



Helpful Resources

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Lounge Space Reservations

Lounge space in residential buildings can be reserved by emailing the [Assistant Director](#) for that building with a request including the day, time, and event details. The Assistant Director will confirm your reservation if space is available.

For reservation of the UMOJA dance studio or first floor dining area, please contact **Olivia Resnick**. Due to Umoja's primary purpose as a student-occupied residence hall, there are limited times and days that the space is available for reservation.

Purchase Request Form

If you have an idea and are interested in organizing your own community event, please complete this [Request Form](#). Your Assistant Director will follow up with you to discuss your idea further.

Incident Reporting Form

The following form can be used to report an incident to our staff.

The screenshot shows the 'INCIDENT REPORT' form from Lehigh University. The form is titled 'INCIDENT REPORT' and includes the Lehigh University logo. It contains several sections for reporting an incident:

- Reporter Information:** Fields for Name, Student ID, Phone number, Email address, and a checkbox for 'I am not a staff member'.
- Incident Information:** Fields for Location, Date of incident, Time of incident, and a dropdown for 'Type of incident'.
- Description / Narrative:** A large text area for providing a detailed description of the incident.
- Reporting Documentation:** A section for uploading photos or documents.
- Submit report:** A button at the bottom right to submit the report.

Residential Posting Policy

If you have a flyer you would like to share with residents to help promote an upcoming program/event/opportunity/etc. please email a digital copy of the flyer to inlife@lehigh.edu.

We will post the flyer on our Gryphon Website so it is available to all of our Gryphons to then share out with their community.

Please note we are trying to limit distribution of printed promotional materials, and digital copies are preferred. If your marketing materials are only available in printed form, please email inlife@lehigh.edu to discuss a plan. Additionally, advertising is only permitted for Lehigh affiliated organizations and approved programs and events. Posting materials will not be accepted from non-Lehigh establishments and businesses, and solicitation is prohibited. Unapproved, inappropriate, or improper postings may result in loss of posting privilege, financial responsibility for damages, or a referral to the University conduct process.

Sustainability in the Residence Halls

While living on-campus, there are many ways to continue sustainable living. Here are a couple ways to start getting involved:

- **The Eco-Reps Program:** Become an Eco-Rep for your hall. The Eco-Reps program is a peer-education program that promotes sustainable practices in residence halls. For more information, please visit their website:
<https://sustainability.lehigh.edu/ecoreps>
- **Sustainability at Lehigh:** Check out the Sustainability at Lehigh Website for more ways to get involved on-campus in sustainability initiatives.

Office of Residence Life

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