

# E.H. Hereford University Center and Commons

## Reservation Guidelines

### Setups

Requirements for setup of event space(s) (including table and chair setups, tech needs, artist riders, billing information, and other pertinent information) should be detailed at the time of request utilizing the same means as the request. If it is not possible to provide details of the request, they will be due in The Commons & University Center Operations office no later than three (3) full class days prior to the event. Highly complex or technical event setups will require advance planning no later than five (5) class days to insure requests can be supported. The Commons & University Center Operations office reserves the right to refuse late changes in setup arrangements or to rescind space confirmation; each order or change made after this time may be assessed a fee. All setups must meet the scrutiny of Fire and Life Safety Code.