

Student Commons Reservation Request Form

All requests must be submitted to the Assistant Director in the Residential and Student Life Office in the Student Commons at least *TWO WEEKS* prior to the date of the activity. Submission of form does not guarantee reservation. Request must be reviewed by the Assistant Director of Residential and Student Life and approval or denial of request will be sent to email of individual requesting the event.

All information on this form should be printed legibly or typed.

Contact Name and/or Organization Name and Address (including campus room number)

Event Name: _____

Contact Phone Number: Work _____ Cell _____ Home _____

Email or additional Contact names and numbers:

Name, title, and contact information of presiding staff member (if none, write "REQUESTED"):

Estimated number of participants expected for your event: _____

Date(s) of your event: _____

Time your event begins (Please include set up time): _____

Time your event will end (Please include break down time): _____

Address of individual responsible for billing for any charges incurred:

Room set up or set-ups must be included here:

(How many chairs/tables are needed. Classroom style, theater style, round tables etc. Technology needs.)

THIS IS A CONTRACT AND YOUR SIGNATURE ON THIS FORM CONFIRMS THAT YOU HAVE READ, UNDERSTAND AND AGREE TO ALL POLICIES AND PROCEDURES AS WELL AS MAKING YOU THE RESPONSIBLE FOR ALL DAMAGES AND/OR DIRECT COSTS THAT ARE INCURRED.

Signature of Person requesting the event

Date

This form must be signed or your event will not be placed on the calendar.

This form may be hand delivered to the Office of Residential and Student Life located in the Student Commons, turned in to the Lincoln College – Normal front desk, or faxed to (309) 454-5652, ATTN: Student Life.

Student Commons Reservation Policies

- The Student Commons may only be reserved for use by students and employees of Lincoln College.
- Lincoln College – Normal is a dry campus. Alcoholic beverages MAY NOT be served/consumed anywhere on campus.
- All events or activities must conform to Federal and State laws. Failure to follow Federal and /or state laws as well as Lincoln College policies and procedures may result in denial of future usage for a period of time.
- The reserving group/organization is responsible for leaving the Student Commons in the same condition as when the activity began. Misuse of the Student Commons may result in refusal of permission of future use and/or charges for additional cleaning of the facility.
- Groups/organizations which have reserved the Student Commons will be held liable for all behavior of any individuals attending events, including adherence to policies set forth in the Student Handbook. Such groups will also be responsible for the damage of any equipment and/or facilities.
- All cancelations or alterations should occur no later than 2 business days before the date of the event and MUST be submitted in writing. A fee of \$25 will assessed for any cancelations made after this point. A fee of \$50 will be assessed in the event of a “no show.”
- All events must have a Lincoln College employee present. A staff member can be hired for a fee of \$10 per hour.
- Official functions of the institution will take priority over other events. Lincoln College reserves the right to cancel an event with no less than 48 hours notice. Should this occur, an opportunity to reschedule will be provided.