



UNIVERSITY OF NOTRE DAME
LAFORTUNE STUDENT CENTER

ELEVATOR LOBBY RESERVATION POLICIES

PURPOSE

The use of this location is to provide student organizations a high-traffic location to promote their events and activities.

APPROVAL

-Only student organizations may reserve the elevator lobby to promote their programs and events. Reservations must be submitted through the Student Activities Office web site at SAOnline.

-Times are limited to one 3-hour time block per day, and a maximum of 3 days per week. Due to the high number of reservations for this area, there are often back to back groups using the space. Promptness with your set up and teardown is appreciated.

-All information to be handed out at the location must be submitted, and approved, by the Student Activities Office prior to the reservation date.

-If petitions are to be at the location, prior approval must be obtained from the Student Activities Office.

-If you will not need any of the times you have reserved, please contact the Student Activities Office (631-6912) or email abelke@nd.edu to cancel your reservation. This will free up your time slot for other groups to reserve.

LOCATION

-Student groups holding the reservation must have at least one member of their organization present at all times. Due to the proximity of the table to the elevator access, a maximum of 3 individuals may be at the location at a time. All individuals must be behind the table.

-A table and easel will be provided for use at the location. If it is not there when you arrive, stop by the Information Desk in the Main Lounge or the Student Activities Office (Rm 315) and ask for them to be delivered to the location.

-If you would like to show a video, you may request a tv/dvd/vcr unit from the Student Activities Office. However, due to limited space, you would not be allowed to also have a table. If you want to bring a laptop to show your video, you may use the table.

- Please do not block access to the elevator or mechanical room with boxes, chairs, or other items. A clean path must be maintained at all times.

-Individuals may not "roam" the area or stand in front of the table. All individuals must stay behind the table.

-Please do not tape signs to the wall behind the table. If signs are to be displayed, you may tape them to the table or use the easel provided.

The Student Activities Office reserves the right to close down the activity if any of these policies are violated or if conduct is deemed inappropriate for the Student Center.