

Greek Leadership Community Center Meeting Room Policies

Room Requests

1. Fraternities and sororities may book for fall semester beginning May 1st. Spring reservations may be requested starting Dec. 1st.
2. Fraternities and sororities must be in good standing with their respective national organization AND recognized and in good standing with ASU's. Provisional groups or groups expanding to ASU may work with the Fraternity & Sorority Life staff to acquire room bookings.
3. A recognized fraternity or sorority can request space when co-sponsoring with non-ASU organizations only if the recognized fraternity or sorority will be present during the entirety of the event.
4. Reservations for one large scale event (utilizing the Ballrooms) will first be granted in the following method:
 - a. President's Cup Award winner (based upon Standards of Excellence) will receive priority for a ballroom booking for the fall and spring semester (after receiving the award) for 1 (one) signature event each semester.
 - b. Each council chapter of the year (based upon Standards of Excellence) will receive the next priority for a ballroom booking for the fall and spring semester (after receiving the award) for 1 (one) signature event each semester. Priority will be based upon the score for each chapter and go from the highest to the lowest. If there is a tie groups can mutually agree or decide who will get first choice based upon chance.
5. Organizations residing in the Greek Leadership Village (GLV) should consider using their chapter facility as the FIRST option for regular meetings prior to requesting a GLCC space.
6. Two weeks' notice is required for requests to provide for adequate staffing of the event.
7. Any damage, trash, missed/cancelled event may result in a user related fee.
8. The GLCC reserves the right to change location and/or cancel an event or meeting when necessary. Every effort will be made to notify the client in advance and to accommodate the client in an alternate location.
9. Student organizations interested in a special event/dance in the GLCC should contact the Student Organization Support Office (SOS) or visit asu.edu/clubs for guidelines and procedures.
10. GLCC building hours may be extended to accommodate events at a fee of \$150 per hour with a minimum of two weeks' notice and FSL staff approval.
11. Rooms/spaces must be left clean, free of damage and in the set-up reserved. Clients are prohibited from rearranging the furniture and will be assessed a fee if the set-up is changed. If damage occurs in a room and/or there is a loss of equipment, the responsible group/party will be assessed a fee reflective of the cost for replacement/repair.

12. The Greek Leadership Community Center Committee can help create policy, suggest changes, amendments to reservation policies and procedures to the Fraternity & Sorority Life Staff.
13. Room requests are currently being accepted online (<https://goo.gl/forms/4QpzSicK2hUb0yJ92>)

Catering

The GLCC has Aramark as in-house catering service, and groups requesting catering should contact Aramark catering. Special requests or accommodations can be made, providing the vendor is recognized and approved by ASU.

Audio Visual

Various audio visual equipment is available depending upon the room request, please note that you may have to provide any special adapters to plug into A/V equipment. Please check prior to your event with GLCC and FSL staff.

Greek Leadership Community Center provided audio equipment may only be used in conjunction with devices that have stereo, mono, or RCA outputs. Included in this list are laptops and video players with HDMI outputs. Audio must stay at or below the acceptable sound level as determined by the Building Manager (roughly 70 decibels or below)

Decorations/Signage/Displays

Signage and décor must be free standing or placed on tabletops. Items are not permitted to be taped or attached to any walls, windows, doors etc. of the room/building. Post-it style, self-adhesive note pad paper may be used on the blank walls inside the meeting rooms.

The use of glitter, confetti and lit candles are prohibited.