RLH Space Reservation Policy

Introduction

Residence Life & Housing (RLH) offers a variety of spaces that may be shared with the campus community to enhance opportunities for students to learn, contribute, thrive, and achieve their aspirations. These spaces are meant to be used toward the betterment of the residential experience, and as such, policies must be in place to maximize the potential of each space. This policy covers every reservable space in Residence Life & Housing purview, which are separated into two types of spaces called “Residential Lounge Spaces” and “Public Event Spaces.” Residential Lounge Spaces are intended for recurring reservations of programs or meetings, must have a resident of the hall present overseeing the use of space, and must be open to all residents of the hall. Public Event Spaces are available to non-resident groups, are only available for one-time use reservations, and must be open to all residents. Spaces not included in these lists are not reservable for programs or use outside of those functioning with the assistance of a RLH staff member.

In order to maintain that our spaces be used informally by residential students, we limit the use of reservable spaces to those intended to best serve the residence hall students whose room rates finance these spaces. Reservation may be achieved through meeting all of the following criteria for the intended use of the space:

- The use of the space is restricted to University affiliated department, Registered Student Organization, student group, office, or program.
- The program or use of the space must provide a reasonable opportunity for residence hall students within the hall to benefit through sharing the space.
- Reservations will only be provided when buildings and/or halls are open and operating for all students (no reservations during break housing periods).

RLH will review reservation requests meeting these criteria and will approve those they are able to after prioritizing use based on potential benefit to residence hall students. Given limited space availability, not all requests will be able to be accommodated. RLH works to limit the level of disruption to open use of space by residence hall students, and student needs are at the forefront of any reservation decision. Reservations may be canceled by RLH staff on a case-by-case basis, as required by community need.

RLH reserves space in order to collaborate with students and campus partners, and to further the opportunities available to residents, but RLH does not offer event management services. If a reservation is approved, there are limitations that should be noted regarding RLH spaces. The limitations are as follows:

- RLH does not provide room arrangement, furnishing, or AV setup. Users must assume responsibility for arranging such services at their expense. Spaces may feature audio-visual equipment but working order, access, and setup are not guaranteed.
- If security is needed for a program or use of space, all security resources and associated costs are the responsibility of the reserving organization.
- RLH does not provide any approvals or contact persons for other university services or services provided via web form (movers, catering, etc.).
- All reservable space is considered Residence Hall space, and falls under any Residence Hall policies and guidelines, including Residence Hall Regulations.
- Registered Student Organizations should follow all policies provided by the University Student Centers in their use of any RLH spaces.
• Sales and solicitation are prohibited in all uses of RLH space, and any monetary exchange must be on a fully volunteer, suggested amount basis. These sales and solicitations must be proposed in the reservation request and are at the discretion of the RLH staff member overseeing the space.
• Groups may not cook food or use heating elements such as Sterno, etc., in spaces other than the kitchens available in some building common spaces unless professional catering services are present.

Residential Lounge Space Policies

“Residential Lounge Spaces,” are defined as residence hall lounges that are within areas with access to resident room doors, or that impact the daily residential experience for residents of a specific building. RLH regards these spaces as an important resource in bringing together members of groups and communities, and provides one space per building for meetings, community dialogues, and other small-scale community get-togethers. The spaces included in this policy are as indicated below for the 2018-2019 academic year, and may be requested via the RLH Space Reservation Request Form.

• East Campus
  o Louis L. Redding Hall
    ▪ Louis L Redding Lounge- Thursday 4pm to 10pm, Friday 4pm to 10pm
    ▪ Building Lounge- Monday 4pm to 10pm, Tuesday 4pm to 10pm
  o Eliphalet Gilbert Hall
    ▪ Main Lounge- Sunday through Thursday 9am to 8pm, Friday through Saturday 9am to 11pm
  o Russell Hall
    ▪ Russell D/E Lounge- Sunday through Thursday 9am to 8pm, Friday through Saturday 9am to 11pm
  o Harrington Hall
    ▪ Harrington A/B Lounge- Monday 5pm to 10pm, Thursday 5pm to 10pm
    ▪ Harrington C Lounge- Monday 5pm to 10pm, Thursday 5pm to 10pm
    ▪ Harrington D/E Lounge- Monday 5pm to 10pm, Thursday 5pm to 10pm

