

SCSU RESIDENCE HALL SPACE RESERVATION FORM

Complete all information requested below in order to reserve Residence Hall space or surrounding grounds for an event. You must review this form with the Hall Director or Residence Director for final approval at least seven (7) days before the event. The fully completed form must be turned in to the Hall Director no later than 72 business hours before the event. The event must be in compliance with all University/Residence Hall policies in order to be approved. This group may not reserve space more than two (2) times over a seven (7) day period.

1. Requested location: _____ Alternate location: _____
2. Date of event: _____ Time span of event: _____
3. Describe the event (purpose, theme, activities, etc.).

4. Event sponsors (individuals, groups, or organization):
 1. Name: _____ Room & Phone #: _____
 2. Name: _____ Room & Phone #: _____
5. Name of primary person(s) in charge of event:
 1. Name: _____ Room & Phone #: _____
 2. Name: _____ Room & Phone #: _____
6. Participants: Number invited: _____ Expected attendance: _____
7. Describe your plan to deal with alcohol violations, disruptive behavior, security, and safety issues.
8. Describe the food and beverages planned and what arrangements have been made for purchase, set-up, etc. Please note that food and beverage sales at this event are prohibited. If interested, catering can be provided through Sodexo. You can contact this service at 308-4295.
9. Describe any set-up equipment needed for the event (trash, cleaning supplies, bathroom, sound systems, furniture, etc.) Cost of equipment and set-up 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 308-2266. Depending on the type of event, person/group responsible may be required to provide proof of insurance, or participant waiver forms.
10. How is the event being advertised? (Submit copies of written ads for approval to the Residence Hall Director).
11. 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 during, or as a result of, this event to Residential Life property. The undersigned agree also to be responsible for the clean-up after the event and restoring the event location to a clean condition.

Primary Event Organizer

Date

I have reviewed this form with the sponsor(s) and given my approval for this event:

Residence Hall Director Signature

Date

APPROVED

NOT APPROVED

cc: Hall File
GMW Staff
Sponsoring Individual

Please see opposite side for additional policies to follow, as well the spaces available to reserve on campus

**SCSU Residence Hall Spaces to Reserve
2007-2008 School Year**

Hill-Case Hall

Main Lobby
TV Lounge
Main Lounge
Game Room

Shoemaker Hall

Main Lobby
TV Lounge
Conference Room
Game Room

Sherburne Hall

Main Lobby
Main TV Lounge
Kitchen
Basement TV Lounge

Holes Hall

TV Lounge
Classroom
Lobby
Front Porch
Back Porch

Stearns Hall

TV Lounge
Classroom
Main Lobby

Benton Hall

TV Lounge
Game Room
Study Room

Lawrence Hall

Basement Lounge

Mitchell Hall

Main Lobby
1st Floor Activity Lounge

Residential Life reserves the right, under special circumstances, to make space changes. Considerable care will be given to ensure comparable meeting space is provided. Residential Life 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.