

# COLLEGE of CHARLESTON

## HONORS COLLEGE

### HONS 200 Classroom Usage Policy & Reservation Request Form

The HONS 200 classroom is located on the second floor of the Honors Center at 10 Green Way. The space is primarily used as a classroom for Honors courses. When not in use for a class, the room may be used for other Honors College activities, such as meetings and presentations for groups of 20 or fewer people. Honors College Faculty and Staff are the only persons allowed to authorize use of this space. Requests to reserve the room and use the computer/projector will be considered on a case by case basis. Because of the need to keep the space available for Honors College activities and as a study area for Honors students, the classroom is not generally available for use by campus organizations, with the exception of the Honors Student Association. The room must be scheduled in advance through the Honors College Office Manager by submitting the reservation request form below:

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

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

2. **Person Requesting Event:**

- |   |  |
|---|--|
| <input type="checkbox"/> Honors College Student           | <input type="checkbox"/> Non-Honors Faculty/Staff                |
| <input type="checkbox"/> Honors College Staff/Faculty     | <input type="checkbox"/> No Honors or Residence Life Affiliation |
| <input type="checkbox"/> Rivers Area Residence Life Staff | <input type="checkbox"/> Off-Campus Individual or Group          |
| <input type="checkbox"/> 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)**

- |  |   |
|--|---|
| <input type="checkbox"/> CofC Honors students      | <input type="checkbox"/> Non-CofC students  |
| <input type="checkbox"/> CofC Honors faculty/staff | <input type="checkbox"/> CofC faculty/staff |
| <input type="checkbox"/> CofC students             | <input type="checkbox"/> 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)
- 
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6. **Nature of Event:**  
\_\_\_ Organization meeting  
\_\_\_ Lecture/Seminar  
\_\_\_ Social  
\_\_\_ Other: Please explain
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**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 the Honors Center Classroom. 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 Kendra Almy in the Honors College.**

**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)