



## Haley Center Policy

The Student Center Reservations Office is located in room 1115 on the first floor of the Melton Student Center. Staff are available from 7:45 a.m. – 4:45 p.m., Monday through Friday, to answer questions regarding events in Haley Center.

### RESERVATIONS TERMS & CONDITIONS

- Haley Center classrooms are available for reservations Monday-Thursday after 5 pm. Haley Center classrooms are available for campus organizations only.
- The following information should be submitted to the Student Center Reservations office at least 2 business days prior to the event. Information submitted after this time, may incur extra fees.
  - Reservations cancellations. Customers failing to cancel an event with the Student Center Reservations office may be subject to a no-show fee and/or room fee.
- Groups should not change room reservations with other groups. Changes to reservations should be made by the Student Center Reservations office
- The Haley Center classrooms are accessible for individuals with disabilities. Please send requests for assistance in providing special accommodations to Student Center Reservations office no later than one week prior to the event.
- Meeting and event spaces are assigned to accommodate the tentative attendance of an event. Room changes may be made if the number of participants or space requirements for an event change
- Failure to comply with Melton Student Center policies and procedures may result in termination of meeting privileges. Groups misrepresenting an event may be subject to a fine and/or loss of privileges.

### AUDIO-VISUAL & SOUND EQUIPMENT NEEDS

The Haley Center classrooms are smart classrooms. If you need assistance learning how to operate the system prior to your event, please contact the Office of Information Technology at 334-844-4944 or [servicedesk@auburn.edu](mailto:servicedesk@auburn.edu).

### DECORATIONS & DAMAGES POLICY

Decorations used in Haley Center classrooms should be free standing. Decorations should not be left in the Haley Center when the event is over. Decorations left in the Haley Center may incur a removal fee. Auburn University is not responsible for any items left in the Haley Center after an event has ended.

#### *Prohibited Items and Actions*

- Tape, nails, glue or other adhesive material meant to affix signs and/or decorations to walls, doors, and other flat surfaces
- Glitter/confetti
- Food and Drink
- Open Flames (candles, pyrotechnics, etc.)
- Sand
- Water pools
- Moving and/or altering furniture, fixtures, and banners present in the space

### PARKING

Parking on campus is by permit only. Questions regarding parking should be directed to the Auburn University Parking Services, (334) 844-4143 or <http://www.auburn.edu/parking>