

College of Charleston

Residence Life and Housing

Room Reservation Request Form

This form will allow you to request space in any of the residence hall programming spaces. You will receive a confirmation of your request by email if space is available and your event meets all guidelines. **A reservation confirmation must be signed or replied to via email to finalize your event before the event date.**

- Reservation requests must be received at least **five business days before your requested event**. It is strongly recommended that you place your request at least 14 days prior to your event to ensure space availability.
- Requests are processed, in order as given, 8:30 am to 5 pm Monday through Friday.
- To make a reservation request within 72 hours or less from your event start time, you must call Kara Lane, Program Resource Manager, to ensure availability (843-953-3259).

Group/Event:

- On-campus student organization
 College Department

Nature of Event:

- Organization meeting
 Lecture
 Movie
 Other: (Please explain) _____
- _____
- _____

Who will be attending: (check all that apply)

- CofC students
 Non-CofC students
 Males
 Females

Contact Information: (Please print clearly)

Name of event: _____
Organization Name: _____
Person responsible for event: _____
Local mailing address: _____
Phone: _____ Fax: _____
Email: _____

Reservation Information:

- | | |
|--|--|
| <input type="checkbox"/> Berry Activity Room 1 | <input type="checkbox"/> Hawkins Lounge |
| <input type="checkbox"/> Berry Activity Room 2 | <input type="checkbox"/> McAlister Lounge |
| <input type="checkbox"/> Berry Theatre 1 | <input type="checkbox"/> 40 Coming Conference (Student Affairs only) |
| <input type="checkbox"/> Berry Theatre 2 | <input type="checkbox"/> 45 Coming Conference (Student Affairs only) |

See Back for Rules and Guidelines for rooms.

Over →

Date of Event _____ Day _____ Start time _____ End Time _____

Will you use Physical Plant for additional tables/chairs? _____

Will you use the Office of Media Technology for equipment? _____

Rules and Guidelines for Rooms:

- No Music
- No Food preferred (any exceptions must be discussed in advance)
- No Alcohol
- Events must end by or before 10 pm
- Groups must make own arrangements for setting up tables and chairs in the rooms through Physical Plant if additional is needed beyond what is provided
- All electronic equipment such as television(s), VCR(s), or projector(s), must be reserved through OMT
- Groups are responsible for all clean up within the room after their event and for ensuring that all food and OMT equipment has been removed
- Groups are responsible for putting furniture back exactly how it was found
- No weekly scheduled events; one time events only
- Student organizations must be in good standing with Student Life
- All rules apply to on campus departments

It is understood and agreed to that if my group/myself fails to meet all guidelines outlined that we/I will lose the privilege of using Residence Life and Housing space and that the organization/I will be referred to Student Life. It is understood that if any additional cleaning is necessary because of food/trash being left in the space or if damages occur, the group/I will be held financially responsible.

Return this form to Residence Life and Housing at 40 Coming Street, c/o Kara Lane, between the hours of 8:30 am and 5 pm Monday thru Friday or by fax at 843-953-6590.

Signatures Required

Organization Advisor/Patron	Room/Department Phone Number	Date
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Facility Manager (Residence Life and Housing Use Only)