

Subject: Request to Reserve Student Lounge  
Number: 559  
Issued by: Director of Student Life  
Date: July 31, 2007

Persons wishing to schedule the student lounge must submit the Request to Reserve form ( see attachment # 1) to the office of Student Life.

Once the form is received, it is entered into the log of reservations which is posted in the Office of Student Life ( see attachment # 2).

If there is no conflict, the reservation is granted and:

- The Contact person is notified via email
- A copy of the reservation form is returned to the contact person with a notation of "reservation granted".
- A sign to post on the doors of the lounge on the day of the event is attached to the email ( see attachment # 4)

The following persons are notified of the reservation ( see attachment # 3)

- Maintenance
- Department of Public Safety

If the reservation is made for an after hours meeting ( after 11pm or on a weekend or holiday) the sponsor may be charged a fee for maintenance and security personnel overtime.

On the day of the event, the sponsor should post the sign ( attachment # 4) on the doors of the lounge indicating that the lounge will be closed for a special event, the time, and the sponsoring organization.