

THE PERLMAN HONORS COMMONS POLICY FOR USE BY STUDENT GROUPS

The Perlman Honors Commons is available for appropriate student groups and activities.

- Groups wishing to use the Commons should complete and submit an Honors Commons Use Request form at least one week before the planned event.

- Groups using the Commons are responsible for cleaning up after their events and returning furniture to its original position. If an event takes place outside regular PHC open hours, the sponsoring group must ensure that no one remains afterwards, that all windows are closed, all lights are turned off, and all doors are locked.

- If an event takes place outside Honors Program Office hours, one individual from the group must sign out and return the key during office hours. Except for weekend events, keys may not be signed out more than 24 hours in advance and must be returned within 24 hours after the event. For weekend events, the key must be signed out on Friday and returned on Monday.

Priority will be given to:

- Activities related to academics
- Events with significant intellectual or cultural content
- Events organized by Honors students
- Activities of wide-ranging interest

THE PERLMAN HONORS COMMONS

STUDENT GROUP APPLICATION

Date of Application: _____

Name of student group

Name(s) of student leader(s); email and phone contact info:

Date of proposed event: _____

Time of proposed event: _____

Describe your activity: how will you use the Perlman Honors Commons?

Who is invited to your event?

How many attendees do you expect?

Are you serving refreshments? Y / N If yes, what are you serving?

Do you need any equipment? Y / N if yes, what arrangements have you made to procure that equipment?

(continued on next page)

I/we have read the Honors Program policy on the use of the Perlman Honors Commons by student groups and agree to abide by it.

Name & phone #of person picking up key

Signature

Name

Signature

For office use only:

Decision

Signature

Date

Key out:

Date

Time

Staff initials

Key returned:

Date

Time

Staff initials