

Department of Residential Life Space Reservation Form

Complete this form in its entirety to reserve Residence Hall space. This document must be submitted to and approved by the appropriate Residence Hall Director no later than 72 hours before the event/meeting. No person/group will be permitted to reserve space two times within a seven day period. The event must be in compliance with all University/Residential Life policies in order to be approved. Please read the conditions of reservations listed below:

- Non-residents of the specific hall where space is being requested may only reserve space from 8am to 7pm Monday through Friday.
- Space reservation is limited to SCSU students, faculty, and staff specifically for SCSU affiliated events and activities.
- Residents of the hall where space is being requested may be permitted to reserve space for an event/meeting outside of the time restrictions listed above. The "Host" must be in attendance at the event and serve as the primary contact and they will be held accountable for their guest's behavior. This "Host" may make a request on behalf of a group or organization that they are currently participating in; they are responsible for letting their guests into the buildings and for following standard check-in procedures when applicable.
- Food and beverage sales at the event/meeting are prohibited. In addition taking donations and/or fundraising with food is not allowed. If interested, catering can be provided through Sodexo. You may contact this service at (320) 308-4295.
- If there are any food items being served at the event/meeting (whether prepared on or off site) the host and participants are responsible for the food they prepare and serve. Best practices for food safety and preparation should be followed. See page 2 of this document for food preparation tips.
- By signing this document the host and participants agree to review and follow established space reservation guidelines which are outlined in this document.
- While holding an event/meeting in any residence hall on campus all participants must follow all residence hall policies as outlined in the Residential Life Policies handbook and The Student Code of Conduct. (Including but not limited to: quiet hours, proper evacuation during severe weather or fire alarms, non-use of alcohol or other drugs and non-use of any open flame. You may review Residential Life Policies and the Student Code of Conduct in more detail at: <http://www.stcloudstate.edu/reslife/policies/>)
- All hosts and participants of the event/meeting will work cooperatively with Residential Life staff.

Requested Location: _____

Date of Event: _____

Start Time: _____ **End Time:** _____

Description of Event:

Describe any set-up/clean-up equipment needed (Ex: Trash bins or cleaning supplies):

***Cost of equipment and setup of any items for the event is the responsibility of the student/group. Buildings and Grounds should be contacted if additional tables/chairs are needed at the event, they can be reached at (320) 308-2266.

How is this event being advertised? (Submit copies of written advertisements for approval to the Residence Hall Director)

Number of People Invited: _____

Number of People Anticipated*: _____

*number may not exceed maximum capacity for space requested.

Contact Person (If the event is being held between 8am and 7pm M-F):

Name: _____

Email: _____ **Phone:** _____

OR

Host/Contact Person (If the event is being held outside of the times listed above):

Resident's Name: _____ **Residence Hall:** _____

Email: _____ **Phone:** _____

I, the undersigned, agree to be present throughout the event, and to be responsible for ensuring that this event is in compliance with all laws and University policies. Failure to follow these policies may lead to losing the privilege of reserving space in the residence halls, or even being charged restitution for damages that occur to property during, or as a result of, this event. The undersigned agrees also to be responsible for the cleanup after the event, and restoring the event location to its original condition.

X _____
Contact Person/Event Host

OFFICE USE ONLY
(Circle One): Approved OR Not Approved

X _____
Residence Hall Director

FOOD PREPARATION TIPS

Safe and careful handling of raw meat and poultry is **critical** to prevent harmful bacteria from multiplying and contaminating other foods. It is extremely important that proper temperatures are reached during cooking to destroy harmful bacteria. Here's what you should do to make sure the food you cook and serve is both delicious **and safe**.

WASH HANDS THOROUGHLY

Wash hands with warm water and soap for at least 20 seconds before and after handling raw meat and poultry.

PREVENT CROSS-CONTAMINATION

- Clean all counter tops and surfaces where food will be served and/or prepared prior to use.
- Use only **clean, sanitized** food containers, cutting boards and utensils.
- **Don't** use the same utensils or food containers for handling raw meat and poultry and also for handling ready-to-eat foods, (i.e., hamburger buns, cooked foods.)
- Use **separate** cutting boards for raw foods and ready-to-eat foods.
- **Don't** touch raw foods and **then** ready-to-eat foods with **the same utensil**.
- **Don't** touch ready-to-eat foods with bare hands. Use utensils or disposable gloves.

COOK FOODS THOROUGHLY

- Keep burgers and chicken (and all other perishable foods) on ice until ready to cook.
- Cook **burgers to 155°F/68°C**. To check the temperature, insert the thermometer probe for 15 seconds in the center of the burger, at a 45° angle.
- Cook **poultry to 165°F/74°C**. Place thermometer in the thickest part of the meat (for 15 seconds).
- Cook **fish to 145 °F**.
- **Cook pork to 165°F/74°C**
- Keep cooked meat hot, at a minimum temperature of **140°F/60°C** or above. Eat within 2 hour time period.

SCSU RESIDENCE HALL SPACES TO RESERVE

HILL-CASE HALL

Main Lobby
TV Lounge
Main Lounge
Game Room

SHERBURNE HALL

Main Lobby
Main TV Lounge
Kitchen
Basement TV Lounge

STEARNS HALL

TV Lounge
Classroom
Main Lobby

LAWRENCE HALL

Basement Lounge

SHOEMAKER HALL

Main Lobby
TV Lounge
Conference Room
Game Room

HOLES HALL

Main Lobby
TV Lounge
Classroom
Back Porch

BENTON HALL

TV Lounge
Game Room
Study Room

MITCHELL HALL

Main Lobby
1st Floor Activity Lounge

*The Residence Hall Director reserves the right, under special circumstances, to make space changes. Considerable care will be given to ensure comparable meeting space is provided. The RHD will make every attempt to notify the group in advance, but may make a change without discussing the change with the group.

RESIDENTIAL LIFE DECORATION POLICY

1. Decorations may not be nailed or tacked to walls, floors, or any other part of the building without the express permission of Residential Life.
2. Decorations must not create a fire hazard. They CANNOT be hung from the ceiling, nor can they be within an 18-inch radius of a fire sprinkler.
3. All decorations must be removed immediately after the event. Based on availability, permission may be granted for delayed removal/clean-up of decorations.
4. No latex in public hallways and staircases.