

## ROOM RESERVATION POLICIES

- e<sup>2</sup> oversees the Redwood Lounge reservations Monday-Friday from 6-9pm. For reservations prior to 6pm, please see the SOAR office located in the Quarry above the Student Union.
- Room reservations must be made at least one week prior to the event to allow time for our approval process.

For the times e<sup>2</sup> oversees the Redwood Lounge, there is a limit of 3 consecutive weekly requests. If you would like to reserve it for additional weeks, please request so after the 2<sup>nd</sup> week.

- If you are approved by our office, you MUST fill out an Event Approval with SOAR (Steps 1 and 2 must be completed) and turned in to e<sup>2</sup>'s office.
- We have these policies in order to maximize the resource's accessibility for all student organizations.

If you have any questions comments and/or concerns, please feel free to contact us through any means listed in the Contact link in the main menu.

Thank You,

e<sup>2</sup>