



# ENGAGING EDUCATION

STUDENT-INITIATED OUTREACH AND RETENTION  
Center for Student Engagement & Academic Excellence

Phone: 831.459.1743

Fax: 831.459.1742

Engaging Education  
UC Santa Cruz  
Redwood Bldg-2<sup>nd</sup> Floor  
1156 High Street  
Santa Cruz, CA 95064

## **Redwood Lounge Room Reservation Policies**

- Engaging Education (e<sup>2</sup>) manages reservations for the Redwood Lounge Monday-Friday from 6-9pm. For reservations prior to 6pm, please see the SOAR office located in the Student Union.
- Room reservations must be made at least one week prior to the event to allow time for our approval process.
- Please NOTE: Engaging Education will begin accepting reservation request(s) at the beginning of each quarter. Reservations are only limited to the current quarter, e<sup>2</sup> will not be accepting reservation requests prior to the start of a new quarter. NO EXCEPTIONS.

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.  
*Engaging Education*