



Student Lounge Reservation Form

Reservation Policies

- Reservations are given on a first come, first served basis by Campus Activities and Orientation (CAO) to student organizations and college departments/offices at Augsburg College.
- Reservations must be made at least 1 week in advance.
- All events planned during Christensen Center’s building hours must be open to the entire student body. Any unused areas of the Student Lounge may be used by individual students.
- For reservations over 3 hours, special permission must be granted by CAO staff.
- After the event, if damage has been found by a CAO staff member, and/or the room is not back in order, a \$75 charge will be assessed to your student organization or college department/office. (Chartered student organizations will be charged this damage fee through an I.O.U. system; any necessary grant proposal paperwork must reflect this fee.)

Name of Student Organization or College Department/Office		Budget # (Commissioned orgs and depts/offices only)	
Type of Event			
Reservation Date	Reservation Start Time	Reservation End Time	
Name of Contact Person		Student ID # (If applicable)	
Augsburg Email	Phone #	Campus Box #	
Will you need to move any furniture, rent equipment, or serve food/drink? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please make appointment with Michael Grewe in CAO at 612-330-1499 or grewe@augsb.org.edu.)			

By signing below, I am agreeing that my student organization or college department/office will abide by all of the conditions outlined in this policy.

Contact Person Signature	Date
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FOR OFFICE STAFF USE ONLY

<input type="checkbox"/> Approved for moving furniture.	<input type="checkbox"/> Approved for renting outside equipment.	<input type="checkbox"/> Approved for bringing in food and drink.
Signature of CAO Professional Staff		Date

For any questions regarding these policies or this form, please contact Campus Activities and Orientation at 612-330-1418.