



STUDENT AFFAIRS

Housing & Residence Life

## Lounge, Solicitations and Reservations Policies and Procedures

### Lounge and Hall Use

Each hall offers at least one lounge for residents' use. Many of the lounges have pianos and/or televisions. Our lounges are designed for residents to gather and develop meaningful relationships with fellow residents and hall staff. Feel free to talk, study, and relax in our lounge space. When you use one of the lounges, please respect others who may be using it at the same time. We do not allow reservations for residence hall community spaces. You are more than welcome to host residents and guests in your residence hall room for study groups, game nights, book clubs, etc. Be sure your roommates and suitemates are comfortable with guests in the rooms, and always abide by the guest and visitation policies. The front lounge in each residence hall has 24-hour visitation privileges.

Kitchens are available in many of the residence halls. It is the responsibility of the resident using either the microwave or conventional oven to remain in the kitchen while food is cooking. Cleaning the cooking area is the responsibility of the person who uses it. If residents do not clean up after themselves, kitchen privileges may be suspended by the Hall Director or Hall Council. Keep in mind that this is a privilege and maybe restricted if proper use is not followed. Please be considerate.

### Solicitation

No salespersons, community businesses, non-profit organizations or for-profit agencies, student or otherwise, are permitted to contact residents personally in the halls for commercial or advertising purposes. If a business or agency solicits you, please notify the hall office and your hall staff at once. Campus organizations are permitted to sell in the hall lobbies with approval of the Hall Director, but they may not contact residents individually on a room-to-room basis. Use of the intercom to advertise such activities is not permitted. Recruitment by any campus organization is prohibited in the residence halls. All flyers or announcements by approved campus organizations must be brought to Housing & Residence Life, Ground Floor of Samuelson Hall in the Campus Commons or the Fraternity and Sorority Life Office, BLUU: Campus Activities Suite, for distribution in residence halls and Fraternity/Sorority chapter houses. No business enterprises may be operated from a residential room.



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### Media and Tech Reservations

Interested in reserving the Campus Commons Tech or Media Center for your program or group? Visit this website ([www.rlh.tcu.edu/files/ReservationRequest.pdf](http://www.rlh.tcu.edu/files/ReservationRequest.pdf)) to view and print the reservation form.

- The form must be brought to one of the following locations.
  - If you are interested in reserving the Carter Tech Center, please take the reservation form to the Samuelson Hall Office between 9 a.m. and 3 p.m.
  - If you are interested in reserving the Wright Media Center, please take the reservation form to the King Hall Office between 9 a.m. and 3 p.m.
- Once the form is received, the event date and time will be checked with the calendar.
- An e-mail will be sent to the student/organization to confirm or deny the use of the space as soon as possible.
- All requests must be received at least one week prior to the event.
- When using one of the Campus Commons Media or Technology centers, groups must return the room to its original condition. All trash, supplies or other items must be thrown away or removed. Failure to adhere to these policies may result in cancellation of future events for your organization/group.
- Should damages occur, organizations will be charged for damages to the reserved room.
- The residence hall staff will be given priority over organization events, but will need to follow the same reservation process.
- Groups can only reserve the Tech Center or Media Center on Tuesdays, Thursdays and Saturdays from 11 a.m. to 3 p.m. or 7-9 p.m.