

## Reservation and Space Usage Policies

The Following Policies and guidelines govern the usage of the HUB 102/103 and HUB 402 spaces in the Health United Building.

HUB 102/103 and HUB 402 are overseen by the Xavier Recreational Sports Department. Recreational Sports emphasizes belonging, leadership and wellbeing while providing the Xavier students and community with the finest programs, services, facilities and equipment with a goal to support and foster a lifelong appreciation of body, mind and spirit.

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#### General Reservation Policies

### Reservation and Events

#### **A. Reservable Spaces**

This document only outlines policies and reservation process for HUB 102/103 and HUB 402. Any other classroom/meeting space in the HUB should be reserved through the Registrars Office and may have different policies or processes.

##### **a. HUB 102/103**

First floor classroom style space. No minimum capacity, Maximum capacity of 60\* people. Equipped with Microsoft Teams capabilities as well as connection via HDMI. Two drop down projector screens, one wall mounted TV and one Portable TV. Two handheld microphones as well as a central A/V control panel to control screens, audio, and volume.

\*The room can comfortably sit 60 people with tables and chairs. Slightly larger groups can be accommodated without the use of tables, or for primarily standing events

##### **b. HUB 402**

4th floor student commons space. Minimum of 50\* people, maximum capacity of 200\* people. Equipped with Solstice and Microsoft Teams capabilities as well as connection via HDMI. Two drop down projector screens. Access to a total of 4 microphones, of which 2 may be used at a time. 2 lapel/earpiece microphones, 2 handheld microphones. Room is equipped with a central A/V control panel to control screens, audio, and volume. Space also provides access to 4<sup>th</sup> floor outdoor deck space. Audio can be controlled for both indoor and outdoor space via A/V panel. 402 also has a kitchenet which provides access to sinks, cabinets, a microwave, 2 full size refrigerators, and a serving area.

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\*HUB 402 may be reserved for smaller groups based on the availability of the space. Larger groups will be prioritized in this space. Xavier Recreational Sports may move an event from HUB 402 to HUB 102/103 if HUB 402 is needed to accommodate a larger group

\*HUB 402 can comfortably sit between 125-150 people. The use of tables may take this number closer to 100.

Both Spaces have access to 6ft rectangular tables and chairs. Each space has a couple of high-top round tables. Neither space has round, or long tables.

### B. Reservation Request Process

Both HUB 102/103 and HUB 402 are reserved on a first come first serve basis. Reservations will be considered in the order they are received.

#### a. Event Type and Classification

**University Events (Internal):** Events that are put on by departments, recognized student organizations, or internal stakeholders of the university and are designed primarily for the benefit of the university community which will be predominantly attended by individuals associated with the university. (Alumni events put on by the university as well as Admissions events are considered internal university events).

**University Co-Sponsored Events:** Events that a department, recognized student organization, or internal stakeholder serves as the host or primary contact, but the event is designed with the intention of more than 50% of attendees being individuals who are not directly associated with the University of Xavier. Co-Sponsored Events are subject to the Xavier University Facility Use Agreement.

**Non-University Events (External):** Any Event in which the main contact or host is external to the university (Ex. Corporate meetings, Parties, etc.). All external events are subject to the Xavier University Facility use Agreement and will be required to sign a contract regarding pricing and policies with the Xavier Recreational Sports Department.

#### b. Submitting a Request

Reservations may only be officially made online and must be submitted through the Mazevo online scheduling system. That form can be accessed [here](#) by signing in with your email, or via the Xavier Recreational Sports HUB Reservation information and Policy Page [here](#).

Requests can be submitted at any point prior to the event. The event request submitted online should provide as much information as possible about the meeting/event.

The availability of the space can be viewed via Mazevo. If you have questions regarding the reservation of HUB 102/103 or HUB 402 please reach out to Brenn Simmons at [simmons6@xavier.edu](mailto:simmons6@xavier.edu) or via phone at [513-745-3671](tel:513-745-3671)

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### c. Rental Rates

HUB 102/103 & 402 usage for up to 6 hours	University Events (Internal)	University Co- Sponsored Events	Non-University Events (External)
HUB 102/103	\$0	\$150	\$300
HUB 402	\$0	\$200	\$400
Each additional Hour over 6 hours	\$0	\$50	\$100

### General Reservation Policies

- a. Use of HUB 102/103 or HUB 402 requires an approved reservation from the Xavier Recreational Sports Department
- b. Submitting a request does not guarantee that the space will be assigned or approved. Xavier Recreational Sports reserves the right to reject any reservation that it determines programmatically or operationally is too difficult to accommodate. Reservation Requests may also be denied if the organization or event is in conflict with any university policies.
- c. Reservations are considered on a first come first serve basis.
- d. A reservation is not approved until a confirmation email is received from Xavier Recreational Sports
- e. **All set up and tear down is the responsibility of the reserving party.** The Xavier Recreational Sports Department does not maintain an event staff and simply oversees the reservation of the spaces. The Rec Center front desk staff are unavailable for event set up.
  - a. Physical Plant is also unable to assist with event set up or tear down in most instances
- f. Access to the storage closets in each space can be obtained by asking the staff at the front desk of the rec-center. If the event is taking place outside of regular operating hours, the reserving party should coordinate access to storage closets prior to the event.
- g. All trash should be placed in trash bins, or in bags next to bin in order to help out the cleaning staff. **It is the responsibility of the reserving party to clean the space, including ALL trash and food.** Failure to properly clean the space following an event may result in future requests being denied
- h. Reservations must be submitted by the intending/hosting organization
- i. No space may be reserved for overnight use or storage.
- j. HUB 102/103 and HUB 402 **are not intended for repeated or recurring usage.** Exceptions to this may be considered on a case-by-case basis. Xavier Recreational Sports reserves the right to approve or deny any recurring reservation as it sees fit.
- k. Reservations made by an organization or individual for a personal event will be treated as an external event

## Reservation and Space Usage Policies

- l. Insurance:** External groups reserving spaces in the HUB are required to provide a Certificate of Liability Insurance with minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate. Such policy shall be on a primary and non-contributory basis and will contain no terms allowing the insurer to be subrogated to the rights of any injured or damaged person or entity insofar as said person or entity may have claims against the university. The policy should name Xavier University as an additional insured.
- m.** All external groups engaging in an event on campus must have a signed agreement for services.
- n.** Food is allowed in both spaces. Organization of food and logistics is the responsibility of the reserving party.
- o. Parking**
  - a.** It is the responsibility of the reserving party to reach out to Aux. Services to secure parking for attendees (if needed).