

Career Classroom & Humphry T. Olinde Executive Conference Room Reservations



1. PURPOSE

- To outline procedures for reservations of the Olinde Career Center meeting spaces, the Career Classroom and the Humphrey T. Olinde Executive Conference Room.
- To ensure consistency in the reservation process.

2. SCOPE

- This policy applies to employers, on-campus units, and external parties for reserving the Career Classroom (Student Union 256J) and the Humphrey T. Olinde Executive Conference Room (Student Union 256F).
- The Career Classroom and Humphrey T. Olinde Executive Conference room are available for reservations Monday-Thursday 8:00am-8:00pm and Friday 8:00am-4:30pm during the academic year and Monday-Friday 8:00am-4:30pm during the summer season, based on availability.

3. RESERVATION POLICY AND TIMELINE

All users of the space will adhere to all Student Union guidelines including, but not limited to: catering must be coordinated through LSU Catering, if furniture is moved it should be put back in the position it was found in, etc.

To ensure LSU Olinde Career Center priority booking of the Career Classroom and Humphrey T. Olinde Executive Conference Room reservations for employers, on-campus groups, student groups and outside university organizations will be confirmed pending availability on a **semester-by-semester** basis.

The timeline is as follows:

- Employers:
 - Fall Semester: July 1st – July 15th
 - Spring Semester: November 1st – November 15th
- LSU Campus Unit/Departments:
 - Fall Semester: July 15th – July 20th
 - Spring Semester: November 15th – November 20th
- LSU Student Organizations:
 - Fall Semester: July 20th – July 25th
 - Spring Semester: November 20th – November 25th
- Outside University Organizations:
 - Fall Semester: July 25th – July 30st
 - Spring Semester: November 25th – November 30th

Employers:

- Employers should fill out a Reservation Request Form in order to reserve the Career Classroom or Humphry T. Olinde Executive Conference Room. Requests will be processed according to availability and on a first-come, first-served basis.
- Employers are restricted to four hours of reserved time, per week during the recruiting season. Exceptions may be granted for one-day open houses/recruiting events that are not on a re-occurring basis.

LSU Campus Units/Departments:

- LSU campus units/departments should contact Megan Elliott-Smith directly to reserve the Career Classroom and/or Humphrey T. Olinde Executive Conference Room. No request form is needed, but confirmation of space will take place in writing via email.
- LSU campus units/departments will be limited to four hours per week for re-occurring reservations, such as staff meetings, etc.

LSU Student Organizations:

- LSU student organizations should fill out a Reservation Request Form in order to reserve the Career Classroom or Humphry T. Olinde Executive Conference Room. Requests will be processed according to availability. All reservation request forms should be sent directly to Megan Elliott-Smith.
- LSU student organizations will be limited to four hours per week for re-occurring reservations, such as staff meetings, etc.

Outside University Organizations:

- Outside University Organizations should fill out a Reservation Request Form in order to reserve the Career Classroom or Humphry T. Olinde Executive Conference Room. Requests will be processed according to availability. All reservation request forms should be sent directly to Megan Elliott-Smith.
- Outside University Organizations will be limited to four hours per week for re-occurring reservations, such as staff meetings, etc.

4. RESERVATION FORM

The Reservation Form for the Career Classroom and Humphrey T. Olinde Executive Conference Room can be found [here](#) or by emailing Megan Elliott-Smith at megan5@lsu.edu.

Questions about this policy can be directed to Megan Elliott-Smith, megan5@lsu.edu, 225-578-2162.