



**STUDENT ORGANIZATION  
LGBT CAMPUS RESOURCE CENTER RESERVATION FORM**

*Please complete this form each time you would like to reserve a room in the LGBT Campus Resource Center for any purpose.*

**Name of student organization:**

**Name of person completing form:**

**Date of use:**

**One time only/Reoccurring meeting:**

**Time of use (ex 7:30 – 9:00 PM):**

**Estimated No. of people:**

**Space requested (Circle)**

Lounge      Library      Entire Center

**\*\*\*Would you be comfortable with another org/dept sharing the space?**

*For example if you meet in the library is it okay if another organization uses the lounge?*

YES      NO      OTHER:

**Contact person #1:**

**Telephone:**

**Email:**

**Contact person #2:**

**Telephone:**

**Email:**

**How will your organization use the designated space in the LGBT Campus Resource Center?**

**How does your organization support the mission of the LGBT Campus Resource Center?**

**Would your organization like a storage drawer?      YES      NO**

*\*\*\*Storage draws are limited. Drawers will be allocated on a first come first serve basis*

**Suggestions for improvement of space/equipment:**

## USE OF MEETING SPACE REQUIREMENTS & CLOSING PROCEDURES

Please follow the following procedures when reserving the LGBT CRC closing the LGBT CRC. If there is anything we can do to make your meeting/event more successful please let us know! Thank you for taking care of the center and helping us keep it a clean and organized space for our LGBTQA community to use.

### **LGBT CRC Space Request Requirements:**

- If you are hosting a meeting or an event at the LGBT CRC a space request/reservation form must be filled out and approved by the LGBT CRC
- The department/student organization requesting the use of the LGBT must support the mission of the LGBT CRC
- Your organization will be responsible for the clean-up of the space after use

### **LGBT CRC Closing Procedures:**

- Make sure the Center is empty** and close all of the doors to all of the rooms in the Center.
- Re-set the chairs and tables in the lounge and library, even if they were left out of place by the last group that used the Center. **Wipe off the table tops if they are dirty.**
- Be sure the double doors leading outside onto Bruin Plaza are closed tightly (check the door handles) and that the top and bottom latches on the door half closest to the library are secured.
- Throw away all trash. If there is a lot of food items that may attract bugs please use the trash cans outside of the center near Bruin Plaza for those items
- Pick up any items on the floor that may cause the carpet to become dirty (leaves, paper scraps, etc.). Facility Management does not vacuum every day.
- Turn off the lights.

***Be sure to take your personal items with you when you leave (i.e., backpack, skateboard, cell phone, books, etc.***