

Tufts University – Office of Residential Life & Learning  
**Residence Hall Lounge Policies for Use**

Please review the following policies and procedures for use of these spaces. Adherence to these guidelines is imperative, as future use of residence hall lounge space is contingent upon satisfactory compliance with these regulations. Please complete **both pages** of this reservation form by printing out and signing where appropriate. Electronic forms will not be accepted. **Forms may be delivered to the ORLL Office on the first floor of South Hall, Monday-Friday, 9am-5pm.**

*\*Please initial under each paragraph that you have read and understand each policy.\**

**Quiet Hours**

Please remember that each residence hall is primarily a residential facility for students to sleep and study. It is important to remember when planning your event that there are specific quiet hours. **As such, all events must conclude (including cleanup and break-down) by 11:00pm Sunday through Thursday nights and by 1:00am Friday and Saturday nights.**

**\*INITIALS:** \_\_\_\_\_

**Reservations**

Preference for residence hall lounge space is given to the residents and residential life staff of that given building, as a space for them to study outside of their room and a place to conduct residence hall programming, respectively. **As such, student organizations may reserve a residence hall lounge space Monday through Thursday only. No student organizations may reserve the lounge Friday through Sunday.** Reservations are made on a first-come, first-serve basis. Due to the high volume of requests for residence hall lounge space, **interested groups must submit their request at least one week prior to their event.**

**\*INITIALS:** \_\_\_\_\_

**Reservations – Blackout Dates**

**No events are permitted to be held in the space during Reading Period and Final Exams at the end of each semester.** Please consult the Academic Calendar for the most current dates of Final Exams.

**\*INITIALS:** \_\_\_\_\_

**Recurring Events**

Residence hall lounges are primarily for the benefit and comfort of the residents and staff who reside in those particular buildings so deference to their use of the space is a priority. Additionally, residence hall lounges serve as the primary programming space for residence life staff. As such, student groups will not be permitted to host weekly recurring events in a singular residence hall lounge. **Student groups are permitted up to two (2) nights per month in a given residence hall lounge for recurring events** (practice/rehearsals, group meetings, etc.). Reservations for recurring events can only be made a semester at a time and cannot be reserved for a full academic year at once. Interested parties must include a list of all requested dates when completing the Residence Hall Lounge Reservation Form.

**\*INITIALS:** \_\_\_\_\_

**General Usage**

Please remember to remove all items that are property of the sponsoring organization upon completion of the event, and ensure that no personal belongings have been left behind. Please dispose of all trash in the appropriate trash or recycling bins within the space. It is important to remember that you and your organization are responsible for the proper use of the space. Organizations that leave excessive trash or belongings, damage the floors, furniture, or other equipment may forfeit their privilege of reserving a residence hall lounge in the future.

**\*INITIALS:** \_\_\_\_\_

***\*I have read and understood all of the above residence hall lounge reservation policies.***

**Print name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

Tufts University – Office of Residential Life & Learning  
**Residence Hall Lounge Reservation Form**

**CONTACT INFORMATION**

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
Organization/Dept: \_\_\_\_\_ Email: \_\_\_\_\_

**EVENT DETAILS**

Event Name: \_\_\_\_\_  
Day & Date of Event: \_\_\_\_\_  
Setup begins at what time? \_\_\_\_\_ Event starts at what time? \_\_\_\_\_  
Event ends at what time? \_\_\_\_\_ Cleanup ends at what time? \_\_\_\_\_  
Expected Head Count? \_\_\_\_\_

Please briefly describe your event:

**Top 3 Lounge Preferences**

*In the event your top preference is booked for the date/time you request, we will reserve your 2<sup>nd</sup> or 3<sup>rd</sup> preference, based on availability. You will be notified of which lounge was reserved.*

To whom is the target audience for your event?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Is the event open to the Tufts community?      YES    NO  
Is the event open to the public?                    YES    NO  
Is the event going to be excessively loud? \*\*      YES\*\* NO

\*\*Please describe:

**By signing below, I agree that I have read, understood, and will abide by the attached policies regarding the use of the residence hall lounge spaces and agree that either myself or a Tufts Affiliated designee will remain in attendance during the entire event or function.**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature (Tufts Affiliated)

\_\_\_\_\_  
Organization/Dept Name

\_\_\_\_\_  
Date

***Please deliver this form to the Office of Residential Life & Learning  
on the first floor of South Hall, Monday-Friday, 9am-5pm.***