



BOISE STATE UNIVERSITY
CAMPUS OPERATIONS
Student Union

May 24, 2016

Dear Campus Partner,

We are excited to announce two changes to our event services. These changes are part of a series of service and process improvements that will be communicated over the course of the coming months.

Reservation Timeline

Effective June 1, 2016, Conference Services will schedule event space in the Student Union up to twelve months in advance of the month in which your desired event date will be held, beginning on the 1st of each month. (*Example - You request to schedule an event for June 24th, 2026. You will be able to reserve that date with Conference Services starting on June 1, 2025.*) This does not apply to weekly and bi-weekly meetings.

Reservation requests for recurring weekly and bi-weekly meetings will be scheduled on a semesterly basis.

- Summer and fall recurring meetings will be scheduled starting the Monday following Spring Break.
- Spring recurring meetings will be scheduled starting the 1st Monday of November.

Parties requesting a reservation more than twelve months in advance, or annual reservations up to five years in advance, must seek approval from Student Union Administration. When making the determination to confirm reservations more than twelve months in advance, the Student Union Administration shall consider the size of the event (anticipated attendance), the amount of space needed, the logistical history of the event, and whether an organization has to make an earlier commitment for a space to a speaker, artist, or vendor.

***Please note: If you previously had reservations with Conference Services beyond July 1, 2017 these reservations will be null and void effective June 1, 2016. All future reservations should be requested per the new timeline outlined above.*

Holds on Event Space

Also effective June 1, 2016, reserving parties will be eligible to hold event space on two separate dates for the same intended single day event. This allows for flexibility in identifying a best date and coordination of time sensitive event details. The final reservation date must be confirmed, with release of the unused date, no less than six months prior to the event.

If you have any questions regarding these process changes, please contact the Conference Services team at (208) 426-1677 or conferenceservices@boisestate.edu.

Sincerely,

Your Event Coordination Team
Boise State Conference Services
conferenceservices@boisestate.edu

(208) 426-1677