

# RESIDENCE HALL LOUNGE RESERVATION REQUEST FORM

Please complete all fields and return to Russ Smith, Residence Life,  
Wellness and Campus Living Center Room 126, (516) 463-6931, Fax (516) 463-4107,  
three business days in advance of your requested date.

\*\*\*Please Note: Returning this form does not guarantee a reservation. \*\*\*

## Organization Information

Organization: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

*(Confirmation will be sent to this address)*

## Event Information

Event name: \_\_\_\_\_

Description of event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*\*\*\*No alcohol is permitted at events that are held in residence hall lounges. \*\*\**

*\*\*\*A guest list **must** be emailed to [Sasha-Shanna.Irace@hofstra.edu](mailto:Sasha-Shanna.Irace@hofstra.edu) prior to the scheduled event.*

*If a list is not provided, the event will be cancelled automatically. \*\*\**

Anticipated attendance: \_\_\_\_\_

*(Must be in accordance with occupancy limits-these limits vary and are posted in lounges.)*

Date requested: \_\_\_\_\_

*(Please note when requesting Tuesday, the lounges are used by the staff of Residence Life – times vary by building; please check with your RA.)*

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Lounge Requested: \_\_\_\_\_

*I understand that this is a request only and does not guarantee an approved reservation. I will obtain the additional signatures needed and return a copy of this form to Residence Life for approval. The state of my request will be emailed to me within 3 business days of the receipt of this completed form. Furthermore, I understand should my request be approved my organization will be held responsible for any damage that occurred within the lounge and it is our responsibility to put the lounge back in the original condition that we found it in.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Leadership and Engagement

\_\_\_\_\_  
Date

For Office Use Only

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_ Request Approved

\_\_\_\_\_ Request Denied