**OPAL Living Room Space Reservations**

**Student Group Meetings and Events**

2017-2018 Academic Year

**OPAL's mission is to foster a Dartmouth where all students can thrive, value difference, and contribute to the creation of a socially just world.** OPAL achieves its mission by centering the values, needs, strengths, and practices of marginalized communities and by approaching leadership, community development, and personal growth through the lens of social justice.

**Overview of the Space**

The OPAL Living Room is a comfortable lounge space with a retreat-like feel, ideally suited to groups of around 20. Note that the building is not handicap accessible and offers a single unit gender-inclusive restroom.

**Features:**

- Couches and side tables
- Large conference table with seating for 10 people,
- Flat screen TV and DVD player
- Sink, Microwave, Keurig, Refrigerator (no storing of food other than when in the space)

**Requirements:**

Student groups and organizations may reserve the living room space at OPAL’s 6 Choate Road location for group meetings and events that contribute to OPAL’s mission. Reservation priority is given to student groups and organizations associated with OPAL’s affinity communities: Black Students; First Gen and/or Low-Income Students; International Students; Latinx Students; LGBTQIA+ students; Pan-Asian Students; and undergraduate women.

Student groups and organizations may reserve the OPAL Living Room for student organization meetings/events that occur between 9 a.m. and 10 p.m., any day during the week. Meetings/events may not exceed 3 hours in length (unless specifically pre-arranged) and must begin and end within the specified time (including set up and clean up).

- **WEEKLY MEETINGS:** Student groups and organizations may host ONE weekly meeting in the OPAL Living Room (term time only). If groups and organizations meet more than once a week, they are encouraged to reserve a different space on campus at [ems.dartmouth.edu](http://ems.dartmouth.edu)

- **EVENTS/PROGRAMS:** Student groups may reserve the OPAL Living Room for up to two events per term.

- **RETREATS/SUMMITS:** Student groups may reserve the OPAL Living Room for half or full-day retreats, once per term. Availability may be limited.
Important Information:

- Meetings/events cannot be scheduled on reading days or during the finals period of each term:
  - **Fall 2017**
    - Reading Days – Nov 15-16
    - Final Exam Period – Nov 17 - 22
  - **Winter 2018**
    - Reading Days – Mar 7-8
    - Final Exam Period – Mar 9-13
  - **Spring 2018**
    - Reading Days – May 31
    - Final Exam Period – June 1 – 5

- All meetings, events, and parties must be substance free.
- Fire, flames, incense, smoke, burning etc. are completely prohibited.
- The maximum space capacity for the OPAL Living Room is 20 people. Organizers expecting a higher attendance should reserve an alternative space on campus.
- Meetings and events may have amplified sound or music. However, organizers should be mindful of the noise level and its impact on nearby residential spaces.
- Meetings or events with food should plan to bring all serving supplies/utensils needed. Supplies at 6 Choate Road are for the exclusive use of OPAL Programs. Please dispose of all trash at the bins located near the front door. Leftover food should be taken out of the building.
- Food should not be left in the refrigerator or on counters
- Items should not be left in the sink or dishwasher (dishwasher not in use).
- All furniture, including tables, couches, and chairs, must be returned to default layout of the room. Two people are needed to lift (not drag) the table. Dragging the table will cause damage.
- All windows and doors should be locked, and lights turned off before leaving the building.

Reservation Process:

- Submit a request via email to main OPAL email account (opal@dartmouth.edu) at least two weeks prior to the event. Events that fail to meet this deadline will not be processed. Requests will be processed in order of receipt. 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.
  - Arrange for a key check-out during regular business hours.

Accountability:

- Organizers are responsible for protecting walls, paintings/artwork, fixtures, and furniture from damage.
- Organizers need to ensure that the OPAL Living Room will be thoroughly cleaned before departing the space.
- Keys must be returned to the OPAL Office Manager or OPAL Administrative Assistant by the next business day following the event. OPAL business hours are Monday – Friday from 8:30am-4:30pm.
- If at any point in the term, student organization meeting or events prove to be disruptive to adjacent residential communities, 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.*