

The Woods Common Area Use Application

Per the Residence Hall Common Area Use Policy and Procedures, residence hall lobbies and recreation rooms may be reserved by one or more student organizations for specific activities. Because the Lodge and Maple Hall classroom are a part of the Woods Residence Hall Facility it falls under this policy as it is the common area for the residents of The Woods complex. However, an exception can be made for university departments depending upon the request and type of event. To request permission to do so, a representative from the organization(s) and/or department(s) must complete this form and submit it to Housing and Residence Life Office (124 Quad I or housing@nmu.edu) for consideration at least fourteen (14) calendar days before the date of the activity/event.

Approval Criteria

-Availability of requested area

-Size of event. Students must be able to walk through and use the space while the reserved space is used

-Type of event or activity

Because of the space limitations, the public nature of the space, the inability to move furniture and the event needing to still allow students to gather or move through the public area, formal gatherings involving a meal and/or presentation led by a particular group are not conducive to the space. The Maple Hall Classroom however, may work for these types of activities. Recruiting tables (room for only one in space), informal general public meetings or presentations targeted for ALL students could work in the Lodge.

-Target of group

-Events must be open invitation gatherings (targeted to all students).

Expectations for Woods Facility Use

General Conditions for the Woods Common Area Use:

1. Conduct. Rights of residence hall students must be respected at all times. Use of public areas must comply with rules and regulations stated in the Student Code and University Ordinances as well as all other expectations set forth by the staff responsible for supervising the area.

2. Clean-up. The area must be left clean and orderly. **Moving of furniture in the Lodge is prohibited.** Trash must be placed in proper receptacles, food must be removed or disposed of, tables wiped off, floor swept/vacuumed, etc. Cleaning supplies are not provided.

3. Costs. Any costs associated with set-up for non-residence hall organizations, clean-up, or damages for a particular event/activity will be charged to the sponsoring group(s).

4. Food. All food served in the Lodge must be provided by NMU Dining and Catering. Non-Housing fundraisers or recruitment tables must either use NMU Dining or be approved for an exception from Northern Dining to use outside sources. Proof of this exception must be provided to Housing and Residence Life with this application.

5. Housing and Residence Life will NOT reserve the entire Lodge for a gathering or event. If a department or organization is approved for the Woods Common Area Use, that group is **not to** take over the use of the entire Lodge, as students use that area to walk through, study, meet with friends, etc. This is an amenity of the rent that they pay to live in the Woods.

4. Disqualification. In addition to appropriate charges, failure to adhere to these conditions may disqualify the organization from future use of residence hall common areas, including the Lodge and Maple Hall classroom.

The Woods Common Area Use Application Information

Sponsoring Organization(s) or Department(s) _____

Organization/Department Adviser _____

Phone _____ E-mail _____

Common Area Requested. _____

Date of Proposed Activity _____ Time: From _____ AM/PM To _____ AM/PM

Description of Proposed Activity _____

Security: Events must conclude and area must be picked up by 9:30pm, to give staff a chance to secure the building before the front desk closes.

Organization Representative/Contact Person: _____ Date _____

Campus Address _____ Phone _____ E-mail _____

To Be Completed by Housing and Residence Life Central Office:

Application Supported: ____ Yes ____ No

Decision Maker: _____

Title: _____

Email: _____

Signature: _____

Questions? Contact us at:

housing@nmu.edu

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