

## ***Residential Posting and Space Usage Policy & Procedures***

All on-campus residential facilities, being owned by Grambling State University and managed by Ambling Management, have common spaces designated for residential student usage. These common spaces are designed for the primary purpose of community building, which includes both independent social and recreational activities of residents/guests, and structured programming.

### **POLICY:**

All on-campus residential common use spaces, including but not limited to, activity centers, outdoor recreational facilities, social and study lounges, are primarily intended for usage by fee-paying on campus residential students and, within policy and procedure guidelines, their escorted guests. Other guests may include those invited and/or authorized by the Grambling State University Department of Residential Life. Most spaces are controlled by Residential Life or Ambling Management and may be made available at the discretion by either party.

All common use spaces may potentially be reserved for the primary purpose of offering programming and events to residential students. These programs are primarily sponsored by staff of the Department of Residential Life, specifically Resident Assistants (RA's). The community building programming efforts of the Department of Residential Life take priority for all residential space usage.

All classrooms located within the residential facilities are leased by Grambling State University for the primary purpose of hosting for-credit academic courses, and when not used for that purpose may be reserved for other uses appropriate for classroom space, with priority given to Residence Life sponsored activities. All classroom reservations are scheduled through the Area Coordinator of that specific building.

Any parties wishing to use residential space must agree to the following:

- Events will be open to all residential students desiring to attend (unless the specific educational purpose of the event requires a specific or limited audience).
- The primary target audience must be the residential students.
- Everyone attending must abide by all rules and regulations of the GSU Student Code of Conduct and the Residential Life Tiger Bulletin, and any facility rules and regulations imposed by the Department of Residential Life.

### **PROCEDURES:**

All parties wishing to use residential space must follow the procedures outlined below:

1. Review the policy to ensure the desired event complies with all policy requirements.
2. If necessary, received approval/support from Favrot Student Union, department, or an advisor.
3. Submit a request form to the Department of Residence Life. All requests will be reviewed by the Director or designee, and the appropriate Area Coordinator of Residential Life in the desired community.
4. If approved by Residential Life, request will be forwarded to Ambling Management, if necessary, for approval/availability.
5. If all approvals received, the event planner will work in conjunction with the Area Coordinator.
6. All event publicity must be submitted in advance to Residence Life for approval.
7. The event planner is responsible for all facility preparation and post-event clean-up, including returning all facilities to their original condition and removing all trash to the designated receptacles.
8. Any fees or expenses incurred related to facility use may be the responsibility of the event planner.
9. Certain statistical data may be required for assessment and accountability purposed, such as number of people attending, desired learning outcomes, etc.
10. After each event, 1-2 business days, the event planner and Area Coordinator of Residential Life will evaluate the success of the event and any damages to the facility, and then the Area Coordinator will return document to the Office of Residential Life.

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**Request to Use On-Campus Residential Space**

Name of Requester(s) \_\_\_\_\_

Sponsoring Organization/Department \_\_\_\_\_

Organization Advisor/Request Supporter \_\_\_\_\_

Contact Phone #'s (home/work/cell) \_\_\_\_\_

Contact Email \_\_\_\_\_ Campus Mail Box# \_\_\_\_\_

Event Planner/Person Coordinating & Attending Event \_\_\_\_\_

Contact Information (if different from above) \_\_\_\_\_



Day/Date Requested:

Start and End Time of Event:

Time Arriving and Departing Time for Set-Up/Clean-Up:

Specific Space Requested:

Alternate Space Choices:

Desired Use of Space/Title of Program or Event:

Brief Description of Program:

Target Audience:

Anticipated Attendance:

Special Needs: (power supply, lights, music, etc.)

My signature below indicates that I have read and agree to abide by all policies and procedures related to usage of residential spaces and posting guidelines.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Return this form to Office of Residential Life, Grambling Hall Room 218.



*(for office use only)*

Approvals/Outcome (sign/date):

Damages, if any:

\_\_\_\_\_  
Area Coordinator Signature/Date

\_\_\_\_\_  
Event Planner Signature/Date

## **Posting & Solicitation Policy/Procedure:**

No solicitation or posting is allowed in any residential facilities, other than approved by GSU Office of Residential Life. Groups desiring to share information with RA staff or post items in the residential areas must receive permission from Residential Life. Submit all items in advance, to the Residential Life office, located in Grambling Hall. No flyers, posters, banners, brochures, sidewalk chalk, etc. may be used or distributed in the residential areas. For items for the RA's and general bulletin board posting, submit the number of copies indicated below to Residential Life depending on who you wish to target. Items must be pre-counted and subdivided as noted below. A Residential Life staff member will post publicity from campus organizations and departments, provided that the materials are submitted a week in advance of the event. RA's will post materials in appropriate places within the residence hall and apartment communities.

<u>Distribution to:</u>	# of Copies per Residence Hall	# of Copies per Unit
Drew Hall	5	56
Garner Hall	5	38
Hunter Hall	6	46
Jewett Hall	6	30
New Attucks Hall	2	36
Richmond	4	18
Robinson Hall	6	36
Steeple's Glen	12	12
Tiger Village 100A	6	32
Tiger Village 100B	9	65
Tiger Village 200	9	62
Tiger Village 300	9	64
Tiger Village 400	12	58
Tiger Village 500	6	96
Freshmen Village 600	3	108
Freshmen Village 700	3	23
Freshmen Village 800A	6	134
Freshmen Village 800B	6	122
Freshmen Village 900	6	47
Total	115	1083

**\*\*If you have any questions regarding this policy, please contact the Office of Residential Life\*\***