**PLEMMONS STUDENT UNION / LEGENDS / OUTSIDE AREAS**

**SCHEDULING WINDOW MEMO**

**FALL 2021 / SPRING 2022**

**TO: Academic Departments and Administrative Offices (please post)**

**FROM:** Event Services

 Plemmons Student Union

**RE:** Reservation Requests for **Fall 2021 / Spring 2022**

**ATTN: Scheduling window begins on March 1, 2021.**

The **scheduling window** for **Academic Departments** and **Administrative Offices** begins on **March 1, 2021**. This is an opportunity for **ASU Academic Departments** and **Administrative Offices** to request use of the Plemmons Student Union, Legends, Sanford Mall, and certain outdoor spaces for the upcoming academic year.

All requests for space inside the Student Union or for Outdoor Areas are **made online** **using the PSU Online Reservation System**. If you have not already done so, you must first request an online reservation account before you can make reservations. To request an online account, make a reservation or access help text for making a reservation, please visit [studentunion.appstate.edu](http://studentunion.appstate.edu) and click on **Faculty/Staff Reservations under the Plan an Event tab**. Reservation requests should **not** be submitted over the phone or by email.

To ensure that your request is entered in the proper order, it is **very important** that **no** **Fall 2021/Spring 2022** requests be submitted **prior to 8:00am on March 1, 2022**. Any request submitted prior to this date will be canceled and must be re-entered by the web user at the proper time. Web requests will be accepted on a first come, first served basis after the date above.

We appreciate your efforts in helping us achieve 100% participation with use of the PSU Online Reservation System. Please feel free to call 828-262-3032 or email farthingcr@appstate.edu with any questions.

Thank you,

Event Services

Department of Student Engagement and Leadership

Phone: 828-262-3032

**WHAT ARE THE DIFFERENT KINDS OF RESERVATIONS?**

***Regular Meetings***

Recurring (weekly, bi-weekly, monthly) use of space during normal operating hours (8 am – 10 pm) that do not require the direct supervision of Union Staff. **Room setups are standard** and AV equipment needs are limited.

***One Time/Special Events***

Include: One-time Meetings, Socials (DJ Dances, Parties, etc.), Receptions, and Educational Functions (Health & Job Fairs, Guest Speakers, Video Conferences, etc.).

***Display Cases***

Locked glass cases located in the International Hallway. They can be reserved for up to 2-week periods.

***Contact Tables***

Permanent tables located near our Information Center in the Plemmons Student Union Lobby in front of Cascades, in the Solarium Lobby, and down the International Hallway in the Plemmons Student Union. They can be reserved for up to 1-week periods. Our building’s heaviest traffic flow is Monday – Friday, 10 am – 2 pm (known as prime-time).

***Outdoor Venues***

Sanford Mall, Duck Pond Field and Durham Park.

**WHAT OTHER IMPORTANT INFORMATION IS NEEDED?**

**Room preferences** are welcome; however, the Reservations Office **assigns** the appropriate room according to a number of factors (other events occurring, availability, room setup, size of group, AV needs, etc.).

During the Scheduling Window, each group/department is **allowed to reserve** 1 *Regular Meeting, 2 One-Time/Special Events, 2 weeks in a Display Case, and 1 week at a Contact Table.* After the Scheduling Window requests have been confirmed, additional requests are welcomed.

The average **approval time** for a Reservation Request is normally 2-5 business days. However, during the Scheduling Window ***your patience is appreciated***. **All confirmations *should be* emailed by the last week of the Spring Semester.**

If you need assistance with the PSU Online Reservation System please call Event Services at 262-3032.