

STUDENT ALUMNI UNION DISPLAY RESERVATIONS INFORMATION

The SAU Reservations Office is located behind the Information Desk in the lobby of building 04, Student Alumni Union (SAU).

To request a room, table and/or display case reservation in the SAU, contact the SAU Reservations Office at 475-6992 (v/tty) or request space online.

Groups eligible to use SAU facilities (without a rental fee) are:

- RIT Academic/administrative Departments
- Student Government recognized student organizations

All room usage must be for Institute business.

Off-campus organizations must contact RIT's Office of Government and Community Relations at 585-475-5012 about utilizing RIT's facilities.

There are charges for services provided by Tech Crew, RIT Catering, Facilities Management Service, Educational Technology Center, etc. Specific costs can be obtained by contacting the appropriate office or department.

Food service facilities (SAU Cafeteria, The RITskeller, ESPN SportsZone) may be reserved before/after normal serving hours. Contact the dining unit manager to reserve these locations. No food/beverages may be brought into these facilities without written permission from the dining unit manager.

If arrangements are not made in advance to return the room to its original condition (clean up, resetting, etc.), the group is responsible for this work. If the group causes any damage to the room, or fails to make arrangements to clean the room, they will be charged accordingly.

Reservation time should include time for set up/clean up.

No furniture may be removed from meeting rooms.

Tables

All reserved tables must have a sign stating the name of the club/organization. RIT poster policy is to be followed at all times. Signs may not be placed on the display cases, walls or windows. Signs may be taped to the table and removed when the event is finished. A limited number of easels on which signs may be placed are available at the Information Desk.

Tables may not be removed from the Student Alumni Union.

Display Cases

Information on reserving display cases is explained in our Display Case Policy.