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

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For office use only:

_________________              ______________________________________        ________
Decision                                  Signature        Date

Key out: ___________________          __________________              ____________
Date                                         Time                                         Staff initials

Key returned: ___________________          __________________              ____________
Date                                         Time                                         Staff initials