

Margaret M. Walter Hall Use Policy

General Use Expectations

Specific use policies for Margaret M. Walter Hall expressed in this document may be revised as common practice demonstrates a need for adjustment in order to allow optimum use of the facility. All reservations for the rotunda and for external users of classroom space will be finalized and confirmed only after a reservation request form has been filled out and received by scheduling personnel for Walter Hall.

Classrooms, rotunda, conference rooms, and supporting facilities are available for general use under provisions of [Ohio University Policy and Procedure 01.025, "Use of University Facilities"](#). The building is designed for a wide array of academic and non-academic uses such as conferences, workshops, retreats, and celebrations.

Credit-generating classes (sciences classes in particular) have scheduling priority in the four lecture halls from 8:00 a.m. Monday until 4:00 p.m. Friday. In general, non-credit event scheduling of the lecture halls during priority class hours will not begin in any given quarter until the pre-registration period for that quarter has closed. Scheduling adjustments during these hours can occur earlier when feasible (especially during summer session) to accommodate Pre-college, conferences, and high priority University events.

Non-credit uses of the lecture halls outside of priority class hours as well as all uses of the rotunda and conference rooms may be scheduled, but may not receive confirmation until priority University users are handled. University boards (Trustees, Foundation, and Alumni) and designated executive functions or major University events have scheduling priority for use of the facility. Second-order priority is accorded to all other internal users. The facility is available for external users, but internal uses have priority over external uses. Lower priority uses may not receive date confirmations until arrangements are completed for higher priority uses. In some cases, this will mean that non-University events will not be scheduled during certain time frames based on historical University use. Private functions on the weekends will not be scheduled in the Rotunda during the Fall, Winter, and Spring quarters. Reservations during Summer Session and during breaks are dependent on availability of space and staffing. Use of room 104, the governance area, is highly restricted and scheduled only with approval of the President's Office.

Media & Technology Services

The facility's installed presentational media systems are maintained by the Classroom Technology group within the Information Technology Department. Users must be trained in proper operation of the media systems or arrange for operation of media through the facility coordinator, Sheila Wurtsbaugh (593-1777, wurtsbau@ohio.edu). The lecture halls utilize Crestron touch panel control for projectors, screens, document camera, and VCR/DVD player, and room lighting. There are no webcasting facilities built into the building. See [Building Profile](#) for information on room media configurations.

Furniture & Equipment Set Up Services

According to University policy, all rotunda furniture and stage set ups/take downs as well as changes/restorations of standard conference and governance room set ups will be done by Moving Services/Surplus Property. Arrangements for these moves will be made

by the Facility Coordinator once final set-up plans are drawn up. After hours and weekend services are provided on an overtime basis. Changes in the governance room set up require approval from the President's Office director (593-1804). Contiguous scheduling of different events on the same date or even on consecutive dates in this facility, especially in the rotunda, may not always be feasible because of time requirements for facility preparation. Early planning and confirmation of all arrangements are good practices for any event, but they are essential for any events to be staged in Walter Hall due to the high volume of traffic in the building. For more specific information about moving rates, please call the Moving Services Department at 593-0463.

Food & Beverage Services

Foods and beverages are not permitted in the four classrooms or in the governance area. Food and beverage services may be provided in the rotunda and other areas of the facility only in accordance with [Ohio University Policy and Procedure 47.015, "Catering."](#) Catering is to be done by on-campus catering or an exemption must be signed by Baker Center catering. Food and beverages costing less than \$250 may be brought on campus with a signed Permit to Sell/Serve Service food on camps. Please call 593-0022 or log onto www.ohiou.edu/ehs/food/policy.htm for more information about the permit. Use of alcoholic beverages must comply with [Ohio University Policy and Procedure 24.001, "Alcoholic Beverages on University Property,"](#) as well as provisions regarding alcohol service in the catering policy.

Cleaning Services

Regular shift custodial service in the building is provided daily during late evening hours only. You will be charged a minimum of 3 hours overtime for weekend use of Walter Hall or for any event with excessive clean up depending on scheduling and intensity of facility usage. To inquire about current University Custodial Services overtime rates, please call 593-2929.

Displays

Bulletins related to classes and other activities scheduled in the Walter Hall classrooms may be placed on the posting surfaces installed in the walls just outside the classroom entrances or on the bulletin boards inside the rooms. Materials related to activities on campus may be posted as space allows. Extraneous postings will be removed. No bulletins, announcements, or other items may be posted on walls or wood surfaces in this building. Many events in the facility will require displays. Free-standing displays may be placed in the rotunda or at other locations designated by building staff. Use of hanging, mounted, or suspended displays is restricted, but can be accommodated to some extent in a few locations. Please ask the Facility Coordinator for an easel to use for this purpose or to discuss your particular needs.

Usage Fees

All events in this building are subject to charges for moving services, overtime custodial services, media services, after hours staffing, catering services, and any other event-related costs to the University, including damages, loss of equipment, or cancellation of an event without prior notice to the facility coordinator. Provisions for billings and payments of all service charges must be completed and verified in order for the event reservation to be confirmed. Moving and custodial service charges are billed at hourly rates, so charges depend on time required for set ups, take-downs, and cleaning, but after hours and weekend services do carry minimum and/or overtime charges. A full service weekend event (including Friday evening events) in the rotunda should expect minimum charges of \$300 for moving services (set up and take down) and \$150 for

custodial services. Costs may be higher if any special arrangements are required. For example, set up of the rotunda stage requires additional Moving Services crew. Evening and weekend events also may require building staff presence for access, security, and logistical support purposes (typically, a student employee billed at student wage rates). Events are generally not scheduled when staffing is not available to provide secure access to the building.

Building Management & Scheduling

The Registrar's Office manages scheduling of classes in the four lecture halls (135, 145, 235, and 245) under provisions of [Ohio University Policy and Procedure 01.024, "Classroom and Laboratory Scheduling."](#) Scheduling and coordinating of activities in the rotunda (100), use of conference rooms (125 and 127), and non-credit uses of the lecture halls are arranged through the Facility Coordinator, Sheila Wurtsbaugh, 593-1777, wurtsbau@ohio.edu. The President's Office (593-1804) approves scheduling of the governance meeting room (104). User support and planning is for audio needs and presentational media is also provided by the facility coordinator. Reservation request forms may be sent to 119 Walter Hall or faxed to 593-0690. It is advisable to call and check on room availability before sending the form.

Management responsibility for activity in Walter Hall resides with the Facility Coordinator. In addition to scheduling and schedule coordination, the Facility Coordinator is responsible for appropriate use of the building under all applicable University and building policies, and provides consultation and limited event production support for event sponsors who require such assistance (e.g., assistance with appropriate use of building space, systems or equipment. Although Walter Hall facility staff can assist with event planning details, it is incumbent upon the event sponsor to ensure that all necessary arrangements are in place.

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