



<b>PURPOSE:</b>	To outline procedures for reservations of the Olinde Career Center meeting spaces, the Career Classroom and the Humphrey T. Olinde Executive Conference Room.  To ensure consistency in the reservation process.
<b>SCOPE:</b>	This policy applies to employers, on-campus units, and external parties for reserving the Career Classroom (Student Union 256J) and the Humphrey T. Olinde Executive Conference Room (Student Union 256F).  The Career Classroom and Humphrey T. Olinde Executive Conference room are available for reservations Monday-Thursday 8:00am-8:00pm and Friday 8:00am-4:30pm during the academic year and Monday-Friday 8:00am-4:30pm during the summer season, based on availability.
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### Reservation Process

Users may request a reservation to the Career Classroom or HTO Conference Room by filling out the online reservation form on the LSU Olinde Career Center website. The Operations Coordinator will contact the user within 24-48 hours of receiving the reservation request. When the reservation is confirmed, the user will receive an email which will include an information packet on each space which will include the policies.

Users who need to cancel or change their reservation, should contact the operations coordinator directly. The LSU Olinde Career Center reserves the right to cancel any reservations as necessary.

A rental fee will not be charged to any user using the Career Classroom or HTO Conference Room.

### Space Policies

- All users are limited to 4 hours per week for reoccurring meetings such as staff meetings, etc.
- The LSU Olinde Career Center will not provide any assistance in setting up for a reservation which includes moving furniture, setting up technology, etc. Users must allocate enough time on the front end and back end of their reservation to set up the room to their preferred layout and return it to its original layout as noted in the confirmation packet. Users may work with the Operations Coordinator if they need assistance with the technology prior to the event.
- All technology must be turned off at the end of the user's reservation time.
- If a user will be serving food, only LSU approved caterers are permitted which can be found on the LSU Catering website. All catering equipment must be picked up by the end of the reservation time and all trash must be in a trashcan or recycle bin. No trash will be picked up off of counters by custodians per the Student Union policies.

- Users do have access to a small kitchen pantry upon request which includes a fridge. Any items placed in the pantry or fridge should be picked up and removed by the end of the reservation time.
- The use of the Student Government Lobby outside of the Career Classroom and HTO Conference Room as an extension of the users reservation is prohibited.
- Users who fail to meet these policies will be noted and may be restricted from using the space in the future.

### **Reservation Timeline**

To ensure LSU Olinde Career Center priority booking of the Career Classroom and Humphrey T. Olinde Executive Conference Room reservations for employers, on-campus groups, student groups and outside university organizations will be confirmed pending availability on a **semester-by-semester** basis.

The timeline is as follows:

- **Employers:**
  - Fall Semester: July 1st – July 15th
  - Spring Semester: November 1st – November 15th
- **LSU Campus Unit/Departments:**
  - Fall Semester: July 15th – July 20<sup>th</sup>
  - Spring Semester: November 15th – November 20th
- **LSU Student Organizations:**
  - Fall Semester: July 20th – July 25<sup>th</sup>
  - Spring Semester: November 20th – November 25th
- **Outside University Organizations:**
  - Fall Semester: July 25th – July 30st
  - Spring Semester: November 25th – November 30th

### **Reservation Form**

The Reservation Form for the Career Classroom and Humphrey T. Olinde Executive Conference Room can be found on the Olinde Career Center [website](#).