

Event Proposal Guidelines for Programs in AUM Housing and Residence Life Conference Rooms



Auburn University
At
Montgomery

[http://www.aum.edu/campus-
life/housing-residence-life](http://www.aum.edu/campus-life/housing-residence-life)

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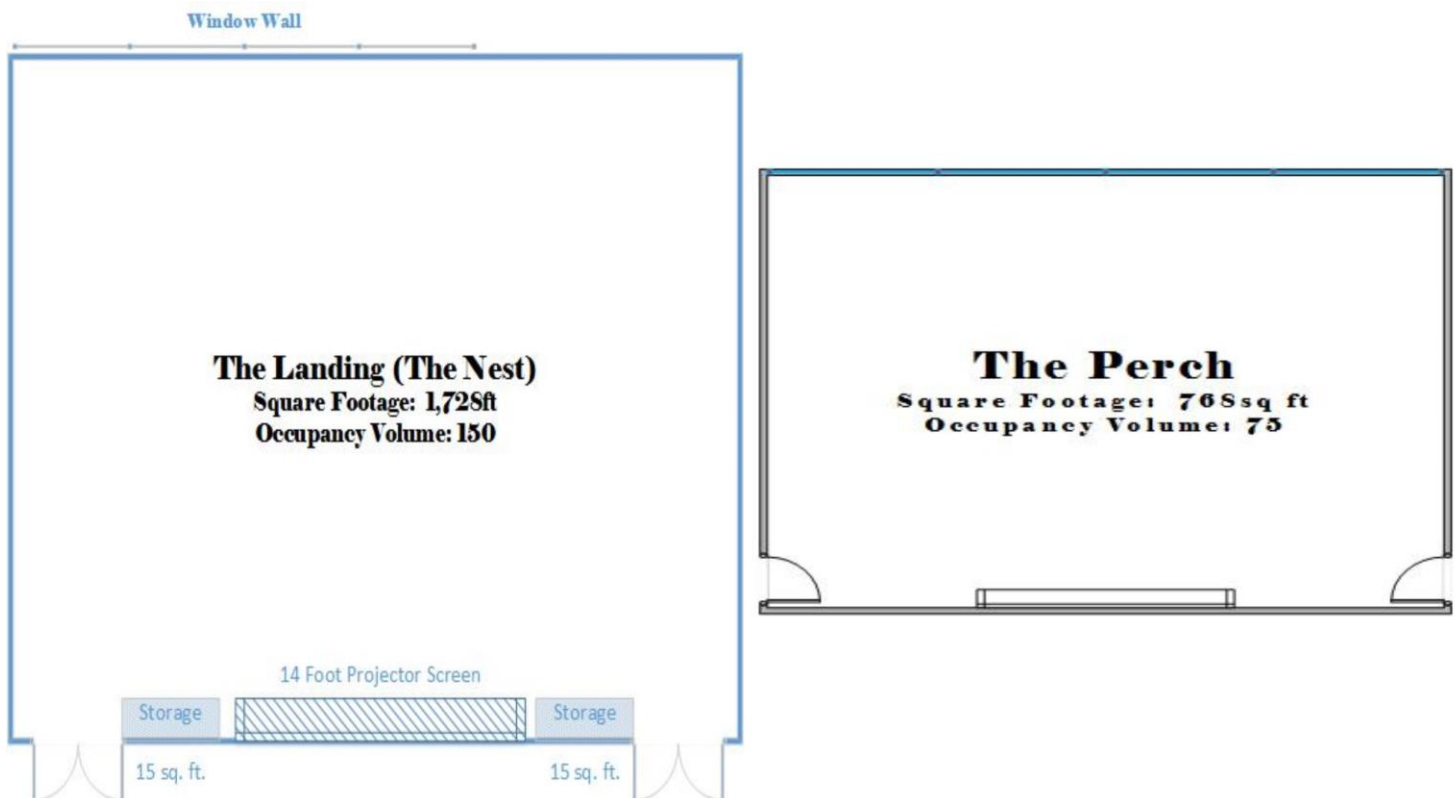
WELCOME!

Thank you for your interest in using Auburn University at Montgomery's Housing and Residence Life Residential Conference rooms. We have four (4) programming locations, The Landing, The Perch and two (2) grilling stations, which are available for events geared towards the betterment of AUM Housing and Residence Life Community. This set of guidelines will help you through the process of proposing an event to be held in one of these spaces. Below is a summary of event criteria, an explanation of the approval process we follow in considering event proposals, and audio/video equipment.

