

## **Student Organization Room Reservations**

### **Using Rooms in Academic Buildings**

Any use of academic space by student organizations must be approved by the office of Operations Division of Planning and Administration. Registered student organizations wanting to reserve classrooms must make application in person or on-line on the following page each semester.

Academic buildings are not available for use by student groups on weekends.

Students must be able to present a student picture identification when requested by any University official.

Reservations are made on a first-come, first served basis. Recurring reservations are honored for one semester only. Student groups must furnish at least one e-mail address for reliable contact.

Students meeting in academic space without permission will be subject to loss of use privileges for a period of time specified by and/or other disciplinary action as deemed appropriate by Operations Division of Planning and Administration.

Student groups are expected to leave classrooms as they find them (return furniture to original position, throw drink cans in the trash, etc.). Any group leaving a room in poor condition will be charged a minimum \$25 fee for extra custodial service.

Because academic classes may be meeting nearby, student groups using classrooms are expected to conduct their activities quietly. Complaints from instructors may result in the cancellation of a reservation. Disruptive behavior may result in a group being escorted from the building. No amplification is allowed.

Academic programs have priority at Texas Tech. Student groups occasionally will be assigned a substitute room for one evening when academic instructors need a particular room for an examination, seminar, etc.

Students are to vacate academic buildings by 10:00 p.m. Monday-Friday. Exceptions must be approved in advance by Operations Division of Planning and Administration.

Students using academic space are expected to report any unusual occurrences to the University Police (742-3931).

I have read the above copy of *Rules for Student Groups in Academic Buildings*, and I agree to explain these rules to my organization. I understand that failure to abide by these rules will result in cancellation of our reservation and/or disciplinary action.