

**CONFERENCE AND EVENT
SCHEDULING
(CES)**

***Policies and Procedures for
Residence Halls***

Revised January 7, 2014

General Guidelines

- A. Conference and Event Scheduling, controls the scheduling of spaces within the residence hall facilities as detailed in this policy with the following exceptions:

Reservations

1. Residence Halls can only be reserved by Residential Education after 5p.m. Monday – Friday.
 2. ERC Classrooms G05, G06, G07, G08, Stalnaker Electronic Classroom and Conference Room are assigned as academic classrooms on a semester basis by Admissions and Records. Times not dedicated to classes are scheduled in the same manner as other spaces.
 3. Orientation, Live and Learn, and academic classes scheduled by Admissions and Records or by the Resident Faculty Leader Program will be given scheduling priority before any other requests are fulfilled. The following guidelines will be used to define a class: credit option, degree-affiliated, consistent audience, semester long, in-depth study of one topic.
- B. In order to enhance the security of the facility by reducing external traffic on evening and weekends, the use of residence hall facilities by outside organizations (non-Residence Life) will be limited when building access is restricted (9:00PM)
 1. For security purposes room scheduling availability for outside organizations will be limited to 6am to 5pm weekdays.
 2. All meetings of outside organizations will be required to end by 5pm. All internal events will be scheduled to end by 9:00p.m.
 - C. No scheduling of space is permitted when the building is closed.

Room Usage

- A. We reserve the right to schedule events in appropriate space in order to allow the most efficient set up and equitable distribution of space possible, including moving scheduled events to move appropriate space as determined by departmental needs.

Scheduling Entities: Priorities

Priority for scheduling space will be given in the following order to:

- A. Residential Education
- B. Student residents
- C. Recognized student organizations
Reservations by students must be in affiliation with a recognized student organization or be endorsed by Residential Education staff or a Residence Hall Association officer; reservations by individuals are not permitted.
- D. Other academic and administrative departments
- E. Off-campus groups

Timetables

- A. Meeting rooms are available for use. Student organizations may reserve one room; however, additional space may be scheduled on the day needed if the space is available. Organizations may schedule space two weeks prior to the start of Fall Semester and two weeks prior to Winter Break for the Spring Semester.
- B. No events will be scheduled to occur fall semester from the Wednesday before classes commence through the first day of classes to allow for move in of residents.

Limitations

- A. Groups will be scheduled on an as-needed basis.
 - 1. Excessive requests for space (greater than 4 requests per month) by any entity will be examined for merit (need, availability of alternatives, benefit/revenue potential, purpose of event, and conflicts with other requests for the space) and referred to your supervisor for approval.
- B. Employment recruiters are not permitted to reserve space in Residential Education facilities.
- C. Dances scheduled by outside organizations require a Department of Public Safety Officer, the cost of which is to be paid by the organization.

Table (Booth) Space:

- A. Any recognized University/Student Organization wishing to distribute materials from a table within the residence halls must contact the CES Office at 3-2790 during regular business hours.
- B. Tables will be in designated public areas on the main floor, typically near the dining halls.
- C. Tables are for promoting the student organization. Student organizations may not sell products or services at the tables. Note: Residence Hall Association and Residence Hall Councils may sell products or services related to the residence hall activities.
- D. Only applications for organization membership may be collected. (E.g. surveys, credit card or job applications may not be distributed, collected, etc.) Information collected is for the use of the student organization only and may not be sold, redistributed, etc. outside the organization.
- E. Each organization may utilize a table five days per month with a limit of five total reservations being arranged at one time.
- F. If an organization fails to appear by 12 noon on the day of the reservation, the space will be released for the remainder of the day.
- G. Nailing, tacking, or taping to the booth is strictly prohibited. However, the gummy adhesive, "Hold It" can be used.
- H. CES reserves the right to control noise/volume levels, and/or to curtail all activities.
- I. The table must be completely cleared of all items before leaving. No materials may be stored overnight.

Banners (Call 293-2814)

- A. Any banner displayed beyond the reserved time will be taken down and kept for one day, after which it will be discarded.
- B. The University organization is responsible for displaying the banner.
- C. Banners larger than 3 feet wide and 6 feet long are prohibited.
- D. Banners may not be displayed outside of residence hall buildings.
- E. Banners may be displayed for no more than five consecutive days.