Once you have reviewed this information, please fill out the online proposal form completely. If you have any questions at any time in the process, please feel free to contact the Housing and Residence Life Office at housing@aum.edu or 334.244.3296 for assistance.

OUR FACILITIES:

The Nest is a residential recreational facility geared towards the social interaction of residents of Auburn University at Montgomery. The Housing and Residence Life department maintains two (2) conference rooms and two (2) Grilling stations through which it provides quality events and activities to its residents. While these spaces are primarily programmed by the staff of AUM Housing and Residence Life, we encourage current residents and registered student organizations and clubs to host programs that foster positive community engagement. Please take the time to read these guidelines thoroughly before completing the online proposal form.



AVAILABILITY:

During each academic semester, Resident Assistants, as well as the AUM Housing and Residence Life department, conduct a series of programs geared directly to its residents to promote community involvement. As a result, this department maintains priority use of these rooms at any time. The availability of each conference room or grilling area is determined by the 1st day of each month based on the submission of priority program submissions.

We are interested in great programs for these spaces on open nights and look forward to reviewing event proposal forms! Please note that submitting a proposal form does not guarantee use of any conference space. Proposed events must meet all event criteria listed below and be approved by the Student Events Proposal Committee.

EVENT APPROVAL PROCESS:

To propose an event for one of the AUM Housing and Residence Life conference spaces (The Perch or The Landing), you must completely fill out the online request form. The form should ideally be submitted **at least** 2 weeks in advance of your event. If submitted less than 2 weeks in advance, your proposal can still be considered, but late submission may affect the potential approval of your event.

Your proposal form will be considered by the Student Events Proposal Committee, and will be reviewed at the earliest possible moment. Following a review of your proposal, a member of the Student Events Proposal Committee will notify you, via email, of the committee's decision. If approved, your email will provide general guidelines, cleaning expectations and general contact information for assistance. If your proposal is not approved, it is recommended that you contact the AUM Campus and Conference Services to seek other possible venues for your event.

EVENT CRITERIA & GUIDELINES:

Events proposed for The Perch and/or The Landing must fit all of the following criteria to be considered for approval. Please review your event plans to confirm that they meet all criteria before submitting a proposal form. Contact the AUM Housing and Residence Life Office if you have any questions about the criteria listed below.

Residents:

1. You must be a current resident living on campus at Auburn University at Montgomery
2. Absolutely NO Alcoholic beverages may be consumed while conducting programs.
3. At minimum of 10 people must be expected for your guest list to use any conference space.
4. Non-resident guests must be escorted by a resident at all times.
5. Events may not migrate outside the reserved venue locations without prior approval.
6. Scheduling:
 - a. Resident programs may not run concurrent to any AUM Housing and Residence Life scheduled program within a window of 2hours prior to or following the schedule event start time.
 - b. Student programs may be held on weekends and non-university holidays
 - c. All programs may not start earlier than 9am or conclude past 11pm
7. Modest clothing should be worn at all times during events.
8. Events involving music:
 - a. Must may not exceed levels disruptive to residents during either courtesy or quiet hours
 - b. Musical selections should be mild-to-no vulgarity or offensive language
 - c. If you program is located in one of our outdoor locations, music may not be played past 9pm daily.
9. AUM Campus Police maintains authority to monitor or disrupt any event that is not conducive to the expectation of community living.



Student Clubs and Organizations:

1. All private/business meetings and/or programs should have a focus towards fostering community involvement with campus residents.
2. Must acknowledge and comply with all AUM Housing and Residence Life Community Standards and Procedures.
3. Absolutely NO Alcoholic beverages may be consumed while conducting programs.
4. Events may not migrate outside the reserved venue locations without prior approval.
5. Scheduling:
 - a. Resident programs may not run concurrent to any AUM Housing and Residence Life scheduled program within a window of 2 hours prior to or following the scheduled event start time.
 - b. Student programs may be held on weekends and non-university holidays
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AUDIO/VIDEO EQUIPMENT:

Audio/Visual equipment may be reserved through the Information Technology Services department for event sponsored by registered on-campus groups. Such services must be reserved



the campus group's academic advisor and should be done so only upon approval of any submitted program proposal.

