South Dakota must complete the online reservation form. The form must be completely filled out for the request to be processed and confirmed. Any form submitted without the complete information will be returned to individual making the room reservation request, delaying your event reservation.



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- c. Non-USD Affiliates
 - i. Organizations, departments, and individuals having more than 50% of their attendees being non-USD affiliates must make their campus reservations through the Event Planning and Scheduling office at 605-658-3563.
 - ci. Reservations for space at all other times shall be made on a first-come, first-serve basis. Groups shall have the right to request their room preference. These will be honored according to space requirements.
 - cii. Private parties may request permission to use institutional facilities or grounds for meetings or events that will not interfere with the use of the facilities by the institution or institutionally affiliated organizations. *(BoR 6:13(3)(1))*
 - ciii. Room reservation assignments may be changed under any of the following conditions:
 - i. In the event a small group has been assigned to a space large enough to accommodate, and needed by, a larger group.
 - ii. In the event food service is needed and no other rooms are available for food service.
 - iii. Any changes to room reservations will have at least 24 hours advance notice, and then only if other suitable space is available for the group being asked to move.
 - iv. Notice of cancellation must be given 24 hours prior to the meeting time, or future reservations may be in jeopardy. If a cancellation is made after the room setup is complete, the organization department will be charged a setup fee (\$50 minimum). If a change of set up is requested after the room is set up per prior instruction, a setup fee (\$50 minimum) will be charged.

3. Room Reservation Changes

- a. Room reservation assignments may be changed under any of the following conditions:
 - i. In the event a small group has been assigned to a space large enough to accommodate, and needed by, a larger group.
 - ii. In the event food service is needed and no other rooms are available for food service on the campus of The University of South Dakota.
 - iii. Changes in reservations (made by the Student Services) shall not be made within 24 hours of a group's meeting time, and then only if other suitable space is available for the group being asked to move.
- b. Notice of cancellation must be given 24 hours prior to the meeting time. Future reservations may be in jeopardy if this is not done. If a cancellation is made after the room setup is complete, the organization or department will be charged a setup fee (\$50 minimum) for the unused reservation. If a change of set up is requested after the room is set up per prior information provided, there will be a change in set up fee charged to the group (\$50 minimum).

4. Damages and Charges

- a. A housekeeping fee (\$50 minimum) will be charged to groups who have a function requiring excessive housekeeping/cleanup. Rooms should always be left in the condition in which they were found.
 - i. A setup fee may be charged to groups who have a function requiring excessive setup or for spaces outside the MUC.



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- b. The completed written appeal must be presented within five working days after the denial was communicated, transmitted, or deposited in the mail.
- c. The institution will respond to such appeals within two working days after their receipt by the institution.

10. Contact Information

- a. Event Planning and Scheduling
 - i. MUC 130
 - ii. scheduling@usd.edu
 - iii. 605-658-3563

11. Links

- a. [SDBOR Facilities Use by Private Parties Policy](#)
- b. [USD Room Reservations website](#)