

**FACILITY USAGE GUIDELINES**  
**FOR RESERVATIONS AND RENTALS**  
**AAMU STUDENT HEALTH & WELLNESS CENTER**

Revised 1/2013

**Procedures & Guidelines**

Activities and events scheduled which focus on health and fitness take precedence in the reservation of the Student Health & Wellness Center facility space.

**While groups may request specific facility space, it is at the discretion of the Student Health & Wellness Center to approve reservations based on anticipated group size, the nature of the event and availability. The Student Health and Wellness Center reserves the right to make modifications to your reservation, including time and room, for Student Health and Wellness Center programming purposes.**

Use of the Student Health and Wellness Center facility requires adherence to all University and Student Health and Wellness Center Policies. For a copy of the Student Health and Wellness Center Policies and Procedures, please visit our website at [www.aamu.edu/wellnesscenter](http://www.aamu.edu/wellnesscenter).

The representative who reserves the room is responsible for the equipment, furniture, and physical space during the time that the room has been scheduled. **The facility space is expected to be returned to its original arrangement and condition. Return tables and chairs to their previous arrangements and remove all trash. Failure to do so will result in restriction of future use and/or fines.**

Please do not use the room longer than your allotted time.

No food or drink is allowed unless previously approved by the Student Health and Wellness Center. **Due to the University's contractual agreement with ARAMARK, the only food allowed from outside for parties is pizza, cake, ice cream & drinks. All other food items must be approved through the campus catering service, ARAMARK, (256) 372-5708. At this time, no refrigeration system is available in the facility to keep food items cold/frozen.**

**Requesting Reservations and Rentals**

Student organizations are required to complete and submit a Student Organization Facility Request Form to the Administrative Office *at least fourteen days before the desired date*.

Off-campus organizations are required to complete and submit the Facility Rental Form at least **14 DAYS** before the activity. Rental requests are subject to a non-refundable deposit of \$20. Upon approval of request, remaining balance for the facility will be required.

These forms can be obtained from the Member Services Desk or downloaded from the website [www.aamu.edu/wellnesscenter](http://www.aamu.edu/wellnesscenter).

The organization representative/renter will be notified within three business days of submission with a request confirmation or denial (with explanation) from the SHWC Administrative Office. **Reservations are not complete until you receive a confirmation. Announcements of events should only follow official confirmation from the Student Health and Wellness Center.**