

### **New Booking Policies:**

#### **Quick Book Rooms: Eshleman Conference, P&P, and bNorth rooms E & F**

##### **Eshleman Conference Rooms & bNorth E & F**

- Allowed to book **24 hours** in advance.
- Allowed up to **2** reservations per day.
- Allowed **10** room bookings per semester, per RSO.
- Allowed **90** min booking limit.
- Allowed to cancel on your own, **24 hours** in advance.

##### **Eshleman Practice and Performance Spaces**

- Allowed to book up to **24 hours** in advance.
- Allowed **1** reservation per day.
- Allowed **10** room bookings per semester, per RSO.
- Allowed **3** hour booking limit.
- Allowed to cancel on your own, **24 hours** in advance.

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Please note these booking changes and policies apply only to the spaces listed above. All other spaces managed by Event Services require a request form to be submitted through [THIS LINK](#), and require **3, 4, or 6 weeks ADVANCE** notice to request the space. *Please keep in mind if your event is considered a [Major Event](#), all requests must be submitted 6 weeks in advance regardless of space.*

##### **Important Reminders!**

1. There is **NO** food or drink allowed in any Eshleman or bNorth conference and P&P rooms with the exception of water.
2. Appropriate masks must be worn over the nose and mouth **at all times**, regardless of physical activity.
3. **'No shows'** will be considered an infraction for an RSO; please make sure to cancel your reservation in advance if you are not using the space.

Please pass this information along to all current members within your RSO, and make sure to review it thoroughly before sending any questions! :) Thank you all so much for your cooperation, and feel free to ask any questions you may have!

Thank you,

Event Services Team