



Residence Hall – Space Reservation Request Policy and Form

Approved UT faculty, staff and student organizations, non-UT related organizations and persons may request to reserve space in the residence halls. Priority for any of the spaces within the residence halls is granted first to residence hall personnel (professional staff, paraprofessional staff, hall councils, residents, etc.) and Office of Residence Life functions.

UT Student Organization requests

- A student organization representative asks the desired hall's front desk for space availability, for their event, meeting, etc. This is optional.
- Complete and turn in an Event Registration form (via OrgSync) with the Office of Student Involvement and Leadership (OSIL).
- OSIL will verify that the student organization is in fact a student organization, is in good standing with UT, and will approve/deny the event accordingly.
- OSIL assigns Residence Life staff as "Reviewers" for the submitted event, via OrgSync. Residence Life staff will approve/deny event requests, based on whether or not the event or meeting should occur in the residence hall and space availability.
 - If the event has been denied for any reason, the Hall Director and/or their designee will include comments on the event request form in OrgSync regarding the specifics as to why they denied the request.
- All student organization members (and their guests) are responsible for reviewing and following Residence Life's *General Reservation Guidelines* (see below).

Internal Res Life requests

- Res Life staff (central office staff, G/HDs, GAs, Clerical Specialists, and all paraprofessional staff) may request a space in the residence halls by sending an e-mail to the appropriate hall email account.
- Within two business days, a Residence Life staff member will send an e-mail confirmation to the requesting person.
- For day of requests, staff may send an e-mail to the appropriate hall email account, as well as call the hall's front desk.

Other Space Reservation requests

- "Other" is defined as UT faculty and staff as well as non-UT related organizations and persons.
- Complete and turn in the Residence Hall Space Reservation Request form, available at any residence hall front desk, to front desk staff.
- There is a **\$35 room usage fee for all non-UT related organizations** that reserve space. This fee is waived for Summer Camp and Conference groups during their stay in the residence halls. Payment is due prior to the event and must be made during normal business hours (9am-5pm), in the Office of Residence Life. Checks or Money Orders should be made payable to The University of Toledo.
- Within two business days, a Residence Life staff member will send an e-mail confirmation to the student organization representative, informing him/her that status of their space reservation request. Residence Life staff will copy reslife@utoledo.edu, to inform the Office of Residence Life of your reservation request.

General Reservation Guidelines

- Space reservation requests for non-Residence Life functions are preferred to be submitted at least two weeks before the actual event date.
- Spaces that may be reserved in the residence halls are as follows:
 - Academic House – no spaces available
 - Carter Hall
 - The Carter Huddle (1st floor Carter East)—has Smartboard technology
 - International House
 - The Lantern Lounge (6th floor)—no technology
 - Multipurpose room (6th floor)—has a computer and Smartboard technology
 - MacKinnon, Scott and Tucker Halls – no spaces available
 - McComas Village
 - Courtyard space—no technology present
 - First floors, kitchens and basements—based on approval by the VRA and organization President
 - Ottawa House East
 - iCare Training space (1st floor by Ottawa East dining)—has a computer and TV/projection screen



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- Ottawa House West
 - Conference room (1st floor)—no technology
- Parks Tower
 - Multipurpose room (2nd/main) floor—has computer and Smartboard technology
- Presidents Hall
 - Classroom space (3rd floor)—has computer and projector with screen
 - Multipurpose room (3rd floor)—has computer and Smartboard technology
- First floors, kitchens and basements may be reserved in the McComas Village, by first obtaining approval from the appropriate V/RA staff member and organization president. Follow the OSIL process by submitting an Event Registration form via OrgSync. This form will automatically go to the V/RA staff member and organization president for approval. The Office of Residence Life will review all MV-specific reservation requests and will approve/deny appropriately.
- Dining hall spaces may be reserved directly through Dining Services.
- **Spaces may only be reserved in two-week blocks.** New requests must be submitted for further use.
- Room setup (chair, tables, media, etc.) cannot be guaranteed after normal business hours or on the weekends.
- The organization representative is responsible for returning the space to its original set up, upon completion of using the space. In addition, all lights and equipment must be turned off/powering down.
- The organization representative will inform individuals in the organization to sign in at the residence hall's front desk upon arrival.
- The organization/person will not prop any doors upon entering the residence hall.
- The organization/person will respect all residence hall staff members.
- The Office of Residence Life and/or the hall Residence Life staff have the right to cancel room reservations at any time.
- The organization representative will be notified within two business days in advance if a cancellation is necessary.
- If the reservation is cancelled, The Office of Residence Life and/or hall Residence Life staff is not responsible for finding an alternative room/space.
- The organization representative will communicate the cancellation to the organization to avoid confusion.
- Failure to follow any part of the Residence Hall - Space Reservation Request Policy may result in the student/student organization/faculty/staff/guest losing their privileges of reserving space in the residence halls.



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Steps to Reserve a Space

1. Complete and turn in this Residence Hall Space Reservation Request form to the residence hall front desk staff.
2. Within two business days, a Residence Life staff member will send an e-mail confirmation to the organization representative/person, informing him/her of the status with their space reservation request. Residence Life staff will copy reslife@utoledo.edu, to inform the Office of Residence Life of your reservation request.

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UT Account Number _____ or Check/Money Order

Sponsor Information

Name of Organization/Person sponsoring the event: _____

Contact Person: _____ Rocket ID# (UT persons only): _____

Phone Number: _____ E-mail address: _____

UT or Local address: _____

Reservation Request

Event Title & Detailed Description:

Date of Event 1: _____ Start/End Time: _____ to _____

Date of Event 2: _____ Start/End Time: _____ to _____

Date of Event 3: _____ Start/End Time: _____ to _____

Date of Event 4: _____ Start/End Time: _____ to _____

Please list the space(s) that you are requesting to use.

Hall Name: _____ Room/Area: _____ Room/Area: _____





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By signing below, I agree to abide by all UT and Office of Residence Life policies while utilizing space in the residence halls. I fully understand that if I and/or the organization does not utilize the space responsibly, then I and/or the organization may lose the privilege of reserving space in the residence halls, could be charged a monetary fine (for cleaning/damages), and/or be subject to student conduct.

Signature

Date

Staff Use:

Denied or Approved by _____ Date _____

Comments _____

Amount to Bill: _____

Payment Received by: _____ Date _____

Method of Payment: _____