

# FALL 2018 LOTTERY INFORMATION

All request forms must be turned in between **8:30 am Monday, March 26<sup>th</sup> and Friday, March 30<sup>th</sup> at noon.**

## ROOM RESERVATION PROCESS

- **WE USE A LOTTERY SYSTEM** to assign rooms according to size of group to ensure that all have an equal opportunity to receive an event space. Our priority system is as follows:
  - Priority 1:** Campus-wide events (such as Homecoming, Career Fairs, University Planning Day, Visit Days, Board of Governors Meetings, etc.)
  - Priority 2:** Student organization onetime events and meetings
  - Priority 3:** University departments and offices
- **ALL POLICIES, CHARTS, AND FORMS WILL BE AVAILABLE on our website for printing beginning Monday, March 26<sup>th</sup> at: <http://sub.truman.edu/lottery/>.**

## REQUEST FORMS & INFORMATION

*Based on the information you provide on our form, we will assign a room that maximizes efficiency for all groups.*

- Please fill out the Fall 2018 lottery request form(s).
- If you are meeting every week or every other week— circle the dates you need. **\*\*If your group meets twice weekly (i.e. Tuesday's and Thursday's) please submit a separate form for each day, as we separate these in two categories, Main Meetings and Secondary Meetings. If you have a special event (such as a workshop or conference), which lasts more than one day ( i.e., Friday & Saturday), please circle those dates on one form. This will be considered a one-time special event. Your event will have a better chance of being drawn as a single event, and not as two one-time events.**
- Submit your request(s) to the Student Union Administrative Office from 8:30 am to 5:30 pm, between Monday, March 26<sup>th</sup> and March 30<sup>th</sup> at noon. Any lottery requests submitted before March 26<sup>th</sup> will be returned to your organization mailbox or through campus mail to your office.
- **THERE IS A TIME LIMITATION OF TWO HOURS on weekly meetings** to allow more groups to use the same facilities.
- **PLEASE NOTE:** We cannot take requests for **residence hall spaces** at this time; the directors have asked us to wait until all of their in-house meetings are in place after the beginning of fall semester.
- Not all buildings on campus have the same hours, if you are concerned your reservation may interfere with building hours or have questions please contact our office for more information.
- **The Student Union reserves the right to put your event in the best space in order to accommodate all needs.**

## WHAT HAPPENS NEXT?

- Requests will be categorized by priority and size of group, then drawn at random and assigned to rooms with capacities matching the size of group.
- Any request received after the lottery will be handled on a first-come, first-served basis after lottery assignments have been processed.
- All confirmations will be sent via email by **Wednesday, May 9<sup>th</sup>**. Hard copies of confirmations can be found in organization mailboxes and campus mail at the beginning of the Fall semester.
- **PLEASE NOTE:** You will not be able to submit fall requests via Virtual EMS until all the lottery requests have been processed.
- *Please read and review your confirmations carefully.*

**ANY QUESTIONS?** Contact the Center for Student Involvement/ Student Union Administrative Office at 660-785-4186, or stop by our office, SUB 2000 inside the Hub.