• Laird Campus
  o George Read Hall
    ▪ George Read South First Floor Main Lounge (Room 123)- Sunday through Thursday 9am to 10pm, Friday and Saturday 9am to 12am
    ▪ George Read North Main Lounge- Sunday through Thursday 9am to 9pm, Friday through Saturday 9am to 12am
  o James Smith Hall
    ▪ First Floor Lounge- Tuesday and Thursday 1pm to 6pm
  o Thomas McKean Hall
    ▪ First Floor Lounge- Monday, Wednesday, and Friday 1pm to 6pm
  o Independence Hall
    ▪ Independence East Main Lounge- Sunday through Thursday 9am to 8pm, Friday through Saturday 9am to 11pm
    ▪ Independence West Main Lounge- Sunday through Thursday 9am to 8pm, Friday through Saturday 9am to 11pm
• Ray St Hall
  ▪ Ray C First Floor Lounge- Tuesday 3pm to 8pm, Thursday 3pm to 8pm
• Christiana Towers
  ▪ Christiana Engagement Center- Every day 10am to 10pm based on availability

• Central Campus
  o Sussex Hall
    ▪ First Floor Lounge- Tuesday 12pm to 5pm, Thursday 12pm to 5pm
  o Warner Hall
    ▪ First Floor Lounge- Tuesday 12pm to 5pm, Thursday 12pm to 5pm
  o Squire Hall
    ▪ First Floor Lounge- Wednesday 3pm to 8pm, Friday 5pm to 10pm
  o New Castle Hall
    ▪ First Floor Lounge- Sunday 2pm to 7pm, Thursday 2pm to 7pm
  o Cannon Hall
    ▪ First Floor Lounge- Sunday 2pm to 7pm, Thursday 2pm to 7pm
  o Kent Hall
    ▪ Ground Floor Lounge- Wednesday 3pm to 8pm, Friday 5pm to 10pm
  o Caesar Rodney Hall
    ▪ Second Floor Lounge, Sunday 2pm to 7pm, Thursday 2pm to 7pm
  o Harter Hall
    ▪ Harter Study Lounge- Tuesday 1pm to 6pm, Thursday 1pm to 6pm
  o Sharp Hall
    ▪ First Floor Lounge- Wednesday 1pm to 6pm, Friday 1pm to 6pm
  o Sypherd Hall
    ▪ First Floor Lounge- Tuesdays 1pm to 6pm, Thursday 1pm to 6pm
  o Brown Hall
    ▪ First Floor Lounge- Wednesday 1pm to 6pm, Friday 1pm to 6pm

• Academy St
  o Lane Hall
    ▪ Main Lounge- Monday 4pm to 9pm, Thursday 2pm to 7pm
  o Thompson Hall
    ▪ Main Lounge- Monday 4 pm to 9 pm, Thursday 2pm to 7pm
  o Smyth Hall
    ▪ Main Lounge- Monday 4pm to 9pm, Thursday 2 pm to 7 pm
  o South Academy St Hall
    ▪ Main Lounge- Monday 2pm to 8pm, Thursday 12pm to 5pm

While Residential Lounge spaces are provided based on their community building potential and reach to residential populations, they must be maintained to balance their use by residents. Policies for Residential Lounge spaces are intended to provide a balance between group development and resident use, and are as follows:
  • Each building will provide 5 hours of availability in a space that can be reserved at least twice per week. Recurring reservations are limited to one hour per reservation.
• At least one resident of that building must be present and will be responsible for all guests present, including getting them into the building. Secured building doors may not be propped open or unlocked.
• These spaces require full adherence with the guest policy, and are under the full discretion of the Residence Hall Coordinator of the building.
• Groups may reserve a space for recurring reservations, but these are fully under the purview of the administrator of the space and may change based on community need.
• Furniture should not be moved out of its footprint beyond the shifting of seat directions.
• Catering should not be an aspect of any Residential Lounge reservations, and any food brought in must be taken out, including any waste generated, at the end of the reservation.
• Reservations begin and end in the provided reservation times, there is no setup or cleanup time provided and any such needs are required to occur during provided time.
• Loud music or other disruptive noises should not be an aspect of a use of space.

