SPACE RESERVATIONS

Scope: Residential Life

Issued: June 1, 2012

Revised: June 29, 2017

I. Policy

Process Name: Space Reservations

Process Owner: Residential Life & Education

Functional Areas Involved in Administering Process:

- Residential Life & Education

Process Customers:

- Residence Life Coordinators
- Graduate Residence Directors
- Community Council Members
- Residents
- Registered LSU Student Organizations
- LSU Departments

Process Goals:

- To provide space within residential community public space for registered student organizations or LSU Departments to use.
- To provide an approval route for space reservations for programming within residential communities.
- To provide Community Councils facility use before outside groups (Registered LSU Student Organizations and LSU Departments).
Process Map:

1. Only LSU Registered Student Organizations or LSU Departments may request facility use (common space, defined as lobbies, libraries, or other type spaces), and this request is at the approval of the Residence Life Coordinator of the community.

2. A Registered Student Organization must find a resident sponsor for their request (resident must have an assignment in the building/community in which space is being requested).

3. If an approved group (LSU Registered Student Organization or LSU Department) requests facility use within a residential community common space, the representative of the group is referred to the Residence Life Coordinator for that community.

4. The request for facility use must be made at least one week in advance of the requested time. Reservation must go through reslifecal.lsu.edu.

5. Once Reservation is requested, RLC reviews request and consults the event calendar and Community Council calendar to assure no conflicts.

6. RLC will approve or deny request in LibCal, notification will be sent to individual who requested room.