

ASTEC Service Policies

By completing a reservation form any party agrees to the following:

- 1) All reservations must be made at least two weeks in advance. Our staff will review your reservation and either approve or deny based on the following criteria:
 - Equipment and staffing availability.
 - Accuracy of reservation details
 - Current probationary standing of the requesting group
- 2) Events Beginning before 8:00am or end late at night are subject to additional review and may require that rooms be available for entry the day before or after the event. Events of this nature must meet additional criteria which will be communicated by the coordinator on a case-by-case basis. Events occurring in the Wyoming Union must end one hour before the building closes.
- 3) Any Student Organization that requests a large scale event must complete all criteria expected of ASUW and the Campus Activities Center. Failure to meet deadlines or submit information will result in losing ASTEC services for your event.
- 4) Student Organizations requesting multiple or large scale events will be subject to a reward based system. If they complete all of the criteria set forth by the Service Coordinators they will be eligible to use larger numbers of equipment as well as better quality gear.
- 5) ASTEC exists to provide quality services to Student Organizations, University Groups, and affiliates. Free services are limited to the following groups who host their event on campus free of charge to students: ASUW; Student Organizations; Union Departments, and Dean of Students Departments. Pricing guidelines are set for UW departments, Student Organizations operating outside of the free service criteria, and affiliates which can be found at www.uwyo.edu/astec. Quotes specific to events are generated upon receiving a reservation from a party ineligible for free services.
- 6) We retain the ability to deny services to groups who fail to meet the requests made by ASTEC in the spirit of providing services to the best of our abilities. Groups that do not complete the following criteria could be considered ineligible for the fulfillment of a service request:
 - Equipment and staffing availability.
 - Accuracy of reservation details
 - Incomplete or inadequate details about performers and/or presenters
 - Inconsiderate behavior toward ASTEC staff.
 - Risking the safety of any personnel or equipment.

- Failure to report a cancellation or location change for your event within 48 hours of the stated start time.
 - Excessive service requests, changes, or cancellations
 - Departments and Student Organizations that claim eligibility for free services although they do not meet the criteria.
- 7) Groups and individuals who repeatedly fail to meet the criteria advanced by the ASTEC staff to provide services are eligible for probationary status. Probation periods are 1 full year from the date of the deciding incident. If a probationary group is responsible for an additional incident they will be suspended from one calendar year from that date of said incident and will be reported to the Campus Activities Center (CAC), Associated Students of the University of Wyoming (ASUW), their Student Organization advisor or group oversight, and any other stakeholders in their programmatic efforts.
- 8) Equipment damaged during events by the event requester or a party hired/approved by the requester will be replaced with an equal or greater unit within 30 days of the incident.
- 9) Student Organizations are limited to 16 weekly events per semester. If more than 10 requests are made, any additional event requests or requests for large scale events will be reviewed and subject to the reward based system put forward by the Coordinator team.