

ACT Community Partner Agencies

Plemmons Student Union Usage Policy

An ACT Community Partner Agency may request usage of the Plemmons Student Union if they are currently catalogued in the ACT Community Partners Database.

Usage of the facility is permitted for meeting rooms and contact tables for activities that are open and designated exclusively to ASU students, along with agency staff presenters and invited facilitators. An ACT Community Partner Agency should make a reservation request directly to the Student Programs Event Services Office (262-3032) using the appropriate reservation forms. Forms are available online at www.studentunion.appstate.edu. Click the *Student Reservations* tab then select the appropriate *Reservation Request Form*.

- Type of Events: Limited to ASU student volunteer recruitment, orientation and/or training. Use of the facility is not permitted for agency fundraisers, permanent agency staff meeting or community/public events.*
- There is no cost for the use of meeting rooms, contact tables or general audio-visual equipment.
- Reservation requests may continue to be made through the academic year up until the last day of classes in the Spring Semester. Reservation requests for the summer may be made beginning on the first day of Summer School classes.

Guidelines for Room Usage

Limited Availability: An ACT Community Partner Agency may request facility space beginning August 1st for the upcoming academic year for usage between Thursdays and Sundays until 4pm.

Regular Availability: Beginning on the first Monday following Labor Day, an ACT Community Partner Agency may request space for any day of the week in the Plemmons Student Union for the upcoming academic year.

- Meetings may be conducted up to (3) three hours in duration.
- Three (3) meetings per year are allowed for each ACT Community Partner Agency.

Guidelines for Contact Table Usage

- Nature of usage is restricted to the recruitment of ASU students for volunteer opportunities with the agency and for the advertisement of agency services and programs. No financial transactions may be conducted.
- Contact Tables # 10 & # 11 are designated for community agency usage.
- Reservations may be made no more than (14) fourteen days prior to the requested date of usage.
- Three (3) days per semester are allowed for each ACT Community Partner Agency.

**Note: Agency fundraisers are only allowable when they are reserved and conducted by a registered ASU Club, University Funded Organization or a Service-Learning Class on behalf of the agency.*