**Public Event Space Policies**

This policy is administered to any of our spaces considered “Public Event Space,” which is defined as a space that may be accessed through a main entrance, while maintaining privacy and security to student rooms, or that is an outdoor public area. The spaces included in this policy are as follows, and the links below may be followed to contact the individual who oversees the space or fill out a reservation form:

- **East Campus**
  - The Redding Hall Building Lounge
  - The Gilbert Hall Building Lounge
  - The D/E Lounge of Russell Hall
  - The Harrington Engagement Center and Commons
  - Louis L. Redding Courtyard

- **Central Campus**
  - Kent Plaza
  - The Idea Lab of South Academy Hall
  - The Building Lounge of the South Academy Hall
  - The Demonstration Kitchen of the South Academy Hall
  - Caesar Rodney Stairway Platform

- **Laird Campus**
  - The Main Lounge of George Read North Hall
  - The Christiana Engagement Center
  - George Read Courtyard
  - James Smith Patio
  - Ray Street Field

The criteria for reservation of Public Event Spaces is based on their larger occupancy potential, use by non-resident organizations, and the additional resources required for maintaining these spaces. The following criteria must be met in order to achieve a Public Event Space reservation:

- Requests must be for one-time use or reasonable program series length, not for standing meetings.
● Group meetings, especially those that would be closed to the public, are not an intended use of Public Event Spaces and will not be approved.
● The program or use of the space will be open without restriction and specifically marketed to all residents of the building in which the space is housed.

The following policies are required for all approved Public Event Space reservations to maintain the quality of experience for all residential students:

● Furniture, furnishings, and decor may be moved within the space reserved, but cannot leave the room or area reserved. Any arranging of furnishings is the sole responsibility of those requesting the space, including returning all materials to their original location and condition.

● Reservations requesting use of audio/visual or tech equipment must arrange this access and use with the RLH staff member with authority over the space at least one week in advance of the use of space. Access to and setup of tech equipment is at the sole discretion of the RLH staff member and the availability of administrative support. If guaranteed working tech is required for use of the space, media services should be requested and paid for by the reserving group or Registered Student Organization.

● Reservations requiring an auto-unlock or room unlock must communicate this need at least one week in advance of the use of space. This must be set up with the RLH staff member with authority over the space, which is indicated via the reservation methods above.

● At the end of a reservation, the space must be cleaned and all garbage must be removed to the dumpsters and recycling bins outside of the building. Garbage must exit the building, and not be left in lounge trashcans. No food residue or materials may remain in the space at the conclusion of a reservation.

● Activities that take place within a reservation may not violate any Residence Hall Regulations.

● Posting of materials is prohibited on the doors, windows, or walls of any University facility. Any decorations must be affixed with blue painters tape or sticky tack. Decorations must be affixed in locations and methods that are easily and permanently removable within the allotted reservation time.

● Events and programs must return any materials to original locations and exit the reserved space by the end of the requested reservation time. Any set up or clean up time required by a program should be included in the requested reservation time, as no buffer time is allotted between reservations.

Groups are responsible for any damages to University facilities and property that occur during their reservation, or as a result of their reservation. Violation of any of the above policies may result in a fine to the group or individual who requested the reservation and/or loss of reservation privileges. Responsibility in any of the above policies is decided by the RLH staff who oversees the space reserved. RLH reserves the right to waive or excuse any of the above policies. Any programmatic needs that raise question or may violate a guideline should be communicated with the RLH staff who oversees the space reserved prior to the reservation.

Any questions about this policy may be submitted to the RLH Student Engagement Coordinator, Adam Helgeson (adamdh@udel.edu, 302-831-2180).