

I. Reserving a room on campus

- a. The Office of Student Life will handle all room reservations requested by official student organizations only.
- b. The Coordinator for Student Affairs will handle room reservations requested by all other students (not affiliated with a student organization).
- c. If interested in starting a new organization, refer student to “Creating a new student organization”.
- d. Room requests for activities/events must be made in the Office of Student Life at the time of submitting the “Office of Student Life Event Proposal” form. Room requests for organization meetings must be made at least 2 weeks prior to the proposed meeting date.
- e. The organization can reserve a room for meetings no more than a semester in advance. (For example, the organization can reserve its fall semester meeting times and locations at the beginning of the fall semester, but it must wait to reserve its spring semester meeting times and locations until the beginning of the spring semester.)
- f. Once the organization submits the “Office of Student Life Event Proposal” form, it will check the availability of rooms with either the Coordinator for Student Life at the Parham Road campus or the Student Life Specialist at the Downtown campus. The Coordinator and Specialist will check availability of rooms by using the “Inside JSR” website. However, they will not officially register a room online for the organization until the event proposal form has been approved by Student Council.
- g. If the space that is being requested is not an official classroom on campus (i.e. parking lot, courtyard, etc.), the organization must state clearly on the event proposal form what location they wish to have for the activity/event. The Coordinator for Student Life or the Student Life Specialist will check the availability of such spaces.
- h. If the organization wishes to change the location of the activity/event/meeting, it must request this change with the Coordinator for Student Life immediately.
- i. Failure to follow any of the procedures mentioned above may result in the refusal of funding for that particular activity/event or the loss of campus space for future activities/events/meetings.