

Students reserving space are agreeing to all of the following terms.

*Any students with questions about any of these terms
should seek clarity with Student Engagement prior to reserving a space.*

As a student reserving space on campus, I am acknowledging that I understand:

- All policies outlined in the Student Handbook are applicable and any violation of College policies may result in a student conduct process against individuals within and/or the entire organization.
- Per Student Engagement policy, all organizations should request a reservation for space at least two (2) weeks in advance of my event.
- I am not permitted to advertise for my event until I have received confirmation that my request for space has been approved.
- As a student, I may only reserve space:
 - For an organization of which I am a member in good standing or
 - For events/meetings sponsored by a faculty or staff member.
- My organization is responsible for fees for any damage incurred during the time in which the space is reserved. This includes unintentional damage and damage caused by event guests. If I notice any damage, I will report it to Campus Safety, Student Engagement, and Maintenance within twenty-four (24) hours.
- I must follow fire code/venue capacity regulations.
- Several spaces on campus are designated as "alcohol free" and bringing alcohol into those spaces may result in conduct charges. If I am unsure whether a space is alcohol free, I agree to contact the Office of Student Engagement prior to reserving the space.
- The College has the right to cancel a reservation at any time due to unforeseen circumstances. I understand that this is a possibility and I will work with the Office of Student Engagement to re-schedule, if possible.

Office of Student Engagement
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