



ILLINOIS

Asian American Cultural Center

STUDENT AFFAIRS

AACC FACILITY POLICIES

Use of the facility must be consistent with the mission of the Asian American Cultural Center and Student Affairs. Events must abide by all University rules and regulations including the student code of conduct. Events and activities must be contained to the designated reserved space and must not block or cause obstruction to any walkway, building, entrance or exit.

AACC spaces are available for booking at no charge. They are available for booking from 9:00 AM to 12:00 AM, Monday to Friday, and from 12:00 AM to 12:00 AM, Saturday to Sunday, for space requests. Please note, the spaces are not available for use when the university is closed or when AACC-sponsored events are taking place at the AACC or elsewhere.

Space Requests:

Space requests are made on a first-come, first-served basis for *registered* student organizations that are also affiliated with the AACC. RSO affiliates can reserve space for use outside of business hours or on a regular basis (e.g. for weekly meetings). However, the number of reservations made by one organization may be limited so all groups have a fair opportunity to use the space.

For campus departments interested in reserving AACC spaces, inquiries can be made to aacc@illinois.edu.

Space requests can be made through the AACC booking page at https://go.illinois.edu/AACC_SpaceRequest and must be made at least seven (7) days in advance but only available within one semester.

When creating a booking, the time of setup and cleanup must be *noted*. Please ensure enough time to properly reset the space for other events that occur after you.

Space requests can be canceled up to two (2) prior **business days** from the start of the event. Cancellations with less than two (2) business days' notice or failure to pick up the keys will incur a \$20 fee. Space requests are non-transferable. All scheduling changes must be requested by email and approved by AACC staff.

Individuals requesting the space will receive an automated confirmation from the AACC space request system. However, AACC staff reserve the right to contact individuals in the case of unexpected changes or situations.

AACC staff will do their best to contact individuals in a timely manner regarding any potential changes to space requests.

Parking arrangements are the responsibility of the individual and/or group reserving the space. Contact the University's Parking Department for additional information.

Space Capacity:

Below is the space capacity of the AACC spaces:

- 1030D Lounge and 1030A Kitchen:
 - Maximum 50 people with tables and chairs
 - Maximum 100 people with standing room only
- 1020 Conference Room:
 - Maximum 30 people with tables and chairs

- Maximum 60 people with standing room only
- 2026 Meeting Room:
 - Maximum 14 people
 - Meetings only
 - No food

The maximum amount of time requestable is 120 minutes or two (2) hours at a time. Should individuals needing to request longer than 2-hours at the AACC, please email the AACC at aacc@illinois.edu

Keys: Keys must be picked up by 4:00 PM one business day prior to the day of the event. Keys may only be issued to designated individuals noted on AACC Space Request Booking. They will also be responsible for returning the key to the AACC in a timely manner.

Keys along with the **AACC Space Use Agreement Form** must be returned by the next business day at 12:00 PM/noon post-event. If a key is returned late, the organization or unit will incur a \$5/day fee. If a key is lost, there will be a \$150 fee. Please note that keys are non-transferable and should not be given to another organization or unit.

Setup and Cleanup:

All users are responsible for their own setup and cleanup.

Supplies such as plastic gloves, paper towels, vacuums, and disinfecting wipes are available at the AACC. If the facility is left in an unacceptable condition, AACC staff will contact the organization or unit to clean up the space following the next business day. Failure to clean up the space in a timely manner will incur the organization or unit with a \$50 fee.

Some resources such as dishes, utensils, and appliances are available for use in the AACC kitchen. All items used must be disinfected, washed, dried, and put away upon the end of the event. Remove all materials from all surfaces including but not limited to the sink, stove, oven, and surfaces.

Decorations cannot compromise public safety or create risk of property damage. Only blue painters' tape should be used for hanging decorations.

Upon end of the event, please remove all trash and place it in the dumpster outside of the AACC located in the parking lot. All decorations must be removed immediately following the event. AACC is not responsible for any items left at the AACC post-event and has the right to dispose of all leftover items.

Conduct and Responsibility:

Organizations or units reserving the space are responsible for the safety and behavior of all participants. Any damage or personal injuries are the responsibility of the hosting organization or unit. In case of emergency, please contact UIPD at (217) 333-1216 or dial 9-1-1.

Please keep all AACC property within the AACC premises. Do not tamper with or damage the walls (including artwork) of the AACC and be mindful of decorations.

Any damage to the AACC property, including but not limited to equipment, furniture, structure of the building, will incur a \$100 fee in addition to repair or replacement costs.

Upon use of the space, the **AACC Space Use Agreement Form** must be reviewed, completed, and returned to the AACC by 12:00 PM/noon next business day.

Space users are responsible for the space and its contents and agree that they or their organization will pay for any damages incurred within thirty (30) days. Failure to follow the AACC Facility Policies may result in revocation of space reservation and its privileges. In addition, other possible consequences prescribed by applicable law or university policies may be applied when there is a failure to comply with the policies.