



MEMORANDUM

TO: The Tufts Community
FROM: Office of Residential Life & Learning
DATE: September 9, 2009
RE: **Changes to Sophia Gordon Reservation Policy**

Reservation Policy Change

Effective immediately, reservations for the Sophia Gordon Multipurpose Room (MPR) will be made entirely through R25 online (<http://uss.tufts.edu/registrar/Resource25.asp>). This includes all student groups, organizations, departmental functions, academic lectures, etc., occurring at any time in the space- weekday, weekend, evening or otherwise.

Student groups/organizations, once they have completed their request online, will be required to send a representative to attend an Event Registration Meeting (10am, Fridays in the Zamparelli Room in the Campus Center) before their event can be approved. More information regarding this meeting will be sent via email to the requesting party. *Note: academic and departmental administrative staff reservations do not need to complete this step.*

During the event, all participants must be sure to adhere to ALL residential and university-wide policies. The reserved space must be returned to its original state once the event is complete.

Quiet Hours

In order to comply with campus-wide quiet hours policy, events must end (including cleanup and break-down) no later than 11:00 p.m. Sunday through Thursday, and 1:00 a.m. Friday through Saturday.

Restrictions/Blackout Dates:

No events will be permitted in the MPR during Reading Days and Final Exam period at the end of each semester as a courtesy to residents of Sophia Gordon Hall who require the space for studying. Please consult the Academic Calendar for the most current dates of Final Exams.

More information about reserving the Sophia Gordon MPR space can be found at the Res Life website <http://ase.tufts.edu/reslife/programs/reservations.asp>.

Thank you for your cooperation and understanding.