



## University Center Policies

The Guillot University Center (GUC) is scheduled through the Department of University Center Operations and Events Management. A minimum of 48 business hours notice is required for booking space. Campus Reservation Forms can be accessed on the University Center Operations and Events Management web page <http://www.una.edu/events/reservation-forms>.

Building hours are 7:30 a.m. until 11:00 p.m. Monday through Thursday, 7:30 a.m. until 8:00 p.m. Friday, 11:00 a.m. until 6:00 p.m. Saturday, and 5:00 p.m. until 10:00 p.m. on Sunday. Campus events (colleges, departments, and recognized student organizations) that are scheduled during these hours incur no charges for setup, technical support and staffing. However, events held outside or beyond these hours will be charged after-hours fees. Campus departments and organizations are not permitted from co-sponsoring/fronting activities with outside groups just to have the charges waived for those groups.

In compliance with the Americans Disability Act service animals are allowed to be in the GUC. However, other pets and animals are not allowed inside unless special circumstances exist and permission is granted.

University Center Operations and Events Management reserves the right to move the location of any scheduled event for prudent reasons, including but not limited to safety, user priority, and appropriateness of space. The contact person for the event will be notified.

The [website](#) contains the most current policies and procedures for the following:

- GUC use
- scheduling facilities in the GUC and costs
- food guidelines
- posting and advertising
- co-sponsoring and “fronting”
- The Market Place vendor procedures, expectations and costs
- political candidates

- outdoor campus decorations
- weddings