

SUSA Room Procedures

Overview

Room allocations used to be a procedure managed by the SUSA VP of Events; however it is now managed by the SUSA Administrative Chair (best contacted by email at susa.admin@gmail.com). In addition, all requests must be made using the specified Google Form and may only be done by either the club president or their designated room contact. Please contact the Admin Chair with any questions.

Semester Rooms

At the beginning of the semester, the Admin chair will begin the process for reserving semester rooms. This process is based off of points rankings from the previous semester and each club will have a specified time slot in which they will be given access to choose a room and time slot. Each club will be able to reserve a 50 minute weekly time slot in a selected VMH room as well as an hour and a half minute weekly time slot for use of the SUSA/DSAC conference room in the VMH basement.

Event Rooms

After semester rooms have been reserved, the Admin chair will begin the process for reserving event rooms. All clubs will have first-come-first-serve access to the Google Form in which requests may be made. For the best results, please fill out this form at least two weeks prior to your event, otherwise there is no guarantee you will be able to get a room for your event. *Room reservation requests submitted through email will not be processed.* For your request, please have the following information available:

- Club name
- Your name
- Name of event
- Date of event
- Start and Stop time of event
- Number of attendees expected

Additional Notes

Please do not contact SmithOps for a room reservation request; all requests *must* go through the Admin chair first. Also remember that SmithOps reserves the right to deny a request or cancel a request so always remain flexible and check your email for any changes that may have been made. A reservation is not final until you have received a confirmation from the Admin chair.

Swipe Access

Only club presidents will be given swipe access to the basement conference room and/or the SUSA closet unless otherwise decided by the Admin chair. This is decided on a case-by-case basis so please contact the Admin chair if your club requires additional members to have swipe access to either.