

Reserving a Room on Campus

1. The Office of Student Life will handle all room reservations requested by official student clubs and organizations only.
2. Room requests for activities/events must be made in the Office of Student Life at the time of submitting the Student Club Event Approval form. Room requests for club and organization meetings/events/activities must be made at least 2 weeks prior to the proposed date.
3. The club/organization can reserve a room for meetings no more than a semester in advance. (For example, the club/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.)
4. Once the club/organization submits the Student Club Event Approval form, the Student Life staff member will check the availability of rooms by using the “Inside JSR” website. He/she will complete the appropriate paperwork to officially reserve the facility.
5. If the club/organization wishes to change the location of the activity/event/meeting, it must request this change with the Student Life staff member immediately.
6. 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.