

KUNF Reservation Calendar Policies

Issue Date: 06 December 2024

General Information: KU's website building service (Drupal/Sunflower) does not provide an option to make reservation calendars natively. Therefore, the reservation calendar systems for select KUNF tools are cobbled together using Google email and calendars, Qualtrics, and a third-party automating service. Generally, it all works fairly well, but sometimes it can be slow to respond. Very rarely, it will not work. If you submit a reservation request, please be aware of the following:

- Only one active reservation per tool per person is allowed. Excess reservations will be deleted by the facility director. Exceptions can be made upon request.
- Do not make any reservations more than a week from the current date. Reservations made more than a week into the future will be deleted. Exceptions can be made upon request.
- It can take up to 15 minutes for your reservation to populate the calendar on the tool's webpage. If you think it's not working, *please do not submit additional requests for the same time*. If in doubt, send an email or text to the facility director to make sure that your reservation gets added to the calendar
- If you determine that you won't be able to make your reservation, it's no problem. Contact the facility director to have the time adjusted or to delete the reservation. Users are not allowed to edit or delete entries for reasons that should be obvious. :^)
- If you and another user reserve the same time slot for a tool, you and the other user are expected to be adults and sort out who will get access to the tool for that time slot. If you need the other user's email to contact them, contact the facility director to get their contact information. If you cede the tool to the other user, let the facility director know so that your reservation entry can be delete or set to a different time.
- Making a reservation is not required to use a tool that has a reservation calendar. However, having a reservation gives you priority to use the tool. If you are using the tool *without* a reservation, and someone *with* a reservation shows up to use it, then you must let the person with the reservation use the tool.
- Billing for tool usage is not based on reservations; billing data is derived from log books/computers. If you reserve a tool for 2 hours, but only use it for 1.5 hours, you will only be billed for 1.5 hours. However, be considerate of other users, and let the facility director know if you finish early so that your reservation time edited to show that the tool is available for use. Conversely, if you need more time and want to extend your reservation (assuming no-one else has reserved the tool for the requested time), simply put in the request using the website form, or contact the facility director to have your reservation extended.