

Reservation Requests should be submitted through the Social Justice and Advocacy webpage. Requests will be reviewed based on availability and confirmed via email.

If you have any questions, please email us at sja@ucf.edu.

GENERAL POLICIES

- Reservations may be requested by members of the campus community (students, faculty, or staff) on behalf of a recognized student organization or an academic or administrative department.
- Submitting a request for use of the space, either via email or the online reservation system, does not guarantee you the space. You must receive a confirmation email before your reservation is confirmed.
- The suite should be left in the same manner in which it is found. Fees will be assessed for excessive custodial and/or maintenance service following your event.

PLANNING DEADLINES

- Requests for the use of space must be submitted at least seven (7) business days prior to the date of the event. To ensure availability of services, requests should be received ten (10) business days prior to an event.

CANCELLATION AND NO SHOW INFORMATION

- Cancellations must be made at least three (3) business days prior to a reservation.
- Failure to show thirty (30) minutes after your reserved start time will be deemed a No Show.

RIGHT TO ADJUST RESERVATIONS

- Social Justice and Advocacy reserves the right to determine the appropriate use of space within the suite. An event may be relocated or denied at the discretion of the office.