

Residence Halls Association

RITchies Reservation Request Form

Please return this form at least 1 full week prior to the date requested to the Gleason Area Office, the RHA Office, or RITchies.

Name: _____ Phone number: _____

Organization/Floor: _____ Email: _____

Date requested for event: _____ Start time (include set up): _____

Estimated # of people attending: _____ End time (include clean up): _____

How do you plan to pay? (budget transfer, cash, etc.) _____

RITchies Reservation Information and Policy

The RITchies management reserves the right to reserve the facility at their discretion. RITchies may remain open to the general public during scheduled events if deemed necessary. The RITchies management also reserves the right to limit or deny reservation at peak times, days of the week, and academic year.

- **Resident Advisors and Special Interest Houses** will be allotted 2 free hours at RITchies each quarter, with the stipulation that the reservation take place during our normal operating hours and a reservation form is filled out in a timely manner (at least 1 full week prior to the date requested) for approval. If the facility is requested for a time other than our normal operating hours, there will be a fee of \$10 per hour, per game clerk needed.
- **Other campus recognized organizations/clubs/individuals** may reserve RITchies by filling out a reservation form in a timely manner for approval (at least 1 full week prior to the date requested). The requesting party will be charged \$10 per hour, per game clerk needed. If the reservation is not confirmed by payment 24 hours in advance of the event, RITchies has the right to cancel the event and/or open the facility to the public during the event. If the attendees are non-residential students, the party booking the event is in charge of gaining access to the building for the attendees. No special accommodations will be made by the RITchies staff for entry into the building.
- **Damage/Loss:** All parties reserving RITchies will be held responsible for the loss and/or damage of equipment used by their members during the specified time of the event. The fee for fixing and/or replacing the equipment will be charged to the group reserving the facility.
- **Occupancy:** RITchies is restricted to a maximum of 65 people.

RITchies Staff Use Only:

Manager Approval: _____ Date: _____

Advisor Approval: _____ Date: _____



Residence Halls Association