



University Student Commons

Space Reservation and Usage Guidelines & Procedures Highlights for 2024-2025

Old Guidelines being highlighted

- All Complex and Major events must have all details agreed upon within their Facility Use Agreement 15 days before the event. Any changes after the deadline could result in a Late Change Fee.
- All standard meetings must have all details agreed upon within their facility Use Agreement 3 days before the meeting or event. Any changes after the deadline could result in a Late Change Fee.
- No outside audio-visual equipment, including DJ equipment, is allowed in any of our spaces unless the Technical Services Manager approves. All requests for AV must go through the Technical Services Manager. Reserved users bringing in outside audio-visual equipment will be subject to fees and violations.
 - Exception: A small Bluetooth speaker with a volume of **no higher than 75 decibels is allowed**. The speaker size **must not exceed 9x4x4 inches** (for example, a JBL Charge or Bose SoundLink Flex Bluetooth Speaker).

Revised Guidelines being highlighted

- Clients can no longer request up to 9 items on the day of the event. All changes requested after the deadline or on the day of are subject to late change fees.
- It's important to note that clients who receive up to three violations in one semester will have their reservations paused. This pause will remain in effect until they meet with a member of The Commons to review the violations. A fourth violation will result in the cancellation of the remainder of the semester's bookings. Compliance with the guidelines is essential to maintain the privilege of making reservations.
- The University has updated and revised the new Campus Expression and Space Utilization Policy:
<https://vcu.public.doctract.com/doctract/documentportal/08DA32A740D31FB4D9FC17CC1351AF65>

New Guidelines being highlighted

- All booking reservations must check in at the information center on the first floor of The Commons by either the reservation contact or the day of contact to have their room unlocked. Rooms can be unlocked up to 10 minutes before their reservation start time.

