



**Olinde Career Center**



- Users do have access to a small kitchen pantry request which includes a fridge. Any items placed in the pantry or fridge should be picked up and removed by the end of the reservation time.
- The use of the Student Government Lobby side of the Career Classroom and HTO Conference Room as an extension of the users reservation is prohibited.
- Users who fail to meet these policies will be noted and may be restricted from using the space in the future.

### Reservation Timeline

To ensure LSU Olinde Career Center priority booking of the Career Classroom and Humphrey T. Olinde Executive Conference Room reservations for employers, 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:

- o Fall Semester: July 1st to July 15th
- o Spring Semester: November 1st to November 15th

#### LSU Campus Unit/Departments:

- o Fall Semester: July 15th to July 20th
- o Spring Semester: November 15th to November 20th

#### LSU Student Organizations:

- o Fall Semester: July 20th to July 25th
- o Spring Semester: November 20th to November 25th

#### Outside University Organizations:

- o Fall Semester: July 25th to July 30th
- o Spring Semester: November 25th to November 30th

### Reservation Form

The Reservation Form for the Career Classroom and Humphrey T. Olinde Executive Conference Room can be found on the Olinde Career Center [website](#)