

## DU BOIS COLLEGE HOUSE

### RESERVATION POLICY

ALL reservations are handled by the Dean's Office. Carrie Barjenbruch maintains a database and she is the contact person;

Reservations should be made **AT LEAST THREE DAYS IN ADVANCE** via email to [cbarj@upenn.edu](mailto:cbarj@upenn.edu) or [cbarj@pobox.upenn.edu](mailto:cbarj@pobox.upenn.edu).

Groups should have only one person as their contact person for making reservations; it gets very confusing and wastes her time when Carrie is receiving the same reservation from two or three people; Your requests must include the purpose/type of event; the group/organization's name; the room requested; the day/date and time and the duration of the request (e.g. Planning meeting; Santa's Elves; Seminar B, Wednesday, September 16<sup>th</sup>, from 7 – 10 p.m.);

The spaces available for reservation include: the Kitchen, the MPR, Seminar Room B, Seminar A (Academic use ONLY); As some of you have noticed, we have lost the Uchoraji Gallery, but gained three small enclosed lounges, one each on the second, third and fourth floors. These rooms are available to Du Bois residents individually or in small groups without reservation, but **MUST** be reserved by non-residents;

There is a charge for all non-academic use of the MPR and our kitchen. The MPR and kitchen are prime spaces in a College House not a social club, and are intended primarily for the use of Du Bois residents; so that if a group (even if there are Du Bois residents in the organization) wants to tie these spaces up for hours at any time, making it inaccessible to other residents, they will be charged. **THIS WILL BE STRICTLY ENFORCED.**

Once the availability of the space is confirmed, you will receive a confirmation letter from Carrie and, if applicable, an Invoice; payment is due prior to the date of your event. It may be in the form of cash, check (made payable to Trustees of the University of Penn), or budget journal;

Furniture may not be re-arranged in the MPR without prior permission from the Dean's Office, and must be done so under the supervision of a member of the House staff (Facilities Manager, GA on Duty, House Coordinator, House Dean, in that order). This will be arranged by the Dean's Office;

No groups may reserve the Elliott Recreation Room **AT ANY TIME**. This area in the basement is the House's only fully-equipped recreational space and is expressly for House use;

The Paul Robeson Library and Research Center is primarily a study and research area; it may only be reserved by House staff and House Council for brief meetings;

In the instance of a resident and a non-resident requesting the use of the same room for the same day/time, the resident's request will be given priority;

**House needs take priority over all spaces;** therefore, on rare occasions, a group may be "bumped" from a location for a House event.