

# Guidelines for Use of Goodhue Superlounge

**Student Groups – reserve the lounge through the Goodhue Hall Director at x4442**

**Non-Student Groups – reserve through the Office of Residential Life at x4072**

1. Goodhue Superlounge is an alcohol-free space.
2. Student activities will receive first priority.
3. Goodhue Hall is locked on a 24-hour basis. Staff/faculty can only access the Superlounge if their ID card has been activated. It is your responsibility to provide Residential Life with the names of the individuals who will need to access the building along with the specific dates and times access will be needed 48 hours prior to your event..
4. Fire code regulations state that Goodhue Superlounge can accommodate a maximum of 215 people.
5. Week night events must end by 11 p.m. and weekend events by 1:00 a.m.
6. The pool table is not to be moved or used for serving or beverages. If the pool table needs to be rebalanced or repaired following your event, it is your responsibility to pay the expense.
7. Any damages to the Superlounge will be charged to you or your department.
8. You are responsible for all signage for your event.
9. All of the furniture is to be moved back to its original space (see furniture diagram on the wall). If not, you or your department will be responsible for labor charges.
10. Event sponsor must attend event.
11. If you have questions, please call the Office of Residential Life at x4072.

## **Goodhue Superlounge Reservation Request**

Today's Date: \_\_\_\_\_ Time: \_\_\_\_\_

Name: \_\_\_\_\_ Dept./Group

(please print)  
Name: \_\_\_\_\_

Phone#: \_\_\_\_\_ Email Address: \_\_\_\_\_

Sponsor: \_\_\_\_\_ (required to attend)

Title of Event: \_\_\_\_\_

Approximate Number Attending: \_\_\_\_\_ "X" One: \_\_\_\_\_ Private (group/invited guests only)  
Account Number: \_\_\_\_\_ or \_\_\_\_\_ Open to: \_\_\_\_\_ (students, campus, public,  
etc.)

Day & Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ am/pm End Time: \_\_\_\_\_ am/pm

"X" those which apply: \_\_\_\_\_ Catered Meal \_\_\_\_\_ Light Catering \_\_\_\_\_ Set-Up Required

Description of Event: \_\_\_\_\_

Set Up Start Time\* : Start \_\_\_\_\_ am/pm End \_\_\_\_\_ am/pm

Names of individuals needing ID cards activated: \_\_\_\_\_

Date/time ID cards need to be activated: \_\_\_\_\_

\*Extra time must be allowed for any set up or catering requirements. Minimum time required for light catering, e.g., beverages/snack is half an hour before and after the event; for a dinner allow a minimum of one hour before and after the event; allow even more if there is a set up involved.

**You will need to complete and route a "Facilities Set Up Request Form" if any special set-ups are needed. Please remember to send the Office of Residential Life a copy of your set up form.**