



LALACS HOUSE RESERVATIONS

STUDENT GROUP MEETINGS AND EVENTS
2017-2018 ACADEMIC YEAR



The purpose of Latin American, Latino, & Caribbean Studies House is to provide a residential and educational environment devoted to the exploration and expression of traditional and contemporary aspects of Latin American and Latinx intellectual, social, and cultural life.

LALACS continues its historical and academic mission of serving the Latinx community at Dartmouth through the Living Learning Community program. Events hosted in this space are limited to those that contribute to the mission of the House and reservation priority is given to residents, students, and departments affiliated with the program. **While LALACS House provides opportunities for the gathering of the many members of the Latinx community, it is first-and-foremost a residence hall and home to the 14 students who reside there. The basement is the only reservable space.** For student group meetings and events, student groups may reserve the basement, as follows:

Overview

- **WEEKLY MEETINGS:** Student organizations may host weekly meetings in the LALACS basement during the term, if they meet once per week. If organizations need to meet more than once a week, they are encouraged to reserve a different space on campus at ems.dartmouth.edu
- **EVENTS/PROGRAMS:** Student groups may reserve the LALACS basement for up to two events per term.
- **EVENING EVENTS/PARTIES** must follow the Basement Event Hosting Process outlined in a separate document. No more than one evening event per weekend (Thursday-Saturday) may be approved. Student groups may only host one evening event/party per term.

Requirements

- Student organizations may reserve the LALACS basement for student organization meetings/events that occur between 9 a.m. and 9 p.m., Monday-Saturday. Meetings/events may not exceed 2 hours in length and must begin and end within the specified time. Meetings/events may not occur on Sundays.
- Common areas such as the kitchen and living room are not available to be reserved for student group meetings and events. These are only to be used for gatherings of LALACS House residents and invited guests.
- Meeting/events cannot be scheduled on Sundays, reading days, or during the finals period of each term:
 - **Fall 2017**
 - Reading Days – Nov 15-16
 - Final Exam Period – Nov 17 - 22
 - **Spring 2018**
 - Reading Days – May 31
 - Final Exam Period – June 1 – 5
 - **Winter 2018**
 - Reading Days – Mar 7-8
 - Final Exam Period – Mar 9-13
- All meetings, events, and parties must be substance free.
- The maximum space capacity for the LALACS basement is 49 people. Organizers expecting a higher attendance should reserve an alternative space on campus.
- Meetings and events may not have amplified sound or music and Organizers should be mindful of the noise level and its impact on residents.
- Meetings or events with food should plan to bring all serving supplies/utensils needed. Supplies in the LALACS kitchen are for the exclusive use of residents. Please dispose of all trash at the bins located behind the house. Leftover food should be taken out of the building.
- All furniture, including tables and chairs, should be stacked and put away or returned to default layout of the room.

How to reserve:

- Submit a request via email to the Assistant Dean and Advisor at least two weeks prior to the event. Events that fail to meet this deadline will not be processed. Requests for weekly recurring meetings may be submitted once at the beginning of the term. In the request, include:
 - Names and contact information of Organizers
 - Title and Description of the meeting, event, or program
 - Date(s) and time(s) of the meeting, event, or program
 - Expected attendance and plan for ensuring the room does not go beyond maximum capacity
 - Sponsors or Co-sponsors, where applicable
 - A student organization chartstring for reserving the space, to be charged in case of damage. Groups without a chartstring will need to provide contact information and student ID number(s) for student organizer(s). This individual(s) will be held responsible for any damage or charges incurred through use of the space.

Accountability:

- Organizers are responsible for protecting walls, paintings/artwork, fixtures, and furniture from damage. Organizers need to ensure that the basement will be thoroughly cleaned before departing the space.
- If at any point in the term, student organization meeting or events prove to be disruptive to the residential nature of LALACS, groups may be asked to relocate to a different space.

If a group fails to abide by the guidelines outlined above, the Organizers will be individually held accountable by Residential Life, Judicial Affairs, and/or OPAL, which may include payment for damages to the space or extra cleaning of the space, the Group/Organizers not being allowed to use the space for at least one full term, and actions to remedy or reconcile any harm done to the residential community .