**Marshall University South Charleston Campus Room Usage Policy**

**RESERVATIONS**

There are two buildings on the Marshall University South Charleston Campus. The Administration Building (building with flags in the front) is a three story building and is referred to as the GC Building. The Robert C. Byrd Academic Center is a two story building and is commonly called the AC Building.

Rooms can be reserved on a limited basis and generally are available Monday through Friday from 8:00 a.m. to 3:30 p.m. The majority of the rooms are setup classroom style; any requests for a different setup must be made in advance. Moving University equipment and furniture is not permitted. The University reserves the right to move a group from the originally scheduled room to another suitable room if necessary.

**Effective July 1, 2014 - All Non-University organizations will be charged a $75.00 rental fee per room (AC 210 Computer Lab $250.00/day)**. There is no charge for University related activities unless a registration/admission fee is charged. Reservations for space by off-campus groups or individuals will not be accepted for profit-making activities or for other activities that do not support the mission and purpose of Marshall University. Further Marshall University reserves the right to deny access to any group or event if the event scope is beyond the physical or technical abilities of our staff or facility, if the organization or event is in conflict with University policies or regulations, or if the group or event present an unreasonable risk of injury or damage to person or property, as determined by Marshall University. To reserve a room contact Teresia Saulton at 304-746-1950 or saultont@marshall.edu

**INTERNET ACCESS / EQUIPMENT REQUESTS**

All guests can create their own MU Guest WiFi account.

1. Connect your device to the MU Guest WiFi network.
2. Open a web browser. You’ll be redirected to the Marshall Sponsored Guest Portal page.
3. Click on the link “Don’t have an account?” located below the “Sign On” button.
4. Complete the required fields (designated with an asterisk \*) and click the “Register” button. Your MU Guest WiFi credentials will be delivered via text message and email to the phone number and email address used to complete the registration form.
5. Sign in to the Sponsored Guest Portal with your MU Guest WiFi credentials.

TVs, telephones, projectors, screens, and other technical equipment/assistance can be reserved in advance and are based on availability**. It is against the building policy to use any type of tape, staples, tacks, etc. on the walls. Do not post or hang items on the windows. Do not move University furniture.**

**FOOD POLICY**

The Marshall University South Charleston Campus does not provide food service. Catering is permitted with prior approval; however we do ask you to follow these guidelines:

* All food must be set up in the room reserved for your event. If you require additional space for breaks and lunch please reserve a second classroom in advance**. Do not** set up tables with food in the hallways.
* While individual box lunches are preferred, we also will permit salad, pizza, finger foods, pastries, etc. **Hot self-served food trays/chafing dishes are not permitted.**

**PARKING**

Parking is available on a first come first serve basis at no charge.

**TOBACCO FREE CAMPUS**