

Sam Houston State University
Lowman Student Center
Semester Reservation Request

Date of request: _____

Organization: _____

Organization member: _____

Telephone number: _____ E-Mail: _____

Estimated attendance: _____ Room preference: _____

Meeting Information

Name of meeting: _____

Day of week: _____ Start Time: _____ End Time: _____

Date of first meeting: _____ Date of last meeting: _____

Special equipment needs – please request at least 2 days in advance of each meeting.

IF MEETINGS ARE OTHER THAN WEEKLY, LIST SPECIFIC DATES BELOW:

(Semester Reservation Request continued on reverse side – all blanks must be filled and both sides complete for request to be processed.)

RETURN BY FAX OR MAIL TO:

Gayle Bullard, Reservations Coordinator
Lowman Student Center, Suite 311
Box 2329
Huntsville, TX 77341-2389

E-Mail: bullard@shsu.edu

Phone: 936-294-1760 Fax: 936-294-3803

LOWMAN STUDENT CENTER OFFICE USE ONLY

ROOM RESERVED: _____ TIME: _____

EXCEPTIONS: _____

CONFIRMATION #: _____ DATE: _____

(Confirmation will be e-mailed to organization member.)

LSC SEMESTER ROOM RESERVATIONS GUIDELINES

Use of LSC facilities, equipment, and services is a privilege of registered student organizations. At the beginning of each academic year, student organizations must update (no later than the twelfth class day) a list of new officers, number of members, and the faculty advisor on a form provided by the Department of Student Activities. At the beginning of each spring semester, student organizations must also update pertinent information. Confirmed semester reservations will be cancelled for student organizations that have not updated and are not in good standing with the Department of Student Activities.

Advance semester reservations for registered student organizations and university departments will be accepted November 1st – 15th for spring reservations and April 1 – 15th for fall reservations. Once the semester reservations are confirmed, changes will not be made without a processing fee. In order to equitably accommodate requests for meeting rooms, each registered student and university organization is limited to two (2) two-hour meetings per week. The reservations office reserves the right to change a reservation to another room in order to accommodate the greatest number of organizations with the understanding that, if possible, a comparable room will be provided. If a room is to be used for any other purpose or activity than a meeting, the reservations office must be informed prior to use.

Changes in the standard arrangement of furniture and equipment in a reserved space must be requested through the reservations office at least two (2) business days prior to scheduled event. Room set-ups or other facility furniture or equipment may not be changed or moved by individuals. Only LSC personnel are authorized to move equipment, tables, chairs, etc. Violation of this policy may result in reservation privileges being revoked or other appropriate disciplinary action. Any unauthorized alteration will be corrected at the expense of the organization using the facility according to the current LSC Fee Schedule.

Any decorations in the LSC must comply with the LSC Operations Policy. The LSC reservations office must receive in writing, and approve installation of all decorations. Signage may not be taped on walls, doors, windows, or painted surfaces. Damages to any facility and/or equipment by group members and/or guests may result in appropriate charges and/or disciplinary action to the sponsoring entity. Leaving the facility in an unusually unclean condition will result in a clean-up charge. Rooms must be left in the same condition they were found, with all trash disposed of in hallway trash containers.

All meetings should conclude fifteen minutes prior to the LSC closing time in order to provide time for participants to exit the building. Late closings as a result of an extended program, without prior arrangements, will result in an assessed late closing fee.

Failure to use or cancel a reservation at least two (2) business days prior to scheduled time of use may result in an assessed late cancellation fee according to the LSC Fee Schedule. If two weekly meetings are missed without proper cancellation procedures, the semester reservation will be cancelled.

Officially registered student organizations may provide and serve their own refreshments for their exclusive use in third floor meeting rooms only. Refreshments are not to include items that may serve as a full meal. Registered student organizations may request to serve food in meeting rooms by submitting a food waver request form at least two (2) business days in advance of serving refreshments. Failure to comply with these policies, or with persons enforcing these policies, may result in suspension of privileges to use the LSC and/or lead to further action under the SHSU Student Guidelines.

As the authorized representative, I understand and agree to comply with all LSC policies and guidelines as outlined in the LSC Operations Policy.

Student Organization Representative

Date

University Sponsor

Date

Revised 6/6/07

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