

Lincoln University of Missouri

Facility Reservation Process

Before You Begin

Do not advertise, promote, publicize, or represent an event as approved until you receive written confirmation that the facility reservation has been approved.

1. Check Availability & Submit a Request

Review the [Campus Reservation Schedule](#) to identify an available facility, then submit a reservation request through the University's designated [reservation system](#).

Minimum advance notice:

- **University groups:** At least **5 business days** before the event.
- **University groups using outside vendors or service providers:** At least **30 days** before the event.
- **Student organizations/students:** Submit the request through the **Office of Student Engagement/Involve** before the space can be approved.
- **External groups:** Requests are reviewed based on the event, facility, attendance, availability, and any additional requirements.

Questions about reservations should be directed to reservations@LincolnU.edu.

Submitting a request does not mean the reservation is approved.

2. University Reviews the Request

The Reservations Office will review the request and, generally within **2 business days**, notify the requester of:

- Facility availability;
- Applicable requirements;
- Any fees or charges;
- Required services, staffing, security, insurance, or documentation; and
- Any additional steps needed before approval.

The University may approve, deny, modify, or relocate a request based on operational, safety, scheduling, or facility needs.

3. Complete Any Required Approvals or Agreements

If applicable:

- The University will provide a **Cost Planning Worksheet (CPW)** identifying applicable charges.
- The requesting group must confirm the charges and reservation.
- An external group may be required to sign a **Facility Use Agreement** and provide insurance or other documentation.
- Required vendors, food service providers, contractors, or other service providers must receive separate University approval.
- Additional security, staffing, technology, facilities, or other services may be required.

If a Facility Use Agreement is provided, it should generally be signed and returned within **3 business days**.

4. Receive Written Approval

The reservation is not confirmed until written approval is issued by an authorized University representative.

Once written confirmation is received, the event may proceed subject to all approved conditions.

University Groups should then submit any necessary service requests:

- **Facilities:** Submit a [work order](#) for room setup, tables, chairs, or other facility needs before, during, or after the event. When submitting the work order, include the event date, start and end times, and specific facility services need.
- **Parking/LUPD:** Submit a [parking request](#) if reserved or special-event parking is needed.
- **IT:** Submit an [IT service request](#) for audiovisual or technology support.
- **LUPD:** Contact University Police if security or event safety support may be needed.

Important: Approval of a facility does not automatically approve food service, outside vendors, parking arrangements, security, or other services that require separate approval.

5. Hold the Event & Close Out

The event sponsor is responsible for:

- The conduct of attendees and compliance with University policies;
- Keeping the event within the approved space and time;
- Protecting University property and equipment;
- Removing event materials and trash;
- Leaving the facility clean and in its original condition; and
- Paying any applicable fees, damages, or other charges.

Cancellation

University groups should provide written cancellation notice to reservations@LincolnU.edu as soon as possible and, when practicable, at least **3 business days before the event**.

External-group cancellation terms will be governed by the applicable Facility Use Agreement, reservation terms, or University policy.

Student Organization Quick Process

Student organizations should use **Involve** for event submissions.

Student Organization → Advisor Approval → Office of Student Engagement/Designated Approval → Director of University Operations/Space Approval → Written Confirmation

Before submitting, the student organization should check the [live Campus Reservation Schedule](#) for available space.

Remember These Five Rules

1. Check availability first.
2. Submit the request on time.
3. Complete all required approvals, agreements, and service requests.
4. Do not advertise until you receive written approval.
5. Leave the facility clean, orderly, and ready for its next use.

Reservation Questions

Reservations Office
reservations@LincolnU.edu

Facility reservations are subject to space availability, University policies, safety requirements, applicable laws, contractual requirements, and any conditions established by Lincoln University.