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**SPACE RESERVATIONS**

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**Scope:** Residential Life

**Issued :** June 1, 2012

**Revised:** July 5, 2020

**I. Policy**

**Process Name:** *Space Reservations*

**Process Owner:** *Residential Life & Education*

**Functional Areas Involved in Administering Process:**

- *Residential Life & Education*

**Process Customers:**

- *Residence Coordinators*
- *Graduate Residence Coordinators*
- *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 current residents of that community/building, 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 Coordinator (RC) 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).
  - a. Resident sponsor must be present during the time when the space is being reserved.
  - b. All attendees at the event must abide by Residential Life policies.
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 RC 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, RC reviews request and consults the event calendar and Community Council calendar to assure no conflicts.
6. RC will approve or deny request in LibCal, notification will be sent to individual who requested room.
  - a. If the space request is a recurring event, the Community Council must vote to approve that request. This may be conducted at the Community Council's next general assembly or executive board meeting.
7. Class sections and academic assistance, such as tutoring and Supplemental Instruction (SI) sessions, are given priority in space reservation, specifically within in-hall classrooms.
  - a. The Residential College Coordinator will add in-hall class schedules in LibCal to reserve the spaces prior to start of the semester.
  - b. Either the Residential College Coordinator or the Residential Academic Success Coordinator will add reservations for tutoring and/or SI sessions in LibCal.