



## **Hawkins Living-Learning Center Room Reservation Request Form**

Hawkins Living-Learning Center is located in Buist Residence Hall and is a smart classroom that can be converted into event space. During the fall and spring semesters honors courses are held throughout the day in Hawkins. Anyone who reserves the space is obligated to return the room to its original classroom configuration.

The Honors College and Residence Life have priority in reserving Hawkins for classes and events. Non-Honors and Non-Residence Life groups may reserve the space on Tuesday evenings from 6:00pm-9:00pm only.

- Reservation requests should be received **at least five business days before your requested event**. It is strongly recommended that you place your request at least 14 days prior to your event to ensure space availability.
- Requests are processed, in order as received, 9:00 am to 4:00 pm Monday through Friday. Priority is given to Honors College Students & Staff and Residence Life Staff.
- The Honors College reserves the right to cancel any Non-Honors or Non-Residence Life activities within 72 hours.
- Your event must meet all guidelines on the back of this form.

Please submit your reservation request form to Mary Moser in the Honors College:

**By Email:** moserm@cofc.edu  
**By Fax:** 843-953-6592  
**In Person:** 6 Green Way, 2<sup>nd</sup> Floor

You will receive a confirmation of your request by e-mail if space is available and if your event meets all guidelines as stated on the back of this form.

# Hawkins Living-Learning Center Room Reservation Request Form

Please complete the following and sign the back of the form.

1. **Event Date:** \_\_\_\_\_ **Day:** \_\_\_\_\_  
**Start time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

2. **Person Requesting Event:**

- |  |   |
|--|---|
| _____ Honors College Student           | _____ Non-Honors Faculty/Staff                |
| _____ Honors College Staff/Faculty     | _____ No Honors or Residence Life Affiliation |
| _____ Rivers Area Residence Life Staff | _____ Off-Campus Individual or Group          |
| _____ Other Residence Life Staff       |   |

3. **Contact Information: (Please print clearly)**

Name of event:

\_\_\_\_\_

Person responsible for event and organization name:

\_\_\_\_\_

Local mailing address:

\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

4. **Who will be attending: (check all that apply)**

- |                                 |                          |
|---------------------------------|--------------------------|
| _____ CofC Honors students      | _____ Non-CofC students  |
| _____ CofC Honors faculty/staff | _____ CofC faculty/staff |
| _____ CofC students             | _____ Off-Campus Guests  |

5. Total number of people attending: \_\_\_\_\_  
Number of Tables Requested: \_\_\_\_\_ (see rules)  
Number of Chairs Requested: \_\_\_\_\_ (see rules)  
Type of equipment you will request from the Help Desk: (see rules)

\_\_\_\_\_

\_\_\_\_\_

6. **Nature of Event:**

- \_\_\_\_\_ Organization meeting  
\_\_\_\_\_ Lecture/Seminar  
\_\_\_\_\_ Social  
\_\_\_\_\_ Other: Please explain

\_\_\_\_\_

# Rules and Guidelines for Hawkins Living-Learning Center

## Please Initial

- \_\_\_\_\_ Room must be returned to baseline classroom configuration and furniture must be clean.
- \_\_\_\_\_ Students and outside groups are prohibited from using the smart classroom equipment.
- \_\_\_\_\_ Music can only be played at low volume so it is heard only from inside Hawkins.
- \_\_\_\_\_ No Alcohol.
- \_\_\_\_\_ Events must end by 11 p.m.
- \_\_\_\_\_ Groups must make own arrangements for setting up and breaking down tables and chairs.
- \_\_\_\_\_ Wooden tables may only be used for classroom-based events.
- \_\_\_\_\_ All electronic equipment such as television(s), VCR(s), or projector(s), must be reserved through the Help Desk.
- \_\_\_\_\_ Groups are responsible for all clean up within the room after their event and for ensuring that all food, trash, and the Help Desk equipment have been removed.
- \_\_\_\_\_ Student organizations must be in good standing with Student Life.
- \_\_\_\_\_ All rules apply to on campus departments.

**It is understood and agreed to that if my group/myself fails to meet all guidelines outlined that we/I will lose the privilege of using Hawkins Living-Learning Center and that the organization/I will be referred to Student Life. It is understood that if any additional cleaning is necessary because of food/trash being left in the space or if damages occur, the group/I will be held financially responsible. It is understood that if any furniture or equipment that belongs to the Honors College is damaged during my event or missing after my event, my group/I will be held financially responsible for its repair/replacement as deemed necessary by the Honors College.**

**Return this form to Mary Moser at 6 Green Way, 2<sup>nd</sup> Floor.**

## Signatures Required

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Organization Advisor/Patron for student groups OR responsible staff/faculty member

Date

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Office Manager (Honors College Use Only)