

## Room Reservation Form

### Latino Cultural Center (LCC) Room Reservation Policies:

Any individual or organization that wishes to utilize the facilities at the LCC must complete a Room Reservation Form. To increase the odds that your preferred room is available, you are encouraged to submit your request as far in advance as possible. Priority is: Latino Cultural Center, Purdue department, non-Purdue entity. Rooms available include:

**Book Collection/ Study Room**  
(Fits 7-10 People)  
 **Conference room**  
(Fits 8-12 people)

**Multipurpose Room**  
(Fits 10-15 people)  
 **Computer Lab**  
(Max. 7 people)

**Yard and Volleyball Court**

**Please note:**

- There is **NO PARKING** available at LCC.
- We may have multiple meetings at the LCC. Some events/meetings are loud (e.g. music.) If your event/meeting requires quiet from surrounding area, please notify us when making reservation to determine whether this is possible.

**Guidelines:**

1. **Authorization:** Your Room Reservation Form must be approved prior to your event by the LCC Director, Business Operations Specialist, Grad Assistant, or Program Coordinator.
2. **Meeting Time:** Meetings should start and end at scheduled time. You must end your function at the time instructed by the staff member on duty, including completing the clean up of your event.
3. **Cancellation Policy:** Cancellation of a reservation must be made at least one day prior to the event. Failure to cancel prevents others from using space. Violation will result in suspension of reservation privileges for up to 4 months.
4. **Attendance:** All those attending must sign-in when they arrive.
5. **Staff Work Areas & Phones:** Workstations are for staff use only. Use of staff computers is NEVER allowed; Computer lab is always available for your use.
6. **Food:** Food is allowed at meetings and events, but must be arranged at the time of reservation. Absolutely **NO ALCOHOL** allowed. The LCC does not provide any supplies.
7. **Clean Up:** Each organization/person is responsible for insuring that the reserved room is cleaned and left in an orderly manner before departure, including disposal of all food. All trash must be taken outside to the dumpster behind the LCC. When in use, tables, chairs, & tent must be properly put away. Failure to comply will result in a \$30 cleaning fee charged to the organization, or department. Spillage of food or drink may also result in a \$30 cleaning fee.
8. **Equipment:** The TV, VCR, Satellite, Stereo, and DVD may be operated with use of directions left in Lounge. Please read directions carefully (if after hours, staff may not be available for assistance); equipment MAY NOT be remove from the premises.
9. **The LCC Director reserves the right to deny requests for space and/or LCC resources (tables, chairs, etc.)**

**Today's Date:** \_\_\_\_\_ **Date of Event:** \_\_\_\_\_ **Time: Starts:** \_\_\_\_\_ **Ends:** \_\_\_\_\_ **Organization:**

\_\_\_\_\_ **Individual Name:** \_\_\_\_\_ **Contact Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Estimated Attendance:** \_\_\_\_\_ **Will there be food?** \_\_\_\_\_ **Will there be music?** \_\_\_\_\_

**Event Name & Description:** \_\_\_\_\_

**Room(s) Requested:** \_\_\_\_\_

**Please sign below for your reservation request to be complete.**

By signing this permit, you agree to abide by all policies set forth by LCC regarding use of facility. As the Contact Person for the event, it is your responsibility to insure that the members of your organization present at the event also understand and abide by these guidelines. Violation of any of these requirements may result in suspension of meeting privileges at the LCC.

In the case of an EMERGENCY, call 765-412-7238.

Contact Person's Signature \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Director       Business Operations Specialist       Grad Assistant       Program Coordinator