

## MERRILL COLLEGE POLICIES AND PROCEDURES FOR RESERVING LOUNGES

- **Baobab Lounge** is dedicated primarily as student lounge and may be booked for use by student groups.
- **Crown/Merrill Community Room** serves our apartments community as a lounge and occasionally is reserved for staff events and meetings.
- **Casa Latina 3<sup>rd</sup> Floor** is a quiet study space and may be reserved for group use until 6pm.
- **Charles E. Merrill Lounge** may be reserved for academic related events and activities, e.g. colloquia, workshops, or guest lectures. There are no College fees for the use of these rooms.

**Reservations are limited to one meeting or event booked at any given time.** These spaces may not be reserved for ongoing meetings (i.e., every Monday at 4pm), nor can they be used in an alternating fashion for ongoing meeting times (Baobab one Monday at 4pm, CM Community Room the next Monday at 4pm, etc.).

Non-Merrill affiliated student organizations are limited to two Merrill room reservations per quarter. All reservations and/or SOAR Event Approval Forms must be completed a **minimum** of 48 hours in advance of any event.

### LOUNGE SPECIFICS:

The Baobab Lounge has the following amenities:

- Television, DVD and digital computer inputs (DVI); Surround sound system
- Accommodates 20-30 people
- Seating on couches and chairs, several tables

The Crown-Merrill Community Room has the following amenities:

- Television and DVD
- Accommodates 30-45 people
- Seating on couches and chairs, several tables

The Charles E Merrill Lounge has the following amenities:

- Television and DVD
- Accommodates 20-45 people
- Meeting table for 16, and 20 extra chairs.

Groups reserving these lounges can make use of the provided media equipment, set up their own media equipment, or request the aid of UCSC Media Services or the College Technical Crew, for a fee. If using the existing media equipment, please check for operation and for compatibility issues at least 24 hours prior to your event.

### LOUNGE SCHEDULING PROCEDURES:

To request the **Baobab Lounge**, **Crown/Merrill Community Room**, or **Casa Latina 3<sup>rd</sup> floor** go to [merrill.ucsc.edu/about/reservations](http://merrill.ucsc.edu/about/reservations). For the **Charles E. Merrill Lounge** contact [merrilladvising@ucsc.edu](mailto:merrilladvising@ucsc.edu).

When you are requesting a reservation, be prepared to give the following information:

- Room being requested
- Date being requested
- Beginning and end time of event
- Name
- Department or organization
- Phone number
- SOAR groups need signed SOAR event form

If a conflict in lounge use occurs, use of the lounge will be granted to the party with an official reservation. If a group is planning to use the media equipment in the lounge, **it is the group's responsibility to test the equipment at least 24 hours in advance and to notify the college of any problems immediately.** The reserving group must agree to accept all financial responsibilities for damages/cleaning costs. The reserving group must return the lounge to its original condition before leaving.