

**Joe S. Mundy Hall (2<sup>nd</sup> Floor)**  
**(hereafter referred to as Mundy Hall)**  
**Facility Usage Policy**  
**Date Effective: August 1, 2015**

**Facility Overview:** Mundy Hall serves three primary functions: classrooms, offices, and relocation space for renovations. The first floor has four classrooms (see floor plan) and twelve offices. Facilities and Campus Services and Senior University occupy the offices on the second floor. The balance of the second floor is flexible relocation space. When the second floor is not used for relocation space, a large classroom style space that seats 100 and a small seminar room can be reserved by speaking with the AVP for Facilities and Campus Services and getting approval.

**Scheduling Contact:**

Classroom Contact: **Academic Success and Records Office**, 863-1954

Other Spaces: AVP of Facilities and Campus Services, 863-1425

**Scheduling Priorities**

*Priorities for facility use are as follows:*

**Classrooms**

1. Classes will take priority in the first floor classrooms.
2. All other requests will be reviewed on a case by case basis.

**Offices**

1. Temporary office relocation
2. Part-time faculty
3. Other temporary uses

Assignment of offices will be coordinated by the AVP of Facilities and Campus Services.

**2nd Floor Meeting Space and Conference Room**

1. Use of spaces will be reviewed on a case by case basis and only approved when no other space is available.

**See General Facilities Use Policy for regulations applicable to ALL University facilities.**

**Regulations Specific for Use of Mundy Hall**

1. If use of the 2nd Floor is approved, the sponsoring group/person must assume responsibility for all services needed and return space to its original condition at the end of the event. No set up support will be provided by Physical Plant staff.
2. Food and beverages are allowed on the second floor.

Exceptions to this policy must be approved by Vice President for Facilities and Campus Services.