



Student Organization Contact Form
PLEASE PRINT LEGIBLY

Organization Name:			
President's Name:			
President Phone:		President Email:	
Faculty/Staff advisor:			
Advisor Phone:		Advisor Email:	

The Organization President may designate 1 member, in addition to his or herself, who can make LSC room reservations for the organization. Please print legibly and include **only SHSU e-mail addresses**.

Registered student organizations must have this form updated each Fall and Spring semester. Only the President and members listed on this form have permission to make reservations in the LSC.

NAME (<i>Print Legibly</i>)	PHONE	SHSU EMAIL
1.		

I understand and agree to the following: All LSC reservation forms will provide true and accurate information. If anything changes, the LSC Office will be notified, in writing, a minimum of two business days in advance. If false or misleading information is provided, then both individual and organization disciplinary action will follow. I agree that it is my responsibility to be familiar with the applicable LSC Operations policies as outlined on the back side of this form and will insure that my organization will abide by all policies.

Signature of Organization President

Date

<p>Submit to: LSC Office, Suite 331 lsc@shsu.edu Phone: 936.294.1759 Fax: 936.294.3803</p>

Guidelines for Registered Student Organizations

- A. Sam Houston State University students, faculty, staff, alumni, and their guests are eligible to use the facilities of the Lowman Student Center (LSC). All use must be conducted in accordance with local, state, and federal law and in accordance with applicable rules, regulations, policies and procedures of the Texas State University System and Sam Houston State University. Use will not disrupt or disturb an academic or University program and will not result in damage or defacement of any facilities of the LSC. Persons using the LSC facilities will abide by the LSC Operations Policy and all other campus policies, procedures, rules, and regulations.
- B. Regular building operational hours during Fall and Spring semesters for the Lowman Student Center are:
Monday - Thursday 7:00am - 11:00pm
Friday 7:00am- 7:00pm
Saturday 10:00am - 10:00pm
Sunday 3:00pm - 10:00pm
Hours will vary during University holidays, closings, summer sessions, and semester breaks.
All meetings must conclude 15 minutes prior to 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. A request to change the regular building hours must be submitted at least two weeks prior to the event and approved by the LSC Director. Failure to cancel room reservations 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.
- C. For meeting room concerns or assistance please contact the LSC office at 294-1759. After 5pm or on weekends, please contact the Building Supervisor at the Information Center in the lobby at 294-4902.
- D. All meetings must be scheduled and held in designated spaces. The LSC lobby and lounge areas are not to be used for meetings. Only LSC personnel are authorized to move equipment, tables, chairs, and other building furnishings.
- E. Individuals or groups using the LSC facilities must leave the rooms in a condition comparable to that found at the time of occupancy. All trash should be disposed of in hallway trash containers. Leaving the facility in an unusually unclean condition will result in a clean-up charge.
- F. The Lowman Student Center is not responsible for any articles lost in the building. Articles found in the building should be taken to the LSC Office, Suite 311, or to the second floor Information Center for proper handling and/or forwarding to the SHSU Public Safety Services Office.
- G. Any decorations in the LSC must comply with the LSC Operations Policy (Section III). The LSC reservations office must receive in writing and approve installation of all decorations. Candles may not be used in the LSC without prior approval from the LSC Director. **Signage may not be taped anywhere in the LSC.**
- H. Officially registered student organizations may request to serve their own light refreshments for their **exclusive** use in the **third floor meeting rooms only** by completing the Food Service Exemption Request form at least two business days in advance of the meeting.