

## **The Quad Common Area Use Application**

Per the Residence Hall Common Area Use Policy and Procedures, residence hall lobbies and recreation rooms may be reserved by one or more student organizations for specific activities, if approved. To request permission to do so, a representative from the organization(s) and/or department(s) must complete this form and submit it to the Resident Director of the common area that is being sought approval for use of. This application must be submitted for consideration at least fourteen (14) calendar days before the date of the activity/event. The use of the Quad Common area will go to the hall government(s) affected by the usage for approval. After a decision is made, the RD will then contact the organization representative/contact person and notify them of the decision of the hall government.

### **Approval Criteria**

-Availability of requested area

-Size of event. Students must be able to walk through and use the space while the reserved space is used

-Type of event or activity

Because of the space limitations, the public nature of the space, the event needing to still allow students to gather or move through the public area, formal gatherings involving a meal and/or presentation led by a particular group are not conducive to the space. Recruiting tables (room for only one in space), informal general public meetings or presentations targeted for ALL students could work in the common space.

-Target of group

-Events must be open invitation gatherings (targeted to all students).

### **Expectations for The Quad Facility Use**

General Conditions for The Quad Common Area Use:

1. Conduct. Rights of residence hall students must be respected at all times. Use of public areas must comply with rules and regulations stated in the Student Code and University Ordinances as well as all other expectations set forth by the staff responsible for supervising the area.

2. Clean-up. The area must be left clean and orderly. Trash must be placed in proper receptacles, food must be removed or disposed of, tables wiped off, floor swept/vacuumed, etc. Cleaning supplies are not provided.

3. Costs. Any costs associated with set-up for non-residence hall organizations, clean-up, or damages for a particular event/activity will be charged to the sponsoring group(s).

4. Food. All food served in the Lodge must be provided by NMU Dining and Catering. Non-Housing fundraisers or recruitment tables must either use NMU Dining or be approved for an exception from Northern Dining to use outside sources. Proof of this exception must be provided to Housing and

Residence Life with this application.

5. Housing and Residence Life will NOT reserve the entire lobby for a gathering or event. If a department or organization is approved for The Quad Common Area Use, that group is **not to** take over the use of the entire lobby, as students use that area to walk through, study, meet with friends, etc. This is an amenity of the rent that they pay to live in The Quad.

4. Disqualification. In addition to appropriate charges, failure to adhere to these conditions may disqualify the organization from future use of residence hall common areas.

**The Quad Common Area Use Application Information**

Sponsoring Organization(s) or Department(s) \_\_\_\_\_

Organization/Department Adviser \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Common Area Requested. \_\_\_\_\_

Date of Proposed Activity \_\_\_\_\_ Time: From \_\_\_\_\_ AM/PM To \_\_\_\_\_ AM/PM

Description of Proposed Activity \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Security: Events must conclude and the area must be picked up by 9:00pm, to give staff a chance to secure the building before the front desk closes.

Organization Representative/Contact Person: \_\_\_\_\_ Date \_\_\_\_\_

Campus Address \_\_\_\_\_ Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**To Be Completed by the Resident Director of the common area requested:**

Application Supported: \_\_\_\_\_ Yes \_\_\_\_\_ No

Decision Maker: \_\_\_\_\_

Title: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Questions? Contact us at:

[housing@nmu.edu](mailto:housing@nmu.edu)

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