



APPALACHIAN STATE UNIVERSITY

COLLEGE OF FINE AND APPLIED ARTS  
**Communication**

**DEPARTMENT OF COMMUNICATION SPACE RESERVATION AND USAGE  
GUIDELINES**

*Last updated September 9, 2024*

**1.0 Overview and Usage**

The primary use of Walker Hall (WA) and Beasley Media Complex (BMC) is for academic instruction and co-curricular events sponsored by the Department of Communication<sup>1</sup>. The Department of Communication academic courses and COM-sponsored events always take priority. If you have any questions, please contact the Department of Communication office by emailing [communication@appstate.edu](mailto:communication@appstate.edu), or by calling (828) 262-2221.

Rooms can only be reserved when Walker Hall and Beasley Media Complex are open with the exception of specific college or university-level events. Building hours are Mon.-Fri. from 6:00 a.m. to 11:00 p.m and closed on weekends and university holidays. *(The only exception to this specific policy is for the HSOM Marching Mountaineer Band Camp, which uses Walker Hall on a weekend during their camp.)*

The reservable spaces have fixed layouts and cannot be adjusted. Additional furniture should not be brought into the space(s).

Space reservations may be requested by faculty/staff members of the Department of Communication. Students enrolled in the Department of Communication may also make space requests when a COM faculty/staff member confirms their support/involvement of the event.

Our computer labs and TV studio(s) are not available for use by students or organizations not associated with department courses or events. This is to protect expensive specialized equipment housed in the labs/studios and purchased by the department. Thank you for your cooperation and understanding.

Free parking in the Hayes School of Music, BMC, and UREC spaces is only available AFTER 5:00 p.m. during the week.

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<sup>1</sup> Please note, Walker Hall is shared between the Department of Communication and the Department of Mathematical Sciences. Classroom space is divided between the departments, and thus, spaces should be reserved by and follow the policies of the department it is assigned to; please see the detailed list on page 2.

For maintenance issues and questions, please contact the Department of Communication office ([communication@appstate.edu](mailto:communication@appstate.edu) or 828-262-2221). In case of emergency, please contact App PD at 828-262-8000.

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<b>WALKER HALL</b>	
<b>SPACES ASSIGNED TO THE DEPARTMENT OF COMMUNICATION</b>	<b>SPACES ASSIGNED TO THE DEPARTMENT OF MATHEMATICAL SCIENCES</b>
102 (lab), 103B, 104, 107 (debate team), 138, 147, 148, 204 (lab), 208 (lab), 214	103A, 105, 106, 108, 203, 205, 209B, 210, 302, 303, 304, 305, 307B, 308, 309, 310, 314

<b>THE DEPARTMENT OF COMMUNICATION SPACE POLICIES</b>	
<b>WA 102 (lab)</b>	May only be reserved by COM faculty/staff
<b>WA 103B</b>	Reservable space
<b>WA 104</b>	Reservable space
<b>WA 107 (debate team room)</b>	This is not reservable space
<b>WA 138</b>	May only be reserved by COM faculty/staff
<b>WA 147</b>	May only be reserved by COM faculty/staff
<b>WA 148</b>	May only be reserved by COM faculty/staff
<b>WA 204 (lab)</b>	May only be reserved by COM faculty/staff
<b>WA 208 (lab)</b>	May only be reserved by COM faculty/staff
<b>WA 214</b>	Reservable space
<b>BMC 224 (lab)</b>	May only be reserved by COM faculty/staff
<b>BMC 225</b>	May only be reserved by COM faculty/staff
<b>BMC 309 (AppTV workspace)</b>	May only be reserved by COM faculty/staff
<b>BMC 321A (TV studio)</b>	This is not reservable space
<b>BMC Plaza</b>	Reservable space

## 2.0 Reservations

Reservations should be requested at least two weeks prior to the date(s) being requested and are contingent upon approval by the Department of Communication.

Requests for spaces considered to be academic space cannot be approved until academic calendars and schedules are confirmed.

Priority for use of classroom space and conference rooms:

1. App State COM faculty and departmental courses
2. Student organizations associated with the Department of Communication  
(confirmation required from faculty/staff member supporting the request)
3. App State students enrolled in a COM class or engaged in a student media organization  
(confirmation required from faculty/staff member supporting the request)
4. University groups

### **3.0 Suspension/Revocation of Facility Reservation Privileges**

Groups are responsible for any damage to the facility, equipment, furniture, etc. or leaving rooms in disarray. Groups responsible will be immediately assessed a fee for repair, replacement, and/or cleaning. All reservations held by the group will be suspended until payment is received by the Department of Communication. Additionally, misuse of space(s) will be reported to University Events Scheduling Communications and Beth Holcomb, Director of Campus Activities.

Groups who have lost reservation privileges in other campus facilities may not be able to reserve space in Walker Hall or Beasley Media Complex.

### **4.0 Food and Alcohol Policy**

#### **4.1 Alcohol**

Alcohol is not permitted in Walker Hall or Beasley Media Complex.

#### **4.2 Food**

Food may not be cooked/prepared in Walker Hall or Beasley Media Complex. Groups may bring their own food items, so long as all food items and trash are properly disposed of at the conclusion of the event. Tables will need to be wiped down (group will need to provide their own wipes/paper towels). No food may be sold in WA or BMC unless prior authorization has been granted from the appropriate university party.

### **5.0 Prohibited Items and Materials**

The following Items are prohibited materials: open flames; sand; straw (hay); glitter; tape or any type of adhesive on walls, doors, or windows; and anything prohibited by the Appalachian State University policy manual.

### **6.0 Facility Guidelines**

Please remember that you (or the Appalachian State contact) are responsible for:

- ensuring that the room is in good condition for the next group using it. This includes removing trash/recycling to hallway bins.
- coordinating any necessary technology/administrative support services (including printing) with your home department.
- ensuring working knowledge of technology and other features of the space prior to the day of the event.
- turning off the lights and closing the door when you leave.

#### *A/V Equipment*

Many of these spaces are equipped with smart classroom technology. Equipment may be used when a room is reserved. Users are responsible for any damages which occur during the reservation period. Podiums that house the smart classroom technology are not to be moved due to the potential for damaged equipment. The person making the room reservation will be charged for any damages that occur during their reservation period.