Blood Drives

- A. Two blood drives are scheduled in the Gold/Blue Rooms per semester. No other facility will be made available..

Dead Week and Final Examination Week

- A. Loud events, outdoor events, large audience events are prohibited during "Dead Week".
- B. Space in the residence halls will be made available 24 hours per day for finals week on the first floor.

Decorations

- A. Only displays that are free-standing or suspended from easels are permitted.

- B. Keep doorways, halls, and stairs unobstructed by decorations.
- C. Upon approval, hurricane candles may be used.
- D. Only flameproof materials are permitted. (Materials are considered flame proof if they do not ignite when subjected to the flame produced from an ordinary wood match.
- E. 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 strictly prohibited. When found in violation of this policy, the sponsor will be required to remove the articles immediately and will be subject to fees for damages.
 - a. Sand and confetti are prohibited.
 - b. No painting, including banners and construction work, may be done on the premises.
 - c. Arrangements for special lighting effects must be approved two weeks prior to the event.
 - d. All light bulbs over 60 watts must be at least five inches away from any surface. Special decorative collars are not permitted at the neck of a bulb in any electrical socket.

Fees

- A. All meeting rooms and equipment are available to student organizations and academic/administrative departments free of charge. Fees are billed for special services.
- B. Damage/Clean-Up Fees: Excessive amount of clean up or damages will result in appropriate fees.
- C. Invoices: Payment can be made in the Cashiers Office, located on the first floor.

Food Service

- A. To insure 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 handled through Dining Services (293-5105). (Special permission may be granted for ethnic food.)
- B. Refer to the Culinary Creations brochure for selections, prices, and procedures. When banquet services are requested, two weeks' notice must be given. Menus and estimated numbers must be submitted with two weeks of the event. Final count must be agreed upon within 48 hours of the event.

Signs

- A. University Offices and recognized Student Organizations may post flyers and posters.
- B. All posters and flyers must be approved. This applies to residence hall and non-residence hall groups. Approval includes having posters and flyers stamped at the main desk of the residence hall by the full-time main desk personnel.
- C. Each stamp will be identical in size and color with the stamp stating "Approved by Residential Education". The stamp will also display the date on which it was approved. Therefore, publicity without the proper stamp will be removed. This must be done between the hours of 8:15am and 4pm Monday through Friday. Weekend requests for approval will be held until Monday morning.
 - a. Posting is limited to a designated area. No signs are to be posted on entrance doors, glass, wooden walls, wallpapered walls, on elevators or on student floors.
 - b. Placing signs or advertisements under student room doors is prohibited.
 - c. Systematic uninvited room-to-room visits are not permitted (e.g. for petition signatures).
 - d. Advertisements that mention alcohol, drugs, or suggest that alcohol will be present at an event will NOT be approved.
 - e. There is a limit of one (1) sign per event in each designated area.
 - f. Signs that are not properly stamped or are posted in inappropriate areas will be taken down. Any organization that does not follow this policy will not be allowed to post information in any University operated residence hall for subsequent events.
 - g. Any flyer or poster with a sponsor that is associated with alcohol will not be permitted.
 - h. If the flyer or poster states a "party" it must not in any way solicit alcohol and must state "student" id required.

Student Government Association Elections

- A. During Student Government Association election campaigns, banner space still must be reserved.
- B. A copy of the solicitation policy will be made available to the Student Government Association Elections Committee.
- C. Reservations for banner space must be made in person at the main desk of the residence hall by the candidates and an application filled out.
- D. The candidate will be required to show his/her WVU Student ID.
- E. To insure maximum name exposure for all candidates, each candidate's name may appear on only one banner each day for the duration of the SA election.

NOTE: The above residence hall solicitation guidelines cover private organizations with contracts for specific services with the University.

Miscellaneous

- A. Our Bond covenant requires that we charge for rental of meeting space. Exceptions to this policy are granted to campus groups.
- B. We reserve the right to deny access to the residence halls for any event it deems inappropriate to the residence hall environment.