Morewood Gardens Multipurpose Room
Facility Use Policies

PLEASE NOTE: In order to reserve the Morewood Multipurpose Room, the CONTACT person for the group or organization must contact the Student Development Office in person or at x8-9510. NO RESERVATIONS WILL BE TAKEN OVER EMAIL.

1. Group is responsible for identifying one point person to coordinate the event. This person must be in attendance throughout the entire event.

2. No food or drink may be permitted in the room without prior permission. Groups can request permission when they make their reservation.

3. As this room is part of the residence hall Morewood Gardens, all residence hall, Student Life, and Housing policies that govern common areas apply.

4. Groups may not reserve the room more than one (1) time per calendar week.

5. The room may not be reserved more than two weeks in advance without prior approval.

6. Signs may be placed on the walls and glass as long as masking tape is used. No clear tape may be used. All posters must be removed at the end of the event.

7. With the exception of the location of the tables and chairs, the room is to be left the way it was found (i.e., free of trash, posters, books, etc.).

8. No organization or student group may utilize the lounge without a prior approved reservation.

9. All events and meetings must end prior to or at quiet hours: 11 PM Sunday through Thursday, 1 AM Fridays and Saturdays.

10. Any group found violating these policies may have their reservation or ability to reserve revoked.