

# SPRING 2019 LOTTERY INFORMATION

All request forms must be turned in between **8:30 am Monday, October 22<sup>nd</sup> through Friday, October 26<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 meetings and events
  - Priority 3:** University departments and offices
  - Priority 4:** External Client Events (Banquets, workshops, meetings, etc.)
- **ALL POLICIES, CHARTS, AND FORMS WILL BE AVAILABLE** on our website for printing beginning Friday, October 12<sup>th</sup>: <https://union.truman.edu/room-lottery-forms>

## 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 Spring 2019 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, Monday, October 22<sup>nd</sup> until noon on October 26<sup>th</sup>. Early lottery requests will be returned to your organization mailbox or through campus mail to your office.
- **PLEASE NOTE:** We cannot take requests for **residence hall spaces** at this time; spaces may be reserved no sooner than 2 week before an event.
- 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?

- The Student Union staff will enter requests based on the usage policies and how events fit best in the building. Usage policies for event spaces can be found at <https://union.truman.edu/room-lottery-forms>
- 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 **Friday December 14<sup>th</sup>**. Hard copies of confirmations can be found in organization mailboxes and campus mail at the beginning of the spring semester.
- **PLEASE NOTE:** You will not be able to submit spring requests via Virtual EMS until all the lottery requests have been processed.
- *Please read and review your confirmations carefully.*

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