

# SBUS SPACE RESERVATION POLICY

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## Resource Links

[Use of Marshall University Facilities](#)

[MU Board of Governors Policy No. FA-4](#)

[Campus Carry Policy](#)

[Office of Parking and Transportation](#)

[Campus ID Office](#)

[Space Reservation Form](#)

[Facilities and Operations](#)

### **Technical Support**

1. [Bledsoe5@marshall.edu](mailto:Bledsoe5@marshall.edu)
2. [IT Service Desk](#)

### **Catering**

1. [Peterson10@marshall.edu](mailto:Peterson10@marshall.edu)

- 1 General Information**
- 1.1 Scope:** This policy outlines the procedures and guidelines for reserving spaces within the Brad D. Smith Center for Business and Innovation.
- 1.2 Passage Date:** October 22, 2024
- 1.3 Effective Date:** October 22, 2024
- 1.4 General Compliance:** Use of the Brad D. Smith Center for Business and Innovation must adhere to the Use of Marshall University Facilities policy found [here](#) and the MU Board of Governors Policy No. FA-4 found [here](#).
- 1.5 Campus Carry Policy:** Use of the Brad D. Smith Center for Business and Innovation must adhere to the Campus Carry policy found [here](#).
- 1.6 Right to Relocate:** The Lewis College of Business reserves the right to move a group from the originally scheduled room to another suitable room if possible and necessary.
- 1.7 Event Limitations:** There may not be more than 2 active events that require technical support or maintenance staffing ongoing at any time in the building or more than 3 in one day.
- 1.8 Hours of Operation:** Hours of operation are 7 AM – 10 PM Monday through Thursday, closed at 6 PM on Fridays. The building is closed on weekends unless approved by a special exception.
- 1.9 Staffing Hours:** Staffing hours throughout the week are 7 AM – 4:30 PM Monday through Friday. The building is closed for events on weekends unless approved by a special exception
- 1.8.1 After Staffing Hours Payment:** Any group or organization that wishes to use the facility after staffing hours will be charged if the event requires support staff, technical support, catering or any other supplemental services, and must comply with:
  - A one-week minimum notice being given
  - The event must conclude 1 Hour before the building closes (10 PM), including packing up.
- 1.9 Definitions**
- 1.9.1 Affiliate Party:** Parties partnering with members, organizations, or colleges of Marshall University.
- 1.9.2 Sponsored Events:** Events coordinated by members, organizations, or colleges of Marshall University or Affiliate parties.
- 1.9.3 External Parties:** Parties not affiliated with members, organizations, or colleges of Marshall University.
- 1.10 Reservation Rates:** Reservation rates apply to External Parties. Inquiries for Reservation Rates can be made to [charlotte.boyce@marshall.edu](mailto:charlotte.boyce@marshall.edu).

## **2 Reservations Made by Members of the Lewis College of Business and Affiliate Parties**

- 2.1 Reservation Priority:** These parties have priority to reserve rooms up to 12 Months before the event occurs.
- 2.2 After Hours Access:** These parties will have access to the building after-hours (10pm). A Marshall staff / faculty member must be present.
  - 2.2.1** Sponsored Events partnering with The Lewis College of Business fall under this category.
- 2.3 Technical Support:** Technical support requests must be made through Rick Bledsoe, at [Bledsoe5@marshall.edu](mailto:Bledsoe5@marshall.edu)

## **3 Reservations Made by Members of Marshall University's Presidents Cabinet & Affiliate Parties**

- 3.1 Reservations Priority:** These parties have priority to reserve rooms up to 12 Months before the event occurs.
- 3.2 After Hours Access:** These parties will have access to the building after-hours (10pm). A Marshall staff / faculty member must be present.
  - 3.2.1** Sponsored Events partnering with the President's Cabinet fall under this category.
- 3.3 Technical Support:** Technical support requests must be made through the [IT Service Desk](#).

## **4 Reservations Made by Members of Marshall University Colleges & Affiliate Parties**

- 4.1 Reservations Priority:** These parties have priority to reserve rooms up to 2 Months before the event occurs.
- 4.2 After Hours Access:** These parties must go to the [Campus ID Office](#) to obtain temporary after hours (10 PM) and weekend access. A Marshall staff / faculty member must be present.
  - 4.2.1** Sponsored Events partnering with Marshall University fall under this category.
- 4.3 Technical Support:** Technical support requests must be made through the [IT Service Desk](#).

## **5 Reservations Made by External Parties**

- 5.1 Reservations Priority:** These parties have priority to reserve rooms up to 2 Months before the event occurs.
- 5.2 After Hours Access:** These parties will not have access to the building after hours.
- 5.3 Technical Support:** Technical support requests must be made through the [IT Service Desk](#).

## **6**     Reservation Process

- 6.1**   **Online Submission:** All reservations must be made on the online reservation form found [here](#) and submitted a minimum of 48 hours prior to the event.
- 6.2**   **Telephone Requests:** Any request taken by telephone will remain tentative pending receipt of the reservation request.
- 6.3**   **Confirmation:** A reservation is not considered confirmed until an e-mail confirmation has been received from Facilities Scheduling by the individual or group reserving the facility.

## **7**     Cancellations

- 7.1**   All cancellations must be made in writing a minimum of 48 hours prior to the scheduled event to [charlotte.boyce@marshall.edu](mailto:charlotte.boyce@marshall.edu) or [arens@marshall.edu](mailto:arens@marshall.edu) .

## 8 **Event Arrangements**

- 8.1 Equipment Needs:** All special arrangements or equipment needs, such as additional tables and technical support must be stated on the application form.
- 8.2 Catering:** All catering requests must be made through Sodexo. Additional catering services needed during the event must go to Christine Peterson at [Peterson10@marshall.edu](mailto:Peterson10@marshall.edu) or by phone at 304-696-2534.
- 8.2.1 Catering Cancellations:** Cancellations must be made 48 hours prior to the event by contacting Christine Peterson
- 8.2.2 Events Including Alcohol:** Events including Alcohol must adhere to and be approved by submitting the Alcoholic Beverage Request Form found [here](#).
- 8.2.3** Events including alcohol must be limited to space reservation on the first floor of the building and may not occur while classes are in session.
- 8.2.4** Events including alcohol are required to hire 1 Marshall University Police officer.
- 8.3 Technical Support:** The Brad D. Smith Center for Business & Innovation room technology is centered around Microsoft Teams. We strongly recommend any organization that plans to set up a virtual meeting in the building utilize Microsoft Teams for convenience. If the meeting administrator does not have Microsoft Teams, please allow us time to help set up the meeting upon arrival.
- 8.3.1** Attendees are not required to have a Microsoft Teams account or have Microsoft Teams downloaded on their device to attend the online meeting.
- 8.3.2** Parties can bring a laptop to share content to the T1V Monitors via an HDMI connection. Your device may require an HDMI adapter.
- 8.4 Technical Support Outside Operating Hours:** Events held outside our regular operating hours that require technical support will be billed at \$80 per hour for each hour of assistance provided.
- 8.5 Pre-Approval Meetings:** A Pre-Approval walkthrough meeting must be held no more than 3 days before the event for SBUS 113 and The Encova Auditorium.
- 8.5.1** Large events require a Pre-Approval walkthrough at least 1 week in advance of the event.

## 9 **Additional Information**

- 9.1 Recurring Meetings:** Recurring meeting reservations are limited to the duration of a single semester. The University policy does not allow Facilities Scheduling the ability to schedule classrooms until the second Monday of the semester, allowing the registrar office to add, move, remove or create overflow classes through the first week of school while changes in classes are at their highest.
- 9.1.1 Previously Scheduled Recurring Meetings:** If parties have recurring meetings previously scheduled, the Lewis College of Business reserves the right to move a group from the originally scheduled room to another suitable room if possible and necessary.
- 9.2 Multi-Day Events:** Events spanning multiple days that require specific setup of a room will have to notify **Facilities & Operations** in order to prevent maintenance staff from rearranging the area to the regular set up.
- 9.3 Political Events:** Space reservation is open to any political party.
- 9.4 Tours:** Tours must be scheduled at least 1 week prior by contacting [charlotte.boyce@marshall.edu](mailto:charlotte.boyce@marshall.edu) or [kesling8@marshall.edu](mailto:kesling8@marshall.edu) .
- 9.5 Parking:** We do not provide any parking services for events. If an event requires parking passes, they must be acquired through the **Office of Parking and Transportation**.