

GRADUATE LOUNGE GENERAL USE POLICY

The GSA Captain's Lounge is available to all graduate students and GSA registered clubs on campus. Graduate students are encouraged to socialize in the lounge. It's a pleasant space that helps students find comforts away from the day's work. The Lounge is maintained as a "cooperative effort" of all the graduate students.

- You need to be considerate of other members.
- You have to take personal interest in maintaining the lounge in good shape whenever you use it.
- Any rearrangement of the furniture must be reset before departure to the lounge set up as posted.
- Any alcohol in the lounge must be utilized in accordance to the [Rice Alcohol Policy](#) and pre-approved by [Student Judicial Programs](#) through their event planning process.
- You are required to meet the minimum dress standard of smart casual attire at all times.
- Please take responsibility for your belongings whilst inside the lounge and acknowledge that GSA will not be liable for any loss or damage to your belongings.
- Please clean up after yourself, wipe down tables, and put trash in cans provided. If your trash is beyond the capacity of the cans in the room, please let Info Desk know so that they can arrange for custodial support.
- Please do not keep food items in the fridge for longer than the week of your event period.

RESERVATIONS

Reservations are required for organized meetings and other similar activities.

- Rice affiliated groups and clubs may reserve the lounge for a maximum of 4 consecutive hours per reservation.
- Reservations are made by emailing the space director and receiving the confirmation. In case of double reservation, the club with no recent reservation will be picked.
- Reservations will not be accepted more than a semester in advance. Repeating reservations will only last the duration of the academic year. All confirmed reservations are posted to the website of the GSA Captain's Lounge which is publicly available for view ([found in the GSA website](#))
- The GSA reserves the right to cancel any event for any reason with prior notice to the organization, we will do our best to provide advanced notice so as not to impede programming. GSA also reserves the right to temporary close off times of lounge access in the event of lounge damage or maintenance,

RESPONSIBILITY

The person making the reservation is responsible for the condition of the lounge and its contents as well as the conduct of all guests.

- Students are responsible for keeping the Lounge secure.
- Arrangements must be made to admit guests into the building.
- Blocking or propping any door open is a security breach and is absolutely NOT permitted.
- [Please lock the Lounge if you are the last one to leave.](#)
- Smoking is NOT permitted in the lounge.
- Pets are not allowed in the room.

DAMAGES

The person who reserves the lounge is financially responsible for all damages made, including those made by guests. Abuse of the lounge will result in complete loss of lounge privileges.

ALCOHOL POLICY

The proper forms for any event involving alcohol must be filled out. For more information, go to http://students.rice.edu/students/Alcohol_Policy.asp

CLEANING

You must clean the lounge after using it. Wipe all tables with a clean, damp cloth. Arrange the furniture as shown in the illustration below.

