



"Creating an excellent
college experience"

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Section: Operations	
Subject: Reserving the Walnut Room or The Hub	

Reserving the Walnut Room or The Hub:

This is the process used when guests desire to reserve the Walnut Room or The Hub. The process helps in communication between the Taggart Student Center and Dining Services to avoid confusion in the scheduling of the Walnut Room or The Hub.

Catering and Other Non-Dining Services Events:

1. Persons reserving either The Hub or The Walnut Room need to contact USU Dining Services directly. Taggart Student Center (TSC) Scheduling **DOES NOT** schedule The Hub or the Walnut Room. The only exception to this is the annual calendaring meeting. Requests for these rooms received during this meeting will be reviewed with Dining Services before final approval is given by TSC Scheduling.
2. The person inquiring about The Hub or the Walnut Room needs to email the Operations Manager over the area they want to reserve. (rebecca.maynard@usu.edu for The Hub and david.chambers@usu.edu for the Walnut Room) Please include the following information:
 - a. Name of Group and Contact information
 - b. Room – Specifics when referring to The Hub (ie, The Pit, the back half, etc)
 - c. Date
 - d. Start time and end time that the room will be used. This includes any setup time and takedown time, not just the event time.
 - e. Number of people anticipated at the event
 - f. Description of the event including setup
 - g. Whether or not food is being served at the event.
 - i. Eating thru The Hub or The Marketplace. (See #6 below)
 - ii. Having the event catered by University Catering (See #7 below)
 - h. Miscellaneous Details
3. The applicable Operations Manager will review the situation and the schedules and respond, either approving or denying the request. Dining Services has the final say in whether the room will be reserved. Any concern over a decision will be brought to the attention of the Executive Director for a final decision.
4. Upon approval the approving Operations Manager will record the reservation as a calendar event in their own calendar, inviting the Executive Director as well as the Scheduling Secretary and include others within their organizations as appropriate. Within the body of the appointment, include the information referred to in #2.
5. If any Audio Visual is needed for the event Dining Services will refer the group to TSC Scheduling. Additional charges for AV or other special needs may apply. Audio Visual Requirements and other special needs from the TSC should be arranged at least 2 weeks in advance of the event.
6. For events other than Catered events, the TSC is not responsible for setup and/or takedown of tables and chairs. This is the responsibility of Dining Services or the Event Sponsors.

7. For Catered events, the TSC may charge a rental fee for the room per TSC policies. Also for Catered events, the TSC will be responsible for setup and/or takedown of all tables and chairs.
8. The TSC does not typically charge any rental fees for non-catered events in The Walnut Room or The Hub, unless specified by TSC with approval from the Executive Director of Dining Services.
9. Reservation of any room within the TSC or anywhere on campus does not guarantee catering. Separate arrangements must be made with University Catering for food.
10. In all cases, TSC Policy applies.