

George Mason University - Housing & Residence Life Space Use Policy – Effective Fall 2019

Housing & Residence Life (HRL) space was designed and intended for HRL led events and programs that engage residential students in alignment with HRL mission, goals, and the residential curriculum. The 2019-2020 First Year Residential Roadmap and the Upper Division Engagement Guide call for an increase in building and community wide initiatives to engage residential students in the areas of well-being, life skills, and mutual respect. For these reasons, HRL has updated the space use policy.

Interior HRL Space:

- Only Housing & Residence Life staff may reserve and use interior HRL space for HRL meetings, events, and programs. This includes all multipurpose rooms, floor lounges, community kitchens, and any other spaces in all HRL buildings. This is to ensure:
 - Availability of community residence halls space for HRL use
 - Safety and security of HRL space
- **Collaborative Programs:** Throughout the year, HRL collaborates with Mason campus offices and organizations on events and programs to engage residential students. In this instance, HRL is fully involved in the program's design and execution, including co-sponsoring and co-planning the event. The HRL professional staff member collaborating with the non-HRL entity must:
 - Submit the space reservation request for the event
 - Assume the responsibility for the space and ensure the event follows all departmental and university policies
 - Be present throughout the entirety of the event
 - Ensure that the event/program supports and helps advance the residential curriculum in alignment with HRL outcomes, mission, and goals.
- **University Courses:** With the exception of spaces officially designated by the University Registrar as classroom space, HRL space cannot be reserved for courses due to the lack of classroom technology support, challenges with accessing HRL spaces, and the design and use of space for other HRL functions. At this time, the only exception to this policy is for HRL-related courses including but not limited to HRL staff training courses or courses connected to our Living Learning Communities. Only HRL-related classes may request rooms for regular consecutive bookings. All other University courses should work with the Registrar's office to reserve classroom space.

Exterior HRL Space

- The following spaces are considered **Exterior HRL Spaces:**
 - Presidents Park Lawn
 - Hampton Roads Volleyball Pit
 - Rogers/Whitetop Courtyard
 - Liberty Square Courtyard
- Non-HRL offices and organizations may request use of exterior HRL space by visiting either the Eisenhower or Piedmont desks during business hours at least three business days in advance without formal HRL collaboration. Requests received after this timeline will be denied.

General HRL Space Use Guidelines

1. HRL programs, regularly scheduled meetings and classes have priority over other events. Events are subject to relocation or cancellation if necessary.
2. Events held in HRL spaces must abide by all University and HRL policies at all times. The group, faculty or staff member sponsoring the event is responsible for ensuring participants comply with these policies and procedures. Failure to abide by any department or University policies or regulations can be subject to disciplinary action. This includes evacuation of a space due to a fire alarm.

3. Events held in HRL spaces cannot be exclusive or closed events and must be open to all residential students.
4. To ensure accurate availability of space, HRL staff must use 25Live to reserve HRL space.
5. Off-campus organizations cannot make Space Reservation Requests.
6. Events with 50 or more people will be considered *large-scale events* and must have approval from Events Management. Large events may need additional public safety personnel. Fire codes and regulations are strictly enforced. Requesting parties must be honest about the number of people they expect to attend.
7. Organizations are responsible for cleaning and resetting the space when they have finished. Please note that the responsible party will be billed for damages (priced by damage) and/or excessive cleaning (\$30.72 per hour).
8. The use of amplified music is permitted. Immediate compliance is required if a staff member requests that your group lower the volume. These events must finish at 11PM due to quiet hours. Events scheduled during 24 hour quiet hours may be denied.
9. Non-HRL entities cannot request rooms for regular consecutive bookings.
10. The use of any audiovisual equipment in the room is not guaranteed. These rooms are not supported by Classroom Technologies. Projectors or computers will not be fixed during an event. Staff will not be available to respond during your event to repair equipment.
11. Access to the space begins and ends at the times stated on the reservation. The request should include preparation and clean up time. Access to the space is not guaranteed prior to the time requested and confirmed. Space is reserved by date and time.
12. Decorations must not obstruct entrances and exits. Decorations must be freestanding. This includes signs. No push pins or tape may be used to hold items. The requesting group is responsible for removing all decorations.
13. The requesting group is responsible for set up of the chairs and tables in the space. Furniture must not be removed from the space or from any other room or lobby of the building.
14. Organizations must have permission to show films and obey all copyright laws.

If you have any questions about the space use policy, please visit one of our 24/hour service desks during business hours (9:00AM – 5:00 PM) and ask to speak to one of our Administrative Specialists.

If your office or organization is interested in collaborating with Housing & Residence Life on an event or program, please contact Jeff Massetti, Assistant Director of Student Involvement for Residential Student Engagement at jmassett@gmu.edu. All collaboration requests must be submitted at least ten business days in advance.