Residential Life Meeting Space Usage Parameters

All Residential Life facilities are designated as housing for students or university employees and support space for the endeavors of the Residential Life department. As such, the intended use of meeting spaces is foremost to serve residence hall students, staff, and programs. A secondary use may be to fulfill other university needs. The parameters below outline the priority order for residence hall meeting space use.

1. **Use required by Residential Life Department** – while a student focused organization, for potential safety and security reasons, departmental needs are considered first when assessing space availability.

2. **Use requested by residence hall student staff or organizations** – Defined as NRHH, RHA, QHA, RCA, TJHA, or the Resident Assistant staff members assigned to these areas.

3. **Use request by residence hall students** – defined as students living in the area for events specific to the area. Appropriate use includes study groups and student generated programs. Clubs and organizations external to the residence halls, but attended by residence hall students, should seek Havener as a meeting location.

4. **Summer Camp/Conference Guests** – As a courtesy to summer camp/conference guests housed in the residence halls, meeting rooms are offered as available without charge. Reservations are first come, first served; meeting rooms outside of the halls are not coordinated or compensated through Residential Life. Reservations must be for specific camps/conferences for specified dates and times; blanket reservations are not available.

In addition to the above, the following policies must be adhered to when reserving residence hall meeting space.

**Decorations**
The use of decorations must be approved prior to the event. Additional fees may be assessed on items requiring special removal and/or cleanup (including, but not limited to, glitter, glue, confetti, or paint). Decoration plans should be submitted to Residential Life no less than five working days before the event. A meeting with Residential Life facilities staff is recommended for events with excessive decorations. Please also note the following:
- The use of open-flame candles, confetti and glitter is not permitted.
- Only live trees in pots and flower arrangements in vases are permitted. No live plants without root systems.
- Straw and other materials that drop waste material must sit on a drop cloth or other floor covering.
- Decorations may not be hung from ceiling grids, light fixtures/bars, or heating/air conditioning vents.
- Balloons must be secured; balloons are not permitted to be freely floating.
- Only masking tape and existing eyelets may be used for attaching decorations to walls. Nails, thumbtacks, duct tape, or clear tape is not permitted.
- No live animals permitted except service animals.

**Room set up**
- The existing room set up is created to encourage environments appropriate to the space for Residential Life students. Alterations to the space (such as moving or removing furniture) are allowable when performed by Residential Life staff. To protect against damage, no items may be removed or moved by guests utilizing the space.
- Room set ups will incur fees based on the type of set up.
Table and Chair Set Up
In rooms where tables and chairs are not set up as part of the typical use of the room, set up fees will be incurred. The amount of these fees depends on the quantity of furniture requested and if said furniture is located in the same building as the reservation or must be retrieved from another Residential Life facility. Guests are also able to utilize Physical Facilities for set up assuming Residential Life has first removed any other existing furniture.

Food Service
All food and beverage service must be coordinated through the university’s provider (currently Chartwells Dining Services). Meal service and plating must occur on hard surfaces (tiled or otherwise protected areas); no food or beverage is to be taken onto carpeted areas. Light snacks may be provided by renter and are defined as:
- Costing no more than $50 dollars total (regardless of group size).
- Items that do not require on site preparation, plates, silverware or paper service other than cups or napkins.
- No prepared items (e.g. deli sandwiches, pizza, hors d’oeuvres or any delivered items.)
- Examples of light snacks would be, but not limited to cold beverages, chips, crackers and cheese, sliced vegetables.

Fee Schedules, Damages, and Cleaning
To ensure its ability to manage wear and tear to facilities, Residential Life reserves the right to charge usage fees to any reservation. Fees will vary based on the type and length of reservation. Residential Life also reserves the right to charge fees for the setup, tear down, cleaning, and damage repair of any facility space. These fees are charged for a minimum of one hour and are currently $10/hour for setup labor, $15/hour for cleaning, and $25/hour for damage repair. Some general fees are below.

<table>
<thead>
<tr>
<th>Miner Village</th>
<th>Residential College</th>
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<tbody>
<tr>
<td><strong>Patio Only</strong></td>
<td>4 hours 8 hours 24 hours</td>
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<tr>
<td>$35 $70 $140</td>
<td>Seminar Room (one)  $30 $50 $100</td>
</tr>
<tr>
<td>$60 $100 $200</td>
<td>Seminar Room (both) $45 $75 $150</td>
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<tr>
<td><strong>Clubhouse Only</strong></td>
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<tr>
<td></td>
<td>Floor Lounge $45 $75 $150</td>
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Reservation Requests
Reservations will be accommodated when doing so does not conflict with the primary purpose of the facility. Availability is limited during high use times. This includes, but is not limited to, building opening, monthly social events, dead and finals weeks of any semester, and building closing. Recurring reservations are not available. For Miner Village reservations, see also Miner Village Clubhouse and Patio Reservations document.

All reservation requests should be directed to reslife@mst.edu or 573-341-4218.