



Office of Student
Organizations

What information should RSOs know about reserving spaces on campus for club functions?

- The UNC Space/Room Reservation Request Form, (button is above), is how to reserve a space on campus for meetings & events.
- Space reservation requests should be submitted **at least 2 weeks before your event, depending on the size of your event.**
 - Plan ahead & contact someone in the Conference & Events Services department early!
- You will receive a **reservation confirmation via email** once your request is processed & approved.
- **Not all space reservations are free.** OSO can cover costs associated with space reservations with advance notice & funding approval. These larger spaces charge a fee (*contact OSO/CES for details*):
 - Campus Commons Performance Hall
 - Campus Commons Multipurpose Room
 - University Center Panorama Room
 - University Center Grand Ballrooms
 - Milne Auditorium
 - Lindou Auditorium
 - Bank of Colorado Arena & Nottingham Stadium
- **If your event is outdoors on-campus, plan 30 days in advance at a minimum.** You need to fill out an outdoor event permit. Your CES Coordinator will provide that to you.
- **For larger campus and/or community events, planning needs to begin 6 months in advance.**
 - Larger campus/community events would include festivals, community events, larger events with food, etc.
 - *An example - The UNC Luau starts planning their annual Spring event in Fall Semester, 6-8 months in advance!*