

Room Reservation Policy

A. General Rules

1. All groups interested in reserving the Shepard piano lounge, TV lounge, or classroom (hereafter called Shepard's "public rooms"), must register with the Vice President.
2. The following information must be presented when registering with the vice president:
 - a. The name of the group leader to be held responsible in case of damages or complaints
 - b. An affiliation with Shepard (see "General Rules," point "3," below)
 - c. A list of group members
3. There must be at least one Shepard resident or non-res in any group that wishes to reserve a public room. You must have at least one Shepard resident or non-resident for every 8 people in the group (i.e. groups with members numbering 1-8 must have one Shepard-affiliated member; 9-16 members, two people affiliated with Shepard, etc.).
4. No group can have a "normal weekly time" for any of the public rooms, except in the case of scheduled classes. The room must be reserved every week, thus giving Shepard residents priority in reserving their own rooms at the times they need.
5. A group or resident/non-resident may only reserve a public room for up to 2.5 hours per day.
6. Groups shall be held accountable for leaving on time.
7. Those who have a room reserved for a certain time have the right to ask a group who has gone over their time or is unknowingly using a reserved room to leave.
8. All public rooms must be kept clean!
9. Outside groups cannot use "Shepard" as part of their group name unless Shepard is explicitly affiliated with the event. Use of "Shepard" in a group or event title must be approved by the Shepard Exec Board.
10. No group meeting may be held in the Study Lounge; it is a quiet area reserved for residents or non-residents who are studying.

B. Piano Lounge

1. The Vice President will create and post a weekly sign-out sheet for the piano lounge. It will be posted on the piano lounge doors at a set time once a week.
2. Once this sign is posted, an individual or group can reserve the room for any day of

that week, following the rules denoted above in “General Rules.”

3. Any group of 2 or more people wishing to use the piano lounge must register with the vice president once, before their first meeting. Subsequent piano room reservations can be made simply by signing out a time slot on the weekly sign-out sheet. Again, the room must be reserved on a week-to-week basis and CANNOT be reserved more than a week in advance.

4. Individual residents wishing to reserve the piano lounge for individual use need not register with the vice president, but must use the weekly sign-out sheet as noted above.

C. TV Lounge and Classroom

1. To reserve either the TV lounge or classroom, the group leader must contact the vice president directly. The group leader must bring the required information noted above (under “General Rules,” point “2”) and a self-made room reservation sheet. The reservation sheet will be a sheet stating the group or event name and the date and time for which the room is being reserved. It is the responsibility of the group leader to post this sheet in a visible area near the desired room (preferably on the room’s door).

2. The group leader MUST have the Vice President sign the room reservation sheet before posting it on the room, thereby making the reservation official. Without this signature, the room reservation is not valid.

3. The TV lounge cannot be reserved by outside groups after 7 pm.

4. Studios endeavors take priority in reserving and general use of the Classroom.