

ROOM & TABLE POLICIES & PROCEDURES

1 Corinthians 4:2 (NIV) “Now it is required that those who have been given a trust must prove faithful.”

As part of the trust placed in all student organizations, Shorter University has an expectation that all student organizations be good stewards and use Shorter University property such as rooms, tables, and other items in a responsible manner. This comes down to treating the rooms as you would your own home or dorm room. If you borrow something, put it back where it came from. Report any broken items or damage.

Please refer to these policies and procedures when reserving rooms or borrowing tables and other equipment on campus, AFTER EVENTS HAVE BEEN APPROVED BY STUDENT LIFE OFFICE (Assistant Director of Student Life).

Reservations:

1. Meeting Rooms & Tables may be reserved Monday through Friday, 8:30 to 3 pm ONLY, through Jeanne McDade, Office of Student Affairs, at jmcdade@shorter.edu, or in FSU 237. Room reservations will not be made between 3 pm on Friday and 8:30 am on Monday. Please plan ahead!
2. Jeanne McDade only reserves these rooms: Austin Moses, Chapel & Eubanks, upstairs & downstairs FSU Conference Rooms, Front Circle, FSU Common Area, Guest Apartment & tables for Dining Hall and FSU. Reservations for tables outside the Dining Hall, FSU or other areas, must be made in advance.
 - a. Tables taken from FSU must be signed out through the Switchboard.
3. Martha's Cellar/Gameroom is reserved through Melanie Lawrimore, Assistant Dean of Students, mlawrimore@shorter.edu.
4. All other rooms such as the Evans Chorale Room, Franklin Hall, etc. are classrooms and must be reserved through the Registrar's office.

Stewardship of rooms, tables & other Shorter University property:

1. Organizations who do not return tables or any other items borrowed to their proper location, or who leave rooms untidy or damaged, may be subject to a fine and/or charged damages for repairs.
 - a. Tables must be wiped down and any food, paint or other material removed. Dropcloths must be used for any events using glitter, paint, or other liquids or transferable materials.
 - b. If the trash can(s) are full in the room or area used for the event, please take the bags to the dumpster or leave them against the wall of MFA in the alleyway; particularly during weekend events. There are extra trash bags in the bottom of the cans in all rooms.
2. Organizations may be restricted from reserving rooms, borrowing tables or other items at the discretion of the Office of Student Life and/or the Office of Student Affairs.