



Residence Hall | Space Reservation Request Policy and Form

- Ottawa House West
 - Conference room (1st floor)—no technology
- Parks Tower
 - Multipurpose room (2nd/main) floor—has computer and Smartboard technology
- Presidents Hall
 - Classroom space (3rd floor)—has computer and projector with screen
 - Multipurpose room (3rd floor)—has computer and Smartboard technology

First floors, kitchens and basements may be reserved in the McComas Village, by first obtaining approval from the appropriate V/RA staff member and organization president. Follow the OSIL process by submitting an Event Registration form via OrgSync. This form will automatically go to the V/RA staff member and organization president for approval. The Office of Residence Life will review all MV-specific reservation requests and will approve/deny appropriately.

Dining hall spaces may be reserved directly through Dining Services.

Spaces may only be reserved in two-week blocks. New requests must be submitted for further use.

Room setup (chair, tables, media, etc.) cannot be guaranteed after normal business hours or on the weekends.

The organization representative is responsible for returning the space to its original set up, upon completion of using the space. In addition, all lights and equipment must be turned off/powering down.

The organization representative will inform individuals in the organization to sign in at the residence hall's front desk upon arrival.

The organization/person will not prop any doors upon entering the residence hall.

The organization/person will respect all residence hall staff members.



General Reservation Guidelines

