

CONFERENCE SERVICES POLICIES AND PROCEDURES FOR RESIDENCE HALL MEETING SPACES

Revised: January 2025

General Guidelines

The Conference Services department of Housing and Residence Life is responsible for the scheduling of spaces within the residence halls. Housing and Residence Life deems the residence hall communities as our students' homes. As such, we strive to ensure an environment conducive to studying, resting, relaxing, learning, and socializing. The purpose of these guidelines is to support a living environment free from disruption. The Executive Director of Housing and Residence Life and/or the Directors of Housing and Residence Life may make an exemption to these guidelines if deemed to be in the best interest of the residential communities.

Room Reservations

- Reservation requests must be submitted through the [Meeting Room Reservation Request Form](#) (Reservations will not be accepted via phone or e-mail).
- ERC Classrooms G05, G06, G07, and G08 are designated as academic classrooms. Times not dedicated to classes are scheduled in the same manner as other spaces.
- Residence Life and academic classes will be given scheduling priority before any other requests are fulfilled. An academic class is defined as a WVU class found in the schedule of courses.
- In order to maintain the security of the residence halls, the use of residence hall facilities by non-residence hall organizations will be limited to when building access is open to the public.
 - (i.e. limited to 8:00 AM –9:00 PM on the weekdays.)
 - All meetings of non-residence hall organizations will be required to end by 9:00 PM. All residence hall events will be scheduled to end by 12:00 AM (Midnight).
 - Reservations outside of these timelines will be considered on a case-by-case basis to ensure events do not disrupt residential communities.
- No scheduling of meeting spaces is permitted when the residence halls are closed.

Room Usage

We reserve the right to schedule events in suitable spaces to allow the most efficient set up and equitable distribution of space possible. Scheduled events may be moved or modified to accommodate departmental needs.

Scheduling Priority

Priority scheduling for spaces will be given in the following order:

- Academic classes in designated classrooms
- Housing and Residence Life
- Residence Hall Association and Community Councils
- WVU recognized student organizations
(Reservations by students must be in affiliation with a recognized student organization or be endorsed by Residence Life Staff or a Residence Hall Association Officer; reservations by individuals are not permitted.)
- Other Academic and Administrative Departments

Timetables

- Meeting rooms are available for use. Student organizations may reserve one room, however, additional space may be scheduled on the needed day, if space is available.
- Groups may schedule space two weeks prior to the start of the Fall Semester and two weeks prior to the start of the Spring Semester.

Limitations

- Excessive requests for space (greater than four (4) requests per month by an organization =) will be reviewed for need.
- Activities that include hitting, swatting, bouncing, batting, throwing, sparring, etc. are not permitted in the residence hall meeting spaces.
- Employment recruiters are not permitted to reserve space in the residence hall facilities.
- Programs that may pose a safety concern may require the presence of University Police. the cost of which is to be paid by the organization
- Excessive cancellations may result in future requests being denied.
- The sale of products and services is not permitted in the residence hall meeting spaces. Note: Residence Hall Association and Residence Hall Councils may sell products and services related to the residence hall activities.

Table Spaces

- Any recognized Student Organization or department wishing to distribute materials from a table within the residence hall must submit a reservation request through our [Meeting Room Reservation Request Form](#) (Reservations will not be accepted via phone or e-mail).
- Tables will be placed in designated public areas on the main floor, typically near the dining hall.
- Organizations or departments may not sell products or services at the tables. Note: Residence Hall Association and Residence Hall Councils may sell products and services related to the residence hall activities.
- Organizations may collect memberships information. However, they may not collect information for the purpose of surveys, credit cards, job applications. etc. Information collected is for the use of the student organization only and may not be sold or redistributed..
- Each organization may utilize a table five (5) days per month with a limit of five (5) total reservations being arranged at one time.
- If an organization fails to appear for their reservation, the space will be released for the remainder of the day.
- Nailing, tacking, or stapling on tables and other residence hall property is strictly prohibited. However, adhesives that do not damage residence hall property may be used.
- Conference Services reserves the right to curtail any activities that disrupt the residence hall community or impact student safety
- The table must be completely cleared, cleaned, etc., before leaving. No materials may be stored overnight.

Decorations and Activities

- Only displays that are free-standing or suspended from easels are permitted.
- Doorways, hallways, and stairs must be unobstructed by decorations.
- Open flames of any kind are not permitted.
- Only flame-proof materials are permitted. (Materials are considered flame-proof, if they do not ignite when subjected to the flame produced by an ordinary match.)
- The use of nails, tape, glue, thumbtacks, or adhesive on floors, walls, ceilings, doorframes, or columns for the purpose of attaching materials is prohibited. Fastening display materials to draperies, light fixtures, or ceilings is STRICLY prohibited. When found in violation of this policy, the organizer will be required to remove the articles immediately and will be subject to fees or damages.
- Sand and confetti are prohibited.
- Arts and Crafts activities are permitted, but all table tops and flooring under tables must be covered by plastic sheeting.
- Modifications cannot be made to existing lighting, fixtures, audio visual equipment, furniture, etc.

Signs

- University offices and recognized student organizations may post flyers and posters on the main floors.
- All posters, flyers, and signs must be approved. This applies to residence hall and non-residence hall groups.
 - Positing is limited to a designated area. No signs are to be posted on entrance doors, glass, wooden walls, wallpapered walls, on elevators, or student floors.
 - Placing signs or advertisements under student room doors is prohibited.
 - Systematic, uninvited, room-to-room visits are not permitted (Ex: for petition signatures).
 - Advertisements that mention alcohol, drugs, or suggest that alcohol will be present at an event will NOT be approved. Any flyer or poster with a sponsor that is associated with alcohol or drugs will not be permitted.
 - There is a limit of one (1) sign per event in each designated area.
 - Any unapproved signs will be removed.

Final Examination Week

- During finals week, residence hall space will be reserved for student study space. Loud events, outdoor events, and large audience events are prohibited during final examination week.

Fees

- All residence hall meeting rooms and equipment are available to student organizations and academic/administrative departments free of charge. There may be a fee for special services.
- Excessive amount of clean-up and/or damages will result in appropriate fees assessed to the party who reserved the room.
- Payments can be made in the Conference Services Office, located in M67 Brooke Tower.

Food Services

- To ensure appropriate measures to meet State and Federal health and sanitation requirements, and to avoid compromising our position on solicitation in the residence halls, food and beverage requirements must be coordinated through WVU Dining Services (304-293-0462).
- Refer to the Culinary Creations brochure for selections, prices, and procedures.
- When banquet services are requested, two (2) weeks' notice must be given.
- Menus and estimated numbers must be submitted within two (2) weeks of the event.
- Final count must be agreed upon within 48 hours of the event.

Miscellaneous

- Our Bond covenant requires that we charge for rental of meeting spaces. Exceptions to this policy are granted to on-campus groups.
- Housing and Residence Life reserves the right to deny access to the residence halls for any event it deems inappropriate to the residence hall environment.