



Residential Space Reservations Policy and Procedures

Residential facilities have common use spaces designated for residential student usage. These common spaces are designed for the primary purpose of community building, which includes both independent social and recreational/ educational activities of residents/guests, and structured programming.

All on-campus residential common use spaces, including but not limited to, activity centers, outdoor recreational facilities, social and study lounges, and computer labs, are primarily intended for usage by fee-paying on-campus residential students and, within policy and procedure guidelines, their escorted guests. Other guests may include those invited and/or authorized by the Department of Housing and Residence Life (HRL). Most meeting rooms are controlled by HRL and may be made available at the discretion of HRL; corresponding fees may be charged.

All common use spaces may potentially be reserved for the primary purpose of offering programming and events to residential students. Staff of HRL, specifically Resident Assistants (RAs) and the Residence Hall Association (RHA), National Residence Hall Honorary (NRHH), and Community Councils, primarily sponsor these programs. The community building programming efforts of HRL take priority for all residential space usage.

Some classrooms located within the residential facilities are leased by Kennesaw State University for the primary purpose of hosting for-credit academic courses, and when not used for that purpose may be reserved for other uses appropriate for classroom space, with priority given to HRL sponsored activities. All classroom reservations are scheduled outside of HRL. For help please call 470-578-5483.

Any parties wishing to use residential space must agree to the following:

- Events will be open to all residential students desiring to attend (unless the specific educational purpose of the event requires a specific or limited audience, and the event is approved by HRL).
- Events must be held during specified available times, which may vary depending on the space desired, day of the week, and time of year.
- The primary target audience must be residential students.
- Everyone attending must abide by all rules and regulations of the [KSU Code of Conduct](#), which includes the Residential Code of Conduct, and any [HRL rules and regulations](#).

Procedures

- Review the policy to ensure the desired event complies with all policy requirements.
- If necessary, received approval/support from own department, or advisor.
- Submit a request form to HRL via the [OwlLife form](#). The Director or designee will review all requests.
- If all approvals received, the event planner will work in conjunction with the approver, who may assign specific HRL staff for the event.
- The event planner is responsible for all facility preparation and post-event clean up, including returning all facilities to their original condition and removing all trash to the designated receptacles.
- Any fees or expenses incurred related to facility use may be the responsibility of the event planner.
- Certain statistical data may be required for assessment and accountability purposes, such as number of people attending, desired learning outcomes, etc.