

Use of Space in Hazel Hall

Use of Hazel Hall by the general public is limited to persons having a business or educational reason closely related to GMU's educational mission and programs to enter the building during regular operating hours (George Mason University Policy Number 1140, [Utilization of Facilities by the General Public.](#))

Hazel Hall space may be reserved by Law School departments, faculty, or student organizations. Members of the general public and outside organizations may not reserve Hazel Hall space, and all use of Hazel Hall space must be for law school related business. Room reservation requests must, at a minimum, include: 1) the requested classroom or other space; 2) the requested date and time of the reservation (including set-up and break-down/clean-up time); 3) the student organization, department, or faculty member requesting the space; and 4) a description of the planned event sufficient to identify the law school business purpose.

Tabling Policy: The Law School permits student organizations and law school departments to reserve a table in the atrium for law school related business. Tables may be reserved on a first-come, first-served basis and are subject to the following restrictions:

- Table users may reserve only one table, and no more than two separate table users are permitted at any time (so as not to interfere with the use of the atrium by other law school community members).
- Table users may stand or sit at the table and display information on the table during the reservation, but may not interrupt other people's passage through, or use of, the atrium.
- Law School departments may reserve a table to be used by an organization unrelated to the Law School or the university but with a connection to the Law School's education mission (such as bar review providers and legal employers). Outside organizations may not reserve a table directly and, unless approