HUB-ROBESON CENTER
MEETING ROOM POLICY

In the event a student organization has reserved a meeting space in the HUB-Robeson Center through the Event Management Office and decides to cancel the meeting the following procedure must be followed:

- Student organizations can cancel their reservation for any date 24 hours prior to the meeting Monday through Friday or by noon on Friday for a weekend event to keep from being listed as a no-show with possible penalties.

Weekly, bi-weekly or monthly meetings:
1. A regularly scheduled weekly, bi-weekly, or monthly meeting:
   a. After the first missed meeting, an e-mail will be sent by the Event Management Office to the president and advisor of the organization that this is the first warning about reserving space and not utilizing it. The organization is advised if a second consecutive meeting is missed, the organization will lose the balance of their reservation for that semester.
   b. After a second consecutive missed meeting, an e-mail and letter will be sent by the Event Management Office to the president and advisor informing the organization they have lost the balance of their reservation for that semester.
   c. If the same student organization has 2 consecutive no-shows the following semester, then that organization would lose their right to reserve HUB-Robeson space for the following calendar year.
   d. Student organizations that have 4 non-consecutive no-shows during a semester will lose the balance of their reservation.
   e. If the same student organization has 4 non-consecutive no-shows the following semester, then that organization would lose their right to reserve HUB-Robeson space for the following calendar year.

2. Reservations for single meetings, sub-committee meetings:
   a. If a student organization accrues 4 no-shows during a semester for single scheduled meetings, the organization would lose their right to use the HUB-Robeson space for the following semester.

Any student organization that is contacted about losing their right to reserve HUB-Robeson space will have the option to appeal their no-shows to the HUB-Robeson Advisory Board and under special circumstances they could be granted HUB-Robeson space usage again. If a student organization loses their right to HUB-Robeson space usage they will still be able to reserve academic space for their use.

ANY QUESTIONS REGARDING THIS POLICY CAN BE DIRECTED TO THE DIRECTOR OF UNIONS AND STUDENT ACTIVITIES.

HUB-Robeson Advisory Board
3/21/05