

## Student Org Guide to Booking Space on Campus

### UNION COMPLEX RESERVATIONS

If booking space in the Union Complex, visit [www.usm.edu/Union](http://www.usm.edu/Union) and click on the gold “Reserve Space” button at the top of the page. Union reps will reach out to review your event details, talk next steps, and confirm.

Union Complex spaces include RC Cook Union, Thad Cochran Center, Danforth Chapel, Hub, Trent Lott National Center, Centennial Lawn, Weathersby Lawn, Spirit Park, Southern Station, Union Plaza, NPHC Plaza, tabling in the Union Lobby or TCC Atrium (outside of the Fresh Food Company), Shoemaker Square, Library Plaza or Armstrong-Branch Plaza and for chalking requests on Weathersby Lawn.

### ACADEMIC SPACE RESERVATIONS

Space is any academic building on campus (note, not all academic buildings are reservable by student orgs). Requests for academic space first go through LSI. Visit [www.usm.edu/lsi](http://www.usm.edu/lsi) and click on “Forms and Policies” to complete the form to request space.

### PAYNE CENTER RESERVATIONS

Campus Recreation oversees space in The Payne Center, Pride Field, Natatorium, and Intramural Fields. Requests for Campus Rec space first go through LSI. Visit [www.usm.edu/lsi](http://www.usm.edu/lsi) and click on “Forms and Policies” to complete the form to request space.

### BENNETT AUDITORIUM/MANNONI PERFORMING ARTS CENTER RESERVATIONS

Requests for these spaces first go through LSI. Visit [www.usm.edu/lsi](http://www.usm.edu/lsi) and click on “Forms and Policies” to complete the form to request space.

### ATHLETIC VENUE RESERVATIONS

Spaces like The Rock and Reed Green Coliseum. Requests for these spaces first go through LSI. Visit [www.usm.edu/lsi](http://www.usm.edu/lsi) and click on “Forms and Policies” to complete the form to request space.

### OGLETREE ALUMNI VENUE RESERVATIONS

The Alumni Association oversees the use of the Ogletree Alumni House and The District Lawn. Requests for these spaces first go through LSI. Visit [www.usm.edu/lsi](http://www.usm.edu/lsi) and click on “Forms and Policies” to complete the form to request space.

### TABLING IN THE LUCKYDAY BREEZEWAY/RHA CENTER RESERVATIONS

Housing and Residence Life oversees booking these spaces. Requests for these spaces first go through LSI. Visit [www.usm.edu/lsi](http://www.usm.edu/lsi) and click on “Forms and Policies” to complete the form to request space.

### GREEK CHAPTER HOUSE RESERVATIONS

Philanthropy events hosted at Greek Chapter houses are required to be registered through LSI. Requests for confirmation of these events go through LSI. Visit [www.usm.edu/lsi](http://www.usm.edu/lsi) and click on “Forms and Policies” to complete the form to register the event.