

Mountie Chalet (The Hut)

Mansfield University faculty, administration, and staff members:

1. To reserve the Mountie Chalet / HUT facility, log into the EMS online room reservation system and follow the standard facility room reservation guidelines and procedures.
2. In addition, HUT facility requestors are required to complete the following forms:
 - a. HUT Facility Reservation Request Form
 - b. Hut Facility Usage Guidelines Form
3. Return both forms with appropriate signatures to Steve Plesac by [email](#), in person or campus mail at 324 Alumni Hall Student Center. **Forms must be completed and submitted before your request can be approved.** After further review of the submitted forms, required forms will be signed and returned to the requestor giving them final approval to use the facility.

Mansfield University student or student club or student organization:

Students cannot reserve the Hut through EMS. **An in-person appointment is required** with Steve Plesac, Director of Student Activities & Programming. Schedule an in-person appointment by calling (662-4982). PLEASE NOTE: The mandatory appointment must be made a *minimum of three weeks in advance* of the proposed event date for further consideration.

1. Complete the Mountie Chalet / HUT Reservation form and Facility Usage Guideline Form
2. Schedule an appointment with the Director of Student Activities to further review the student / groups request.
3. Director will then sign the forms and return them to the requestor giving them final approval to use the facility.

Please note: The EMS room reservation system requires only 48 hours advance notice to reserve a room whereas the Mountie Chalet / HUT facility currently requires 3 weeks advance notice. Advisors to student clubs and organizations can currently go on-line to reserve the Mountie Chalet / HUT facility for their student club or organization members but their students are also still required to follow the student procedures for reserving the HUT as outlined above.