SPECIAL USE OF THE STUDENT LOUNGE, PATIO AND LOBBY
(Please circle which location you prefer)

Reservation Form

Organization or Group: _________________________________________________

Nature of Gathering: _________________________________________________
________________________________________________________________________

Date and Time of Gathering: _________________________________________________

Type of Refreshments to be Served: ___________________________________________
________________________________________________________________________

Name of Contact Person: _________________________________________________    (please print)

Organizations and groups may serve beer and/or wine at a weekday social gathering on the patio or in the student lounge, provided that alternative beverages and food is available, that the event is scheduled after most law school classes are completed on any given day, and that the event concludes no later than 7:00 p.m.

Organizations serving alcohol at events must review the Alcohol Policy at the College of William & Mary found at www.wm.edu/deanofstudents/alcohol.php and the event planning web page found at www.wm.edu/deanofstudents/alcoholevents.php#sab. These events must be registered in the Office of Student Activities and at least one individual of the sponsoring organization must be TIPS trained.

ALCOHOLIC BEVERAGES MAY NOT BE SERVED IN OR TAKEN INTO THE LAW SCHOOL LOBBY OR ANY PART OF THE BUILDING OTHER THAN THE STUDENT LOUNGE EXCEPT WITH PERMISSION OF DEAN JACKSON.

Organizations and groups are responsible for setting up and cleaning the student lounge, patio or lobby.

If the area you booked is rearranged in any way, it must be returned to its original order before departure. Failure to do so will result in the organization you represent being forbidden from using any Law School classroom space.

_____________________________________________________          ____________________
Signature                                                                              Date

PLEASE RETURN THIS FORM TO GLORIA TODD.