

CROWN COLLEGE POLICIES AND PROCEDURES FOR RESERVING LOUNGES

LOUNGE SCHEDULING POLICIES FOR THE FIRESIDE LOUNGE AND THE CROWN-MERRILL COMMUNITY ROOM LOUNGE

The Fireside and Apt Community Room are dedicated primarily as student lounges. Occasional use is permitted for meetings or by students that have a direct involvement with Crown College, other student organizations, and staff use. Ongoing academic use of these rooms is not allowed; no class meetings, colloquia or ongoing workshops may be scheduled in the lounges. Non-college events and programs may not schedule ongoing meetings in the lounges (i.e., they cannot schedule the Fireside for every Monday at 4pm). Nor can they alternate lounges for ongoing meeting times (Fireside one Monday at 4pm, CM Community Room the next Monday at 4pm, etc.). In addition, **they may not have more than one meeting or event booked at any given time.** Non-Crown affiliated student organizations are limited to two Crown room reservations per quarter. Merrill College affiliated groups share equal privileges with Crown College with regards to the use of the Crown- Merrill Community Room. We must receive reservation requests and/or SOAR Event Approval Forms at least 48 hours in advance of the event.

LOUNGE SPECIFICS:

THERE CAN BE NO ALCOHOL, NO PARTIES, AND NO DANCES IN ANY OF THE LOUNGES WITHOUT OFFICIAL UNIVERSITY APPROVAL AND VALID RESERVATION COMPLETION.

The Fireside Lounge has the following amenities:

- Television, VCR and DVD
- Accommodates 30-35 people
- Seating on couches and chairs
- Several tables

The Crown-Merrill Community Room Lounge has the following amenities:

- Television, VCR and DVD
- Accommodates 40-45 people
- Seating on couches and chairs
- Several tables

Groups reserving these lounges can make use of the provided media equipment, set up their own media equipment, or request the aid of UCSC Media Services or the College Technical Crew, for a fee.

LOUNGE SCHEDULING PROCEDURES:

Lounge scheduling is currently being done electronically. Lounges and meeting rooms may **only** be scheduled through Allen Bushnell, Crown administration. Email bushnell@ucsc.edu, or call **459-3780**. You may also request lounge reservations online @ <http://www2.ucsc.edu/crown>. Click on the “**contact us**” link. Crown Senior Commons is reserved via Andrew Park, drewski@ucsc.edu, **459-2665**. When you are requesting the lounge, be prepared to give the following information:

- Lounge being requested
- Date being requested
- Beginning and end time of event
- Name
- Department or organization
- Phone number
- SOAR groups need signed SOAR event form

If a conflict in lounge use occurs, use of the lounge will be granted to the party with an official reservation. If a group is planning to use the media equipment in the lounge, it is the group's responsibility to test the equipment 24 hours in advance and to notify the college in advance of any problems. We cannot resolve issues immediately; we need a day's notice. The reserving group must agree to accept all financial responsibilities for damages/cleaning costs. The reserving group must return the lounge to its original condition before leaving.