Each conference room comes with a built-in projector system and screen, an audio/visual wall port and wired/wireless internet access (provided upon request).

University affiliated on-campus groups are responsible for reserving their audio/visual equipment needs with I.T.S. at 334.244.3352. All other program facilitators will need to provide their own equipment.

*****AUM Housing and Residence Life is NOT responsible for the ordering/reserving of equipment for on-campus groups. *****

DINING SERVICES:

Program facilitators are welcome to provide food and non-alcoholic beverage items of their



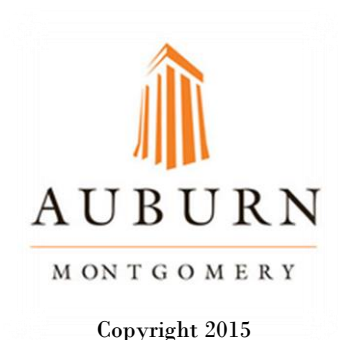
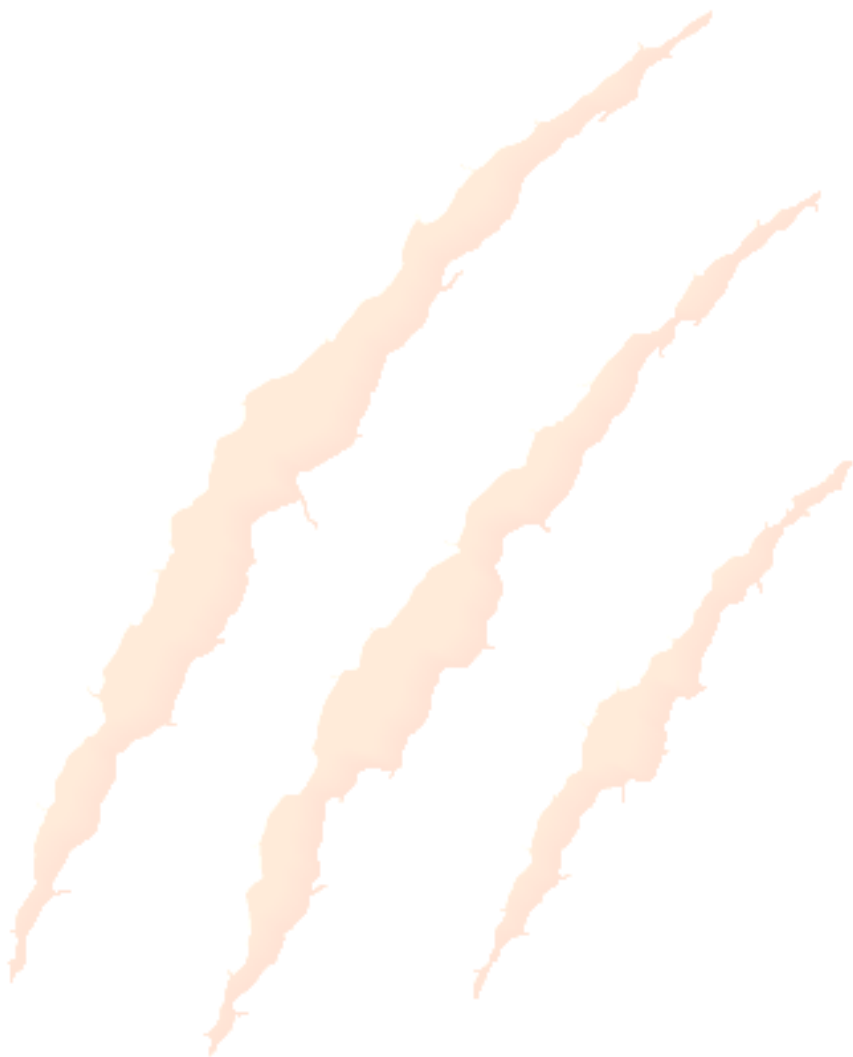
choice at their programs. If you desire catering options for your event, may we suggest The Roost Catering Services? Whether your plans are for a small reception or a gourmet dinner, The Roost Catering Services can meet any of your specific dining needs.

When considering the Roost Catering Services, please consult AUM Campus and Conference Services at 334.244.3562.

*****AUM Housing and Residence Life is NOT responsible for the order, reservation, setup or clean-up of any catered event. *****

OTHER QUESTIONS?

Please contact the AUM Housing and Residence Life Office at housing@aum.edu or 334.244.3296!



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