


**From:** Emily O Baul ebaul2@lsu.edu   
**Subject:** Fwd: Student Org Classroom Request Emily Baul  
**Date:** February 6, 2024 at 12:39 PM  
**To:** womensbookclubwbc@gmail.com



Get [Outlook for iOS](#)

---

**From:** Classroom Reservation <classroomresv@lsu.edu>  
**Sent:** Tuesday, February 6, 2024 12:38:42 PM  
**To:** Emily O Baul <ebaul2@lsu.edu>  
**Subject:** Re: Student Org Classroom Request Emily Baul

Good morning,

I have made the following reservation:

## END OF FEBRUARY MEETING

Date	Start Time	End Time	Additional Detail
Mon Feb 26 2024	6:00 pm	7:00 pm	 COAT 0168

Best,

**Alice Santiago**

Coordinator | Curricula & Course Management  
Office of the University Registrar | 112 Thomas Boyd Hall

**Louisiana State University**

[classroomresv@lsu.edu](mailto:classroomresv@lsu.edu) | [lsu.edu](http://lsu.edu) | [lsu.edu/registrar](http://lsu.edu/registrar)

**REMINDER: NO FOOD OR DRINK IS ALLOWED IN ANY GENERAL PURPOSE CLASSROOM**

Classroom Reservation Form: <https://lsu.edu/registrar/student-services/classroom-reservation-form.php>

---

**From:** Office of the University Registrar <noreply@formstack.com>  
**Sent:** Monday, February 5, 2024 7:13 PM  
**To:** Classroom Reservation <classroomresv@lsu.edu>  
**Subject:** Student Org Classroom Request Emily Baul



**Formstack Submission For: Classroom  
Reservation Form**

Submitted at 02/05/24 7:13 PM

### Requestor's Contact Information

<b>This request is being made on behalf of a::</b>	Student Organization
<b>Name of Organization or Department:</b>	Womans Book Club
<b>Name of Requestor:</b>	Emily Baul
<b>Email:</b>	ebaul2@lsu.edu
<b>Phone:</b>	(985) 400-4525
<b>Faculty Advisor's Name:</b>	Emily Graves
<b>Faculty Advisor's Email:</b>	egraves3@lsu.edu

### Room Request Information

<b>Name of Meeting/Event:</b>	End of February Meeting
<b>Building:</b>	Coates
<b>Coates Room Number:</b>	168
<b>Number of Rooms:</b>	1
<b>Number of Seats per Room:</b>	10
<b>Days of the Week:</b>	Monday
<b>Beginning Date:</b>	Feb 26, 2024
<b>End Date:</b>	Feb 26, 2024
<b>Beginning Time:</b>	06:00 PM

End Time:

07:00 PM

### **Acknowledgement**

In all classroom spaces, sanitation stations and disinfecting wipes are in each room. Additionally, classrooms have been equipped with HEPA filtration systems, which should remain “ON” at all times. Removing disinfecting materials, altering the seating in any way, and/or unplugging/turning off the HEPA filtration system is considered vandalism of university property. If your group is found to violate this policy, you may be referred to the Office of Student Advocacy and Accountability and you will be banned from reserving classroom spaces for one calendar year.:

I have read and understand the statement regarding consequences for tampering with university property.

I am aware that no food or drink is allowed in any general purpose classroom. I understand that disregarding this rule may jeopardize future reservation requests.:

I am aware of the policy.

I understand that this submission is a request for space, but my above preference(s) may not be available. My reservation will only be guaranteed once I receive confirmation via email.:

I am aware of the policy.

I am aware that if my request is not submitted at least ten business days prior to the first meeting/event occurrence, the LSU Office of the University Registrar reserves the right to deny the request. I also understand that if my request is not for the current term, it will not be processed until the dates outlined on the OUR website.:

I am aware of the policy.

**I authorize that all information provided on this form, including any and all personal, financial and academic data may be shared with the LSU Office of the University Registrar and appropriate partners to facilitate the process. This data will be securely retained indefinitely. To learn more about privacy at LSU, please visit [lsu.edu/privacy](https://lsu.edu/privacy):**

**I authorize.**

Copyright © 2024 Formstack, LLC. All rights reserved. This is a customer service email.

Formstack, 11671 Lantern Road, Suite 300, Fishers, IN 46038