

APPSTATE WALKER COLLEGE OF BUSINESS

Reservation Policies & Procedures for Peacock Hall

IMPORTANT INFORMATION FOR STUDENT GROUPS

For the duration of the Peacock Hall construction project, we will NOT be accepting reservations for student groups that aren't directly affiliated with the Walker College of Business (WCOB).

Please read the [25Live Student Policies & Procedures](#) if you are a WCOB club officer needing to reserve a meeting space in Peacock Hall.

Thank you for your interest in reserving a room in the Walker College of Business. Please note the following room reservation policies:

- Rooms can only be reserved when Peacock Hall is open, with the exception of specific college or university-level events. Building hours are Mon.-Thurs. from 7:00 a.m. to 9:00 p.m., Fri. from 7:00 a.m. to 5:00 p.m. and closed on weekends and university holidays.
- Groups who are not affiliated with Appalachian State University are welcome to request Peacock Hall spaces for educational events if they have an active partnership or collaboration with the Walker College of Business. All events must be co-sponsored by a university-affiliated organization or department, or must go through [Conference and Event Services](#). The Appalachian State partner should complete the room reservation form as the point of contact.
- If your event attendees need parking before 5:00 p.m., and they do not have a valid faculty/staff parking permit, you are responsible for contacting [Appalachian State Parking and Transportation](#) services at 828-262-2878 to obtain proper permits.
- Please remember that you are responsible for:
 - ordering, providing, and cleaning up any food immediately following the event.
 - ensuring that the room is in good condition for the next group using it. This includes removing trash/recycling to hallway bins.
 - setting up the room beforehand and returning the room to the original setup immediately afterwards.
 - 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.
- 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.

Violation for any of the rules above may impact the ability to reserve Peacock Hall spaces in the future. If you agree with these policies, then please complete the event form in [25Live](#).

Please visit the [25Live Event Form instructions page](#) for detailed information about how to submit requests. Make special note of the following:

- Student groups should only submit space requests for meetings/events taking place during the current semester.
- You MUST **select a specific room in Peacock Hall** in order for your request to be routed to the Walker College of Business for approval.
- When you receive a confirmation screen, this only confirms that your room request was submitted successfully.
- **The room is not actually reserved until you receive a confirmation email from Sabrina Cheves.**

If you have any additional questions or concerns, please email Sabrina Cheves at cheveesss@appstate.edu.