



FLORIDA STATE  
UNIVERSITY  
COLLEGE OF BUSINESS

## Student Lab/Collaboration Room Usage Agreement

As a student using a student lab/collaboration room at the College of Business, I agree to the following:

- I will not use the room without first making a reservation request and confirming that it's approved.
- I will not bring food or beverages into the room.
- I understand that the College isn't responsible for my lost or stolen property.
- If the room is reserved under my name, I will immediately report any damage I find when I enter the room by sending an e-mail message with pictures and a description of the damage to [STCL@business.fsu.edu](mailto:STCL@business.fsu.edu).
- I understand that if I don't report damage I find, it may be assumed that it was caused by me.
- If the room is reserved under my name, I will not allow unauthorized users into the room, I will not allow more than ten people in the room at one time, and I will ensure that all users have exited and the door is securely closed before I leave.
- I understand that I could be held financially responsible for damage I cause to the room.
- When I leave the room, I will take anything with me that I brought in.
- If my access to another space in Rovetta is revoked, I will lose access to this space as well.
- I understand there is a two hour limit for all reservations.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Faculty Sponsor's Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Faculty Sponsor's Signature

\_\_\_\_\_  
Student's E-mail Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**Bring this signed form and your FSUCard to Michelle Kane in RBA 314 and allow one week for processing.**

**This agreement is valid until July 31, after which a new one will need to be filed in order to use the room.**