



## **Use of Student Union 100 South (Commuter Lounge)**

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Student Union 100 South is primarily designed as a lounge for commuter students. There are many seating clusters for students to meet and relax, a large screen TV, individual and group study tables, and microwaves. It is also the home to a variety of offices such as Conference Services, Dining Services, and Veteran's Student Services.

We do, however, allow student groups to reserve this space for meetings, practices, and events. The following rules apply for such reservations of this space:

- The space is only available to reserve after 8:00 PM Monday through Friday and Saturday and Sunday during operating hours of the Student Union.
- Student Union 100 South has a very specific furniture set-up. It is the expectation that if a group reserves this space, they ensure the room is returned to its standard furniture set-up upon completion. **See the room diagram on the reverse side of this sheet.**
- Groups that fail to comply with returning the room to its standard set-up at the end of their reservation will get one warning. A second failure to return the room to the standard set-up will result in a cancellation of all future reservations in the space and the group will lose the ability to reserve this space. Please note we will enforce this rule even if the room is not in its standard set-up upon your group's arrival.
- As the availability of the lounge is limited and demand is high, groups will be able to reserve the space for a maximum of two hours per week.
- Student Union 100 South is always a Commuter Lounge. Although your group may have reserved the space, please understand that we expect your group to respect that commuter students may still be utilizing the space simultaneously. At no time should a group ask a student using the lounge to leave.

SUNY NEW PALTZ STUDENT UNION 100 SOUTH DIAGRAM SHEET

100 South Reminders

- Please leave space between couches for people to move between them
- Do not block office entrances, walkway path to offices or emergency exits

LEGEND



= Study Kiosk



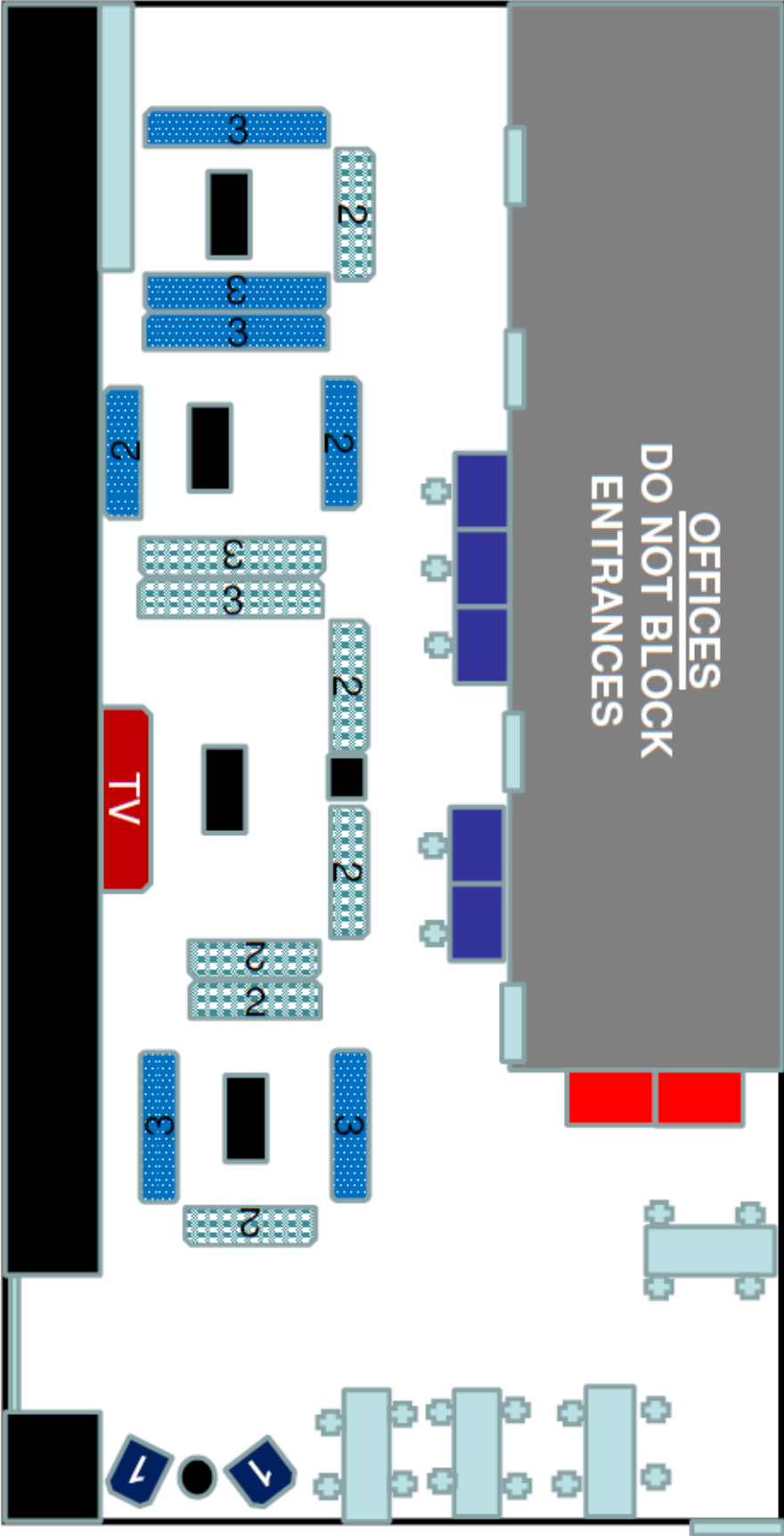
= Coffee table



= Chair



= Microwave



THIS FORM MUST BE COMPLETED AND TURNED IN TO STUDENT ACTIVITIES AND UNION SERVICES AT LEAST 14 DAYS PRIOR TO YOUR EVENT. LATE SET-UP DIAGRAMS MAY RESULT IN A LATE SET-UP FEE CHARGE. FOR QUESTIONS, PLEASE CONTACT US AT 257-3025.