



## Room 204 Space Reservation Guidelines

The DiGorgio Campus Center room 204 is the small conference space located inside the Student Organizations area, room 202. The space is designed for student in-house usage and reservations for registered organizations to facilitate meetings, mediations, planning sessions, and other events that do not disrupt other organizations working in the surrounding area. The maximum occupancy is 14. Room 204 contains 2 flat screen televisions, a table, and 14 chairs. The space is designed for internal users only and therefore is not part of the space use reservation system. Internal users are registered student organizations in good standing.

The room may be reserved following the “In-House” reservation guidelines listed below.

The schedule will be posted for the upcoming week on the previous Friday by 5:00p.m.

Users will be responsible for restoring the space to its original condition. Trash should be placed in designated areas, materials removed, chairs placed in designated areas, and all technology turned off.

Users are responsible for checking the room upon entering to ensure it is clean and the technology works from the previous user. Users are responsible for reporting problems to Patricia Riley, Asst. Director of Student Activities for Student Organizations and Leadership. Failure to check or report problems may result in your organization being held responsible for the damages.

### **In-House Reservation Procedures:**

The weekly schedule will be posted by 5p.m. on Fridays during the academic year. Student organizations in good standing may review the available times, remove the schedule sheet from the holder and sign up for 1 hour increments. A maximum of 3 consecutive hours may be reserved by any given organization. The Council of Student Leaders will have priority use and will therefore have their reservations on the schedule prior to its posting. No organization may exceed 3 reservations per week.

### **Impromptu Reservations:**

If you have an immediate need for space requiring 14 or less participants, room 204 should be the first room registered student organizations utilize.

If the room is not reserved, or the space is reserved yet vacant; you may sign in during that hour block and use it. If the originally scheduled user arrives, their reservation will be honored.

