



## Harold D. Melton Student Center Game Room 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.

### RESERVATIONS TERMS & CONDITIONS

- Facility requests (requiring no special equipment or personnel) should be submitted at least 15 business days prior to the date of the meeting or event. Requests for events requiring special equipment, personnel, services, or Auburn University Department of Campus Safety and Security, must be submitted at least 30 business days in advance. Requests submitted after these time periods may be declined.
- 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.
  - A signed space agreement. Events without a signed agreement 2 business days prior to the event may be cancelled.
  - Changes to event duration. If the space is no longer needed for the reserved amount of time or if more time is needed, please work to inform Student Center Reservations staff.
  - Audio visual equipment and assistance. Audio visual prices may vary. If equipment is damaged and/or equipment is missing after an event, a fee may be assessed.
  - Reservations cancellations. Customers failing to cancel an event at least 48 business hours before with the Student Center Reservations office may be subject to a no-show fee.
- Space Options: No options are private, as the game room will be open to the public during events.
  - Couch Co-Op: Reserve 2 or 4 group TV stations. Can host up to 16 players at once. Groups can use either Nintendo Switch OR Xbox consoles. No knowledge of gaming is needed for this space.
  - Competitive Suite: 10 individual computer stations. It can host up to 10 players on gaming PCs. Organizations must be knowledgeable to use this space.
- Hours: The Game Room follows the Melton Student Center operational hours and closes 15 minutes prior to closing time. No events should take place on Tuesday morning as this time is reserved for maintenance.
- Renting the entire space is allowed but in limited circumstances. Dates and times must be approved by the Reservations and Event Operations Office. Events that rent the entire space will either be during non-peak hours or open to all students.
- Event Operations will notify the public of the time the space is reserved and will help the groups get started with their event.
- Groups should not change room reservations with other groups. Changes to reservations should be made by the Student Center Reservations office.
- Account numbers for billing should be given to the Student Center Reservations office prior to the event. If an incorrect account number is given, the customer will be responsible for requesting the necessary corrections.
- All campus events are subject to the [Campus Events Policy](#) and the guidelines within. Events meeting certain qualifications will need to be registered in the [Campus Event Planning System](#).
- Events that require registration and approval via the [Campus Event Planning System](#) are subject to cancellation if the event is not submitted or the submission is denied.
- If food will be present at an event, groups are responsible for the clean-up of the room after the event. If food is left in a space and/or the space requires extra cleaning, a cleaning fee may be assessed.
- If wireless internet service is needed for non-university attendees, please contact the Auburn University Office of Information Technology at 334-844-4944 or [servicedesk@auburn.edu](mailto:servicedesk@auburn.edu).
- The Auburn University Student Center is 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.



- Failure to comply with Harold D. 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.
- Reservations are allocated on a first-come, first-served basis to ensure fairness and accessibility for all users. Tentative Series reservations, often referred to as 'blanket bookings' or practices that dominate the use of space, are strictly prohibited. Additionally, recurring meeting reservations in large event spaces are not permitted to prioritize access for events with broader impact and greater demand. Compliance with these guidelines helps us manage resources effectively and equitably.

## DECORATIONS & DAMAGES POLICY

Decorations used in Melton Student Center meeting rooms and event spaces should be free standing or secured to surfaces with painters' tape. Decorations should not be left in the Student Center when the event is over. Decorations left in the Melton Student Center may incur a removal fee. Auburn University Student Center is not responsible for any items left in Student Center meeting rooms and event spaces 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
- Open Flames (candles, pyrotechnics, etc.)
- Sand
- Water pools
- Moving and/or altering furniture, fixtures, and banners present in the Melton Student Center

Game Room setup

Failure to leave a room as it was found will result in a reset/cleaning fee.

## PAYMENT

Payment for meetings or events sponsored by university departments or registered student organizations is due within 30 business days after the event. Payment must be made by the sponsoring organization or a university department.

Non-profit and commercial organizations are required to pay for reservations in advance. For your convenience we accept payment by university fund organization expenditure payment (FOAP) account number, check or credit card (Visa, MasterCard, Discover Card, and American Express).

Departments or organizations with past due invoices will not be allowed to hold future events until all delinquent amounts are paid in full, with the possibility of canceling existing events.

## 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>.

