

Policies and Procedures: NDSU Residence Life Room Reservations

Cater, MLLC, Reed-Johnson and Weible spaces

1. The individual reserving the Cater/MLLC/Reed-Johnson/Weible space(s) will be responsible for the condition of the facility, furnishings, and equipment. Any cleaning/damages will be billed to the individual reserving the space(s). The individual reserving the space(s) will also be responsible for the conduct for any/all guests.
2. The individual reserving the Cater/MLLC/Reed-Johnson/Weible space(s) agrees that at the conclusion of their event, they will replace all furniture to its original locations and remove all trash from the space and place it in the nearest dumpster.
3. Alcohol – The possession or consumption of alcohol is strictly prohibited.
4. Smoking – Smoking anywhere on campus is strictly prohibited.
5. All individuals using the Cater/MLLC/Reed-Johnson/Weible space(s) must abide by all policies as stated in the Code of Student Conduct (<http://www.ndsu.edu/fileadmin/policy/601.pdf>). Failure to comply with these policies will result in disciplinary action taken against the individual and the individual reserving the space(s).
6. Scheduling – Reservations must be made one week in advance of event date. Reservations must be submitted via this form:
<https://forms.office.com/Pages/ResponsePage.aspx?id=kaA37Ka55UeY0JA9SkGSAyk30CwNFFNMr8l0zJ203jtUNUHNrjY5MzhPUkxZNF1S1k5Rlo4Mjg1Vi4u>
 - Only current MLLC residents (MLLC classrooms only), registered student organizations, faculty, and staff are permitted to reserve the spaces (faculty and staff reservations can only be made for University sponsored events).
 - All reservations are to be approved through the Department of Residence Life. *During the academic year Monday-Friday, from 7am-6pm reservations are to be made with Registration and Records if the space is used as a classroom. If a request is submitted to and approved by Registration and Records, please email: NDSU-RESLIFE-RESERVATIONS@LISTSERV.NODAK.EDU to help prevent double booking and ensure the calendar is updated accordingly.

RJ/Weible Breezeways

1. Reservations must be made one week in advance of event date. Breezeway use requires a reservation submitted via this form:
<https://forms.office.com/Pages/ResponsePage.aspx?id=kaA37Ka55UeY0JA9SkGSAyk30CwNFFNMr8l0zJ203jtUNUHNrjY5MzhPUkxZNF1S1k5Rlo4Mjg1Vi4u>
2. Only NDSU departments and registered student organizations are allowed to reserve the breezeway(s).

3. The breezeway constitutes the glassed-in areas between Reed-Johnson and the Residence Dining Center, and Weible Hall and the Residence Dining Center.
4. There is a limit of one table/organization/department per breezeway at a time.
5. Tables must be provided by the organization/department reserving the breezeway.
6. Organizations/departments may reserve the breezeway once per semester.
7. The individual reserving the breezeway will be responsible for the condition of the facility. Any cleaning/damages will be billed to the individual reserving the breezeway. The individual reserving the breezeway will also be responsible for the conduct for any/all guests.
8. All individuals using the breezeway must abide by all policies as stated in the Code of Student Behavior (<http://www.ndsu.edu/fileadmin/studentlife/StudentCode.pdf>). Failure to comply with these policies will result in disciplinary action taken against the individual(s) violating policy, the individual reserving the breezeway, and/or the sponsoring organization.
9. Respect those who are walking through the breezeway by not forcing them to stop to talk to your group or to take a handout.