How can I request space from the Student Centers?
Sponsoring organizations who are affiliated with the University may use the online request form by External sponsoring organizations who are not affiliated with the University and/or individuals regardless of a connection to the University may request space by clicking here.

Content Last Updated: Mon, 02/01/16

How can I cancel my event?
Please use the Change / Cancellation form if you must cancel your event. You may access the form by clicking here. Please note that charges may still apply if you do not follow procedure or do not comply with timelines inherent within our scheduling policies.

Content Last Updated: Mon, 02/01/16

How can I make a change to my event?
Please use the Change / Cancellation form if you must make a change to your event. You may access the form by clicking here. Changes to your event once we have a completed and approved request can only be changed using this form to officiate it. Be sure to include any notated change in your submitted Special Event Operations Plan if applicable.

Content Last Updated: Mon, 02/01/16

Can I establish a refund policy for my event?
1. The Student Centers allows Event Coordinators / Sponsoring Organizations discretion with refund policies for their events sold through Hawk Hub to suit various business and regulatory needs. All refunds policies will be made visible on the event’s registration page.

2. Refunds approved by these sources will be handled by Student Centers Administration within 3 business days.

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Do I need approval to host my event?
In the case of activities sponsored by Internal Groups deemed Special Events, we do request the following

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Can I have food / music / animals / etc. at my event?
Check out our Policies & Procedures for detailed answers on all of your event-related questions. If you still have questions regarding your event, contact our Event Services office at (860)768-4283.

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What information is required to request space?
In order to complete an event request the Sponsoring Organization’s representative will need to know and declare the following information on their space request:

- Sponsoring Organization Name
- Event Contact’s Name, E-mail and Phone Number
- Name of Advisor or Department Authority and their E-mail Address
- Event Title
What are the normal hours of operation of the Student Centers?
The hours below reflect the hours for Gengras Student Union. Operating hours for Student Centers Administration operation in other areas vary on event needs.

- Monday - Thursday 7:30 AM - 10 PM
- Friday 7:30 AM - 7 PM
- Saturday & Sunday 11 AM - 7 PM

Where is the Student Centers Administration office located?
1. Student Centers Administration is located in Gengras Student Union Rm 205.
2. Our normal administrative hours are 8:30 am – 5 pm, Monday through Friday
3. We can also be reached at 860.768-4283 or sca@hartford.edu

Where is there WiFi available within indoor locations of the Student Centers?
Yes. Contact the GSU Information Desk, located in Gengras Student Union Room 205 for username and password information that is available for our guest to access our Guest WiFi account.

Can I reserve the GSU Game Room for a private party or event?
The Games Room is open to the University Community and their guests. Nonaffiliated sponsors may also make arrangements to host events in the Games Room for a variety of private events and birthday parties throughout the year by reservation. You can make your reservation using the Space Request form for internal customers or by calling 860-768-4283 for internal and external clients.

Where are the best places to park close to the Student Centers?
1. Gengras Student Union is closest to Parking Lot B which is also a visitor’s lot.
2. Konover Campus Center is closest to Parking Lot F.
3. Please note that all vehicles must be registered on campus. Registration is handled through the Office of Public Safety who works from the Operations Building in Parking Lot E.
Are there any public access computers in the Student Centers?
There is a computer bar between the Game Room and the Hungry Hawk snack bar on the first floor of Gengras Student Union. Please note that while you may access the internet from those computers, they are not connected to a printer and University policies regarding computing shall apply.
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How can I get a flyer or a poster approved to be hung in the Student Centers?
Bring all postings to be hung in the Student Centers to Gengras Student Union Room 205 for review. If approved, our staff will stamp the flyer and hang them in designated areas for posting.
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What are the costs for a room / resource / SCA staffing, etc.?
Prices vary by chartered organizations, departments, and off campus groups. There are potential costs for the following areas: facility charges, set up fees, audio visual technicians, building manager, dance floor, and heating and air conditioning. For an estimate, please call the scheduling office at (909) 537-5962.
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Can we tape things on the wall?
No. The tape chips the paint. For decoration regulations contact the Director of Student Centers or review our policies and procedures. Decorations must be approved by the Scheduling Department prior to the event.
Content Last Updated: Mon, 02/01/16