

2018-2019 Policies and Procedures: NDSU Residence Life Room Reservations

RJ Weible Breezeways

1. Breezeway use requires a reservation submitted through the Residence Life Office, located in West Bison Court. The reservation must be made at least two weeks in advance of the event.
2. Only NDSU organizations and departments are allowed to reserve the breezeway.
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 one time 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.

MLLC Classrooms, RJ Lounge, Weible Lounge

1. The individual reserving the Mathew LLC Classroom/RJ Lounge/Weible Lounge will be responsible for the condition of the facility, furnishings, and equipment. Any cleaning/damages will be billed to the individual reserving the Mathew LLC Classroom/RJ Lounge/Weible Lounge. The individual reserving the Mathew LLC Classroom/RJ Lounge/Weible Lounge will also be responsible for the conduct for any/all guests.
2. The individual reserving the Mathew LLC Classroom/RJ Lounge/Weible Lounge agrees that at the conclusion of their event, they will replace all furniture to its original locations and remove all trash from the Mathew LLC Classroom/RJ Lounge/Weible Lounge 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 Mathew LLC Classroom/RJ Lounge/Weible Lounge 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 Mathew LLC Classroom/RJ Lounge/Weible Lounge.
6. Scheduling – Reservations must be made two weeks in advance of an event. Reservations must be submitted to the email: NDSU-RESLIFE-RESERVATIONS@LISTSERV.NODAK.EDU . Only current Mathew LLC 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.