

UNT UNION ONLINE RESERVATIONS

FREQUENTLY ASKED QUESTIONS

How far in advance can I make a request online for an event?

Meetings and events can be requested up to 365 days in advance.

What is the cut off for making requests online?

- Quick book rooms: 1 business day in advance
- Union/Gateway meeting rooms: 5 business days in advance
- Union/Gateway/Coliseum Special Event spaces: 10 business days in advance

What is the difference between an *Event Space* and a *Meeting Room* when requesting a space online?

Spaces are designated by the type of space, not the type of event you are having. For instance, if you are booking a ballroom space, this is considered an event space—even if you will be using it for a meeting. Similarly, you could host a reception in a meeting room, but it remains a meeting room space.

How can I book a meeting at the last minute?

The *Quick Book Room, As Is - University Union* template offers you the ability to book a last minute available meeting space within the next 24 hours (following business day). This template only includes traditional meeting spaces and would come with the standard set-up. Additional resources or catering would not be able to be requested due to the short turn around. When booking a space with *Quick Book*, the reservation is automatically booked for you versus it needing UNT Event Scheduling and Planning approval. You also cannot set any recurring meetings using the *Quick Book Room* template option.

Can we decorate prior to our event?

Decorating set-up time may be added to your reservation upon request. Please adhere to the following when decorating within any University Union facility:

- Items may not be attached to floors or walls by use of tape, pins, putty, 3M Command Strips, etc.
- No glitter or confetti may be used in any reserved space.
- Candles are prohibited unless provided by catering for centerpieces.
- When considering decoration options, please contact your Event Specialist to ensure you abide by the facility policies.

What if I am bringing a laptop to use for a presentation in a University Union facility?

A Mac or PC laptop will work in the meeting rooms, however please indicate which type of adaptor you will need under the *Services* tab when making your reservation.

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If a space appears available but I cannot book it online, what should I do?

Contact the Event Planning and Scheduling Office at 940-565-3804 and UniversityUnion.SchedulingOffice@unt.edu

How much set up and break down time comes with my reservation?

You will have an hour before your event for setup and an hour after your event for breakdown.

In selecting furnishings for the space, what would be included with my set up type versus what I would need to request additionally?

Any furnishings that are part of your set up type (such as rounds) would be included – ex. All rounds and chairs for the number of people you specified on your reservation. However, if you wanted a head table at the front of the room, a table for handouts, or additional chairs, these would be the type of additional furnishings you would request in the resources portion of the reservation. There is also a notes section for each selection where you can provide any additional information, such as where you would want something set up in the room, etc.

What if I need a furnishing or resource that is not shown as a selection?

There is a section for set up notes where you can indicate any additional needs that you were unable to select as part of your reservations.

What are types of special accommodations?

Special accommodations may include requests such as an interpreter for the hearing impaired, etc.