



2017-2018 RSO Authorized Member Form

Registered Student Organizations (RSOs) that would like to reserve meeting room(s)/space(s) with Union Services must complete this form in its entirety and submit it to our department in person or via email at unionscheduling@utep.edu prior to their first Mine Tracker event submission. The RSO will only be required to complete this form once, which will be valid and kept on file for one academic year (fall, spring, summer).

The contact information for the RSO President, RSO Vice President, and one additional RSO representative *must* be on the form. These individuals will be the *only* authorized members to make reservations and/or modifications on behalf of the RSO. The names on this form must match the event submission on Mine Tracker. If there is a change/update of information, please notify our office at once or your room request could be placed on hold. The contact information of the RSO Advisor is also required even though the advisor is **not permitted** to make reservations on behalf of the student organization.

RSO Name: _____

Last, First Name	Title	UTEP Email Address (required)	Phone Number
	President		
	Vice President		
	Designated Representative		
	Advisor		

Weekly Meeting Room Request

If your RSO would like to have a weekly meeting in one of our rooms, please complete the section below. Rooms for weekly meetings are on a first-come, first-serve basis. In addition to this form, you will need to submit an *event submission* for your weekly meeting on Mine Tracker. Once the Student Engagement and Leadership Center (SEL) approves the meeting on Mine Tracker, you will receive a reservation summary from Union Services that will confirm the room you have been assigned for the academic year.

Expected Attendance _____ (How many members are you expecting?)

Room Preference

1st Choice _____

2nd Choice _____

3rd Choice _____

Room Set-up

**Choose only one option*

Classroom Style
Standard Theater
Boardroom Style
Round Tables

Audio/Visual Equipment

**Check all that apply*

Projector + Screen
House Sound System
Other _____

Room Use Agreement

We want to continue to provide Register Student Organizations with the best possible services and innovative facilities that will enhance their experience at UTEP. Therefore, we ask that you please check all of the boxes below as an understanding that you and the members of your organization will comply with the terms and policies of Union Services.

By checking the boxes below, our RSO agrees to uphold each term and policy. We understand that any negligence on our part can result in disciplinary action that may include termination of room/space use privileges with Union Services.

Taping or hanging flyers/materials of any kind is not permitted in any building, space, conference room, door, or outdoor area managed by Union Services.

Open flames (from candles, lighters, cigarettes, etc.) and glitter/confetti are strictly prohibited in any room or area in the Union Building East, West, Union Plaza, and the El Paso Natural Gas Conference Center.

Due to safety and liability concerns, we will not re-arrange any furniture (tables, chairs, podiums, microphones, etc.) inside any rooms that have already been set-up for an event. We will notify Union Services staff within 24 hours if changes are necessary. We also understand that the podiums on the first floor conference rooms cannot be moved because of the specific locations of technology and electrical outlet installations.

The room/space will be left in the same condition that it was provided to us or our RSO will pay a clean-up/set-up fee.

The hours of operation for the Union Building are from 7 am to 10 pm during the fall and spring semesters. Our RSO will vacate the building prior to the closing time and will not delay Union Services staff members from closing promptly at 10 pm or we accept the closing fee that can be added to our reservation. If our RSO needs the building to open/close before/past the hours of operation, special arrangements with Union Services will be made prior to our meeting/event.

All room/space requests will be made through Mine Tracker two weeks prior to any event/meeting taking place within Union Services venues. Furthermore, we understand that any request received later than two weeks on Mine Tracker can result in denial of recommendation of event from Union Services.

Exchanging rooms or making reservations on behalf of another RSO is not allowed.

Outside food that is not provided by Sodexo is not permitted in the Union Buildings East, West, Union Plaza, and El Paso Natural Gas Conference Center during events.

Events open to the general public (non-university affiliates) or in partnership with university departments, will include fees that will be paid by our organization.

The room reservation representatives (on this form) will provide Union Services with a 24-hour cancellation notice via email to **unionscheduling@utep.edu** or over the phone to **(915) 747-5177**, if an event will not take place. Failure to do so will result in a \$25 fee that will be paid by the next scheduled weekly meeting or our reservation will be placed on hold.

For departmental use only:

Order No. _____

Reservation No. _____