Crown Senior Commons Guidelines

The Senior Commons is maintained as a meeting place for Crown fellows and staff. On a space-available basis, it may be used by (1) Crown fellows; (2) Crown faculty and staff; (3) Crown students if sponsored and attended by a Crown faculty or staff member; and (4) members of the campus administration for the purpose of holding meetings. All must adhere to the following guidelines:

1. The Senior Commons may **not** be used for class meetings.

2. Noise levels must be kept at a conversational range. There can be no amplified sound since the Computer Lab and Library are nearby. Events must end no later than 10:00 p.m.

3. If a caterer is used, they must retrieve their equipment immediately after the event since others need to use the room. Guests are responsible for clean-up. Any extraordinary cleaning or damage costs will be billed to the sponsor.

4. For reservations and key pick-up, please e-mail Jenaro Ordonez at **jenaro@ucsc.edu**. The room **must** be closed and locked after use. If you can’t return the key during office hours, request a specially addressed return envelope so the key may be returned after hours.

5. The Commons is an L-shaped room composed of a lounge area with couches (seating capacity 14) and a conference room with large conference table, white board, small projector screen, and black-out curtains along one side of the room (seating capacity 25; conference table has room for 14 chairs). There is also an outside deck with 4 tables and 18 chairs. We ask that a maximum capacity of no more than 55 be adhered to. No additional chairs or tables will be permitted. *Please note: The Senior Commons is not wheelchair accessible. Participants should be able to comfortably climb 2-3 flights of stairs to access the room.*

Electrical outlets: 5 in lounge area, 9 in conference room.

6. Furniture may **not** be rearranged and tables may **not** be moved.

*Thank you!!*