



Rules And Policies For Using The GSIE Student Lounge

Activities involving students may be scheduled in the GSIE student lounge after 4:30 p.m. on a case by case basis. No activities may be scheduled on the weekends. All requests must be approved by Dean Koski. No more than two events may be scheduled in one week, absent unusual circumstances. All events require a faculty or staff sponsor to be available during the entire event. Furniture may not be moved. To reserve the lounge, the group must fill out and submit the form, below, to GSIE.

Requestor's Name _____

University Relationship _____

Phone _____

Email _____

UA Sponsor _____

UA Sponsor's department _____

UA Sponsor's phone _____

UA Sponsor's email _____

Date and time event will begin _____

Date and time event will end _____

Name of faculty or staff member will be in attendance throughout the event _____

Signature of faculty or staff member who will be in attendance _____

Number of attendees _____

Will food or drinks be served? If so, what type? _____

Note: If food or drinks will be served, the UA sponsor will be responsible for any damage to the carpeting or furniture