

# E.H. Hereford University Center and Commons

## Reservation Guidelines

### Inclement Weather & Event Interruption

During inclement weather situations, The Commons & University Center Operations performs as follows:

If the University closes, then the UC will close and all event reservations are cancelled automatically. There will be no cost for cancellations of this nature, and the Conference Coordinator will work with each organization to try and find an alternative facility option at a later date. If the university does not close, but inclement weather threatens the safety of event attendees or guests, the Director for The Commons & University Center Operations will make the decision if events are to be cancelled.

The Commons will remain open and act as a safe building, at the discretion of the Director for The Commons & University Center Operations.

In the case that an event occurring in The Commons or UC is interrupted due to a fire alarm, bomb threat, inclement weather, utility failure, or building evacuation, the event will be allowed to continue for a sufficient time to complete the event without additional charges, provided that the continuation does not interfere with another event.