

# **MEETING AND CONFERENCE SERVICES PROCEDURES**

## **SCHEDULING EVENTS**

In order to hold an event on the UCM campus, all Recognized Student Organizations (RSO) and UCM Departments must request space for their event through the office of Meeting and Conference Services. These requests must be submitted through 25Live at least **4 days** prior to the event.

## **25LIVE SCHEDULING SOFTWARE**

UCM uses 25Live to reserve and schedule ALL University space. You must watch the online training video and complete the questionnaire in order to access 25Live. You must watch the online training video, complete a questionnaire, and log in to 25Live with your UCM credentials. Once you have completed these steps an email will be sent from the 25Live Administrator letting you know you are able to begin submitting events..

<https://www.ucmo.edu/offices/meeting-and-conference-services/schedule-an-event/index.php>

## **ONE CONTACT PERSON**

Event space for RSOs must be submitted by a student member of the organization. More than one member of a RSO or Department can have access to 25Live, but there should only be one contact per event.

## **CHANGES FOR EVENTS:**

Changes for events should be submitted by the one designated contact via email to your Event Coordinator at least 48 hours prior to the event. Changes submitted less than 48 hours prior to an event or during an event may not be possible or could result in additional charges to the Client for resources that have already been incurred for the scheduled event.

## **CANCELLATIONS AND NO SHOWS:**

Per the Board of Governors Policy, 48 hours advance notice is required to cancel events. If no cancellation is made:

- First time: A written warning will be given to the organization/department notifying them of their "no-show".
- Second time: Will result in a \$25.00 fee.
- Third time: Will result in a \$25.00 fee and a loss of scheduling privileges for 12 weeks excluding University breaks and the summer. For example if a third violation occurs during the last week of finals in May, the organization will lose scheduling privileges for 12 weeks beginning in August when fall classes begin.

For additional information please consult the Board of Governors policy:

[www.ucmo.edu/offices/general-counsel/university-policy-library/procedures/union-general-meeting-conference-services-general-charge/index.php#](http://www.ucmo.edu/offices/general-counsel/university-policy-library/procedures/union-general-meeting-conference-services-general-charge/index.php#)

## **PAYMENT OF FINES**

If a fine is issued for a procedure or Board of Governors policy violation, the client has 45 days to pay the fine. If the fine is not paid in full, all future reservations will be canceled and no new reservations will be approved until payment is received. Once you are in good standing, events that were canceled must be resubmitted.

**AUDIO VISUAL EQUIPMENT:**

The University has a wide range of state-of-the-art audio-visual equipment. RSOs and Departments are able to request the use of this equipment when completing the 25Live event request. Clients are not allowed to bring in their own audio-visual equipment, excluding laptops, unless other arrangements have been approved by the Director of Meeting and Conference Services. If the equipment is damaged, charges may be assessed to the Client.

**EXCESSIVE CLEAN UP:**

It is the responsibility of the Client to remove all decorations from the premises after an event. If items are not removed additional fees may be assessed for the removal of such items.

**STORAGE SPACE:**

Storage space is not provided as a service for events. Any items, such as decorations or prizes provided by the sponsoring organization, may not be delivered to University before the agreed upon decoration time. University will not be held responsible for the security of these items at any time.

**UNIVERSITY POSTPONEMENT OR CANCELLATION OF EVENTS:**

For causes beyond its control, UCM may, in its sole discretion and with or without notice, postpone or cancel an event. Such causes may include acts of God, strikes, fire, flood, weather, or any other cause beyond its reasonable control. All deposits will be refunded.

**FOOD AT EVENTS:**

All food served at events must be purchased through Sodexo. To view catering options for your event, call 660-543-4440 or visit <http://ucmo.catertrax.com>.

**RATE STRUCTURE:**

The Board of Governors established three categories of events and rate structure. These details are outlined in the following link. A rate sheet is available through the office of Meeting and Conference Services.

[www.ucmo.edu/offices/general-counsel/university-policy-library/procedures/union-general-meeting-conference-services-general-charge/index.php#](http://www.ucmo.edu/offices/general-counsel/university-policy-library/procedures/union-general-meeting-conference-services-general-charge/index.php#)

**PARKING:**

Campus Parking is available in any lot at no charge after 5:00 PM and on weekends, except in reserved spaces. Single day visitors to campus may park in the two Visitor lots if space is available. If those lots are full, a day pass for student or staff lots can be purchased from Parking Services. Parking lots are handicap accessible. Buses must park in the Multi-Purpose building lot.

**ON-SITE:**

If you need to speak with an Event Coordinator during your event, you may call (660)543-4342 at any time.