

Housing and Residence Life Office
Woodland Park Common Area Use Application Form

Per the *Woodland Park Common Area Use Policy and Procedures*, lobbies and recreation rooms may be reserved by one or more student organizations for specific activities. To request permission to do so, a representative from the organization(s) must complete this form and turn it in to either the Woodland Park front desk or Coordinator of Apartment Services for consideration *at least* fourteen (14) calendar days before the date of the activity. (For activities in Woodland Park - at which alcohol will be available, the *Approval Request for Group-Sponsored Activities Including Alcoholic Beverages* must be completed instead of this form.)

General Conditions for 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, tables wiped off, floor swept/vacuumed, furniture properly placed, etc.
3. Costs. Any costs associated with set-up for non-residence hall organizations, clean-up, or damages for a particular activity will be charged to the sponsoring group(s).
4. Disqualification. In addition to appropriate charges, failure to adhere to these conditions may disqualify the organization from future use of a residence hall common area.

Woodland Park Common Area Use Application Information

1. Sponsoring Organization(s) _____
2. Organization Adviser _____ Phone _____ E-mail _____
3. Common Area Requested. _____
4. Date of Proposed Activity _____ Time: From _____ AM/PM to _____ AM/PM
5. Description of Proposed Activity _____

Security: If this application is for an activity that involves the use of a recreation room after the Woodland park apartments have been secured for the night, describe in detail on the back of this form the steps that will be taken by the sponsoring organization(s) to ensure the continued security of the complex.

Organization Representative/Contact Person: _____ Date _____
Address _____ Phone _____ E-mail _____

Application Supported: _____ Yes _____ No

Woodland Park Student Representative _____ Date _____

Application Approved: _____ Yes _____ No

Coordinator of Apt. Services _____ Date _____