

Space Utilization Policy for Reynolds Hall

John Chambers College of Business and Economics

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Purpose and Scope:

This policy explains college expectations regarding the use of Reynolds for internally or externally sponsored activities/events. The policy applies to all college programs, service, and support functions.

Introduction:

Reynolds Hall is an academic instructional building equipped with state-of-the-art AV technology and designed to promote experiential learning. It is expected that faculty, student, and staff activities will extend beyond the traditional class schedule. This policy addresses expectations for the use of Reynolds beyond what is explained in the four BOG policies listed below.

Events conducted at Reynolds should support the college mission including activities that support student success (curricular, cocurricular, and extra-curricular) as well as student recruitment and placement. Other events beyond that scope will be approved by the Dean and may include activities that support broader university objectives and needs.

Policy/Procedures:

1. University Policy and Guidelines

The below policies are approved by the Board of Governors and outline institutional expectations for use of university facilities including Reynolds.

- a. BOG Policy 16: [Use of Institutional Facilities](#)
- b. BOG Policy 11: [Freedom of Expression and Use of Facilities](#)
- c. BOG Policy 18: [Alcoholic Beverages on the Campuses](#)
- d. BOG Policy 57: [Tobacco Free Campus](#)

2. Meeting Spaces in Reynolds

The eight rooms listed below are designated as traditional conference rooms by the college and should be used for regular departmental meetings and routine subject-matter discussions. Room 6502 (Dean's Boardroom) is reserved for the Dean's use but can be scheduled if the meeting includes the Dean or with special permission.

<u>Room</u>	<u>Normal Capacity</u>	<u>Room</u>	<u>Normal Capacity</u>
4008	10	6201	14 + 4
4220	10 + 4	6203	14 + 4
5008	10	6205	8
5220	10 + 4	6502	14

The **Ideation Hub** (room 3000) and the **Creative Hub** (room 6402) are designated as non-traditional collaborative spaces available to college personnel. The room arrangements at these locations are ideal for one-off meetings, rather than recurring meetings, when informal group collaboration is needed. These two rooms should not be used to schedule semester-long

classes. Use of the Creative Hub is approved by the Strategic Communications department which manages that space and uses it on a regular basis. Use of the Ideation Hub is approved by the Dean's office event coordinator.

If you use any of the above meeting rooms, the expectation is that you will leave it the way you found it. Specifically, table arrangements should be returned to the original setting, chairs straightened, and doors closed to secure the space. AV technology should be turned off after use. If food is served in the room, please wipe off tables and remove waste.

3. Requesting Support for an Event

a. Event Form

The college event form should be completed at least three weeks before an event is scheduled in order to have necessary support from the Dean's Office and Strategic Communications. The form should be used for the following circumstances:

- i. The event is large (over 50 participants)
- ii. The event requires specific support for AV, Food, Security, or alcoholic beverages
- iii. The event will require after-hours access to Reynolds (weekends/evenings)
- iv. The event will include guests under age 18
- v. The event is co-sponsored by external partners or targets an external audience

All dates are tentative until approval is received from the event coordinator for the college.

b. Event Marketing

Online forms to request assistance from Strategic Communications can be found at [this link](#). Strategic Communications provides marketing support for selected mission-critical events that have a college-wide impact. Describe the outcome you want to achieve so the creative experts at Strategic Communications can propose a marketing plan that will best address your needs.

c. Event Calendar

Once an event date has been finalized, all events should be entered into the university calendar at [this link](#). This will trigger some standard communications on the event through other tools.

4. Reserving Space

a. Classroom Scheduling

Banner is used to schedule all Reynolds classrooms. This includes graduate classrooms (4201/5201), Ebanshade Auditorium (2001), collaborative classrooms (4225, 5225, 4213, 5213), teaching computer labs (4006, 4205, 5205) and some discipline-specific labs (3201, 3102). Banner automatically feeds the course schedule into 25 Live (our room scheduling system). Other activities scheduled in classrooms will be bumped to accommodate the course schedule.

It is important to take care when reserving the above classrooms for other purposes.

When possible, it is best to schedule these rooms for other activities after the course schedule is reflected in 25 Live for the semester. In addition, the four collaborative classrooms are considered General Purpose classrooms. These rooms are entirely scheduled centrally and can be reserved by programs outside the college. All other classrooms and lab facilities at Reynolds are departmentally managed.

b. Room Reservations (25 Live)

All rooms should be reserved using [25 Live](#). Students can reserve collaborative rooms in the CCD and study rooms in AeSC. Employees may reserve any rooms listed in 25 Live. Some rooms are auto approved, and others require an electronic approval by the individual overseeing the space. The requestor will be notified via email when the reservation is approved. Follow the instructions below to reserve space:

- i. Open [25 Live](#) and click “Sign In” in the upper right corner of screen, click “Employees/Students”, and log in using your network username and password.
- ii. Select “Locations” instead of the default “Events” in the Select Object box and REH (and specific room) in the “Search Locations” box below it. You will see the room listed, then click on that room name and it will go to the calendar.
- iii. If the day and time that you want is available, click on the pencil which will take you to “create an event”.
- iv. Complete the online form. You do need to agree to “Terms of Use” and then save the reservation.
- v. If you need alternative furniture arrangements, please note that in the form.
- vi. You will be notified through email when your room request is electronically approved.
- vii. The requesting group is responsible for configuring the room for the event/meeting as well as resetting the space back to standard configuration.
- viii. Student organizations are encouraged to utilize WVU Engage office for scheduling space at <https://wvuengage.wvu.edu/>. The Deans' office event coordinator can assist with the need for larger space approvals.

5. Role of Event Coordinators (Dean’s Office and Program Coordinators)

The Executive Assistant to the Dean is our college’s event sponsor for events that have broad college impact. This would include commencement, visiting committee, and advisory council activities. Other events will require a department event sponsor which may be a unit department head (or designee), a faculty member, or staff member. Event sponsors make arrangements for the event, work with Facilities to coordinate event setup/teardown, and arrange for parking, food, and technology support. These individuals are also responsible for completing the event form when required

6. Other Support Services

a. Facilities Support (Setup and Teardown):

You may request event setup and teardown through the Executive Assistant to the Dean at texie.wells@mail.wvu.edu. The EA will issue the work request through the Facilities Work Order System. The Event Coordinator is responsible to follow up with Facilities as

needed to ensure event setup and teardown is handled satisfactorily.

b. Building Technology and AV Support

AV technology in all rooms at Reynolds is supported by our BEIT department located on the fifth floor across from the double elevators. Help Desk hours are Monday through Friday 8:15 am to 4:45 pm. You may also contact BEIT at 304-293-7862 or through email at beithelp@mail.wvu.edu. For externally sponsored events, AV support on weekends and evenings is limited. If you are unfamiliar with building technology, you may schedule a time during BEIT work hours to be trained on use of the equipment.

c. Security and Building Access

The university requires University Police to be on site, at the department's expense, when an event has more than 150 attendees. If the event is scheduled during off hours, such as on a weekend, the BEIT Helpdesk at beithelp@mail.wvu.edu should be contacted two weeks prior to the event so that exterior doors may be scheduled to be open during the event and the service elevator can be accessible if needed.

d. Parking

The Dean's Office maintains a list of volunteers willing to relocate to another parking lot for certain large-scale events which may occur 4 or 5 times per year. The Dean's Office will notify the volunteer list in advance of the event and email a temporary parking permit for another parking lot for that day. Volunteers may also elect to work at home that day. Cones will be placed at Lot 7 to identify spaces reserved for event attendees.

e. Food/Alcohol

Sodexo is our primary vendor for serving food/alcohol at events. If an outside caterer is needed, WVU and our WVU Board should be listed on the caterer's insurance coverage. If this is not the case, contact the Assistant Dean of Administration and Planning for assistance. For alcohol to be served, the preponderance of attendees must be over 21 and only beer, wine and champagne may be served. All requests for Alcohol must be requested through the Executive Administrative Assistant to the Dean. No food or alcohol can be left at the facility after the event. The Dean's office may provide specific instructions on permitted locations for serving alcohol and may issue instructions to cordon off events in certain locations, like the atrium, where public access is also permitted. The Dean's office may suggest certain events be scheduled in the Alumni Center when they require alcohol to be served.

7. Rental/Lease Agreement for Externally Sponsored Events

In accordance with BOG Policy 16 Section 3.2-C, a standard rental/lease agreement accompanied by evidence of such insurance protection shall be executed by the campus sponsor and signed by a responsible officer of the non-campus organization desiring to use a campus facility. The Assistant Dean of Administration and Planning will facilitate these agreements and

ensure proper insurance protection is secured. The Dean will approve all such events.

The fee schedule below (required by the University) applies to all externally sponsored events using Reynold’s facilities. Reynolds is not available for weddings and no alcohol can be served for externally sponsored events.

Daily Rental Fees	Special Requirements for Services
Lecture Hall (\$300) Atrium/Social Stairs (\$850) Regular Conference Room (\$150) Large Conference Room on 6th Floor with Porch/Food Pantry (\$400) Ideation Hub (\$350)	AV Support When Available (\$55/hr) Setup/Teardown if Different Layout Required (\$150) Furniture Rental/Linens (TBD) Third-party Liability Insurance (\$120 – 150) Rental Deposit (Half of Rental Fee) Damage/Cleaning Deposit (\$250)

8. Courses Scheduled in Esbenshade Auditorium

Those faculty that would like to teach a large lecture class in Esbenshade Auditorium must be open to reasonable demands to move their class online to accommodate other College and University sanctioned events. If class requirements are not conducive to that, the class should be scheduled in another lecture hall on campus (such as Eiesland Hall G24), or scheduled early in Esbenshade, such as 8:30 am, where these requests are less likely to occur. Every effort will be made to provide sufficient warning to the instructor and to accommodate the instructor, when possible, if a test or another activity cannot be easily cancelled or rescheduled. The Dean’s office will evaluate a specific need and communicate with the faculty member teaching in the auditorium so they can make other arrangements.

9. Blackout Periods

It is the college norm that external seminars are not scheduled around home football weekends due to the cost of hotel rooms and availability. To promote sound financial stewardship, the college Business Office will not book any visitors around home football games. At the Dean’s discretion, there may be other blackout periods when scheduling events during commencement and other university scheduled activities.

10. Use of Terrace

The sixth floor terrace may be scheduled for certain events at the discretion of the Dean. Interior furniture may not be moved to the terrace however some portable chairs and tables are available within the facility to support activities on the Terrace. They may be requested by the event sponsor.