James Madison College
Conference Room Usage Policy

This policy is written to ensure James Madison College (JMC) is in compliance with MSU's policies related to use of campus conference rooms.

1. JMC space includes the JMC Library, Room 230, Seminar Rooms S319L and N369L, as well as any other college space being utilized as meeting space.

2. The JMC Events Coordinator oversees the Room Request process for JMC space in Case Hall. All requests must be submitted through the on-line submission system (https://apps.jmc.msu.edu/room-request/). Rooms are allocated on a first come, first served basis. If you need guidance on availability of rooms, size of appropriate room, etc., please see the JMC Events Coordinator.

3. Case Hall classroom reservations are handled by University Conference Services. However, all classroom requests should continue to be submitted to the JMC Events Coordinator who will work as the liaison to University Conference Services to grant requests. Please allow 48-72 hours for a response to your request for classroom space. Requests submitted within 3 business days of an event/meeting date may not be approved.

4. The JMC Events Coordinator also oversees the purchase of food for all JMC events. Any JMC employees, with authorized budgets, wishing to utilize campus catering sources for their activities should coordinate with the JMC Events Coordinator to ensure appropriate vendors are used and appropriate space within Case Hall is allocated for the event. Please refer to the JMC Food Policy for further guidance.

5. Any food or other materials used in the Conference rooms must be removed from the room following your event. Any garbage, particularly remaining food, must be taken to the Case Hall trash chute. The Conference room must be cleaned and returned to proper condition for the next user. **Failure to abide by these guidelines may result in restriction from use of the college's conference facilities.**

6. The JMC Library may be used for seminars, speakers, etc. The Library is equipped with technology and tables/chairs. If you need A/V support, please talk in advance of your event with the JMC Facilities/IT Director. The room is normally set-up theater style. If you need to rearrange the furniture, please return it to theater style upon completion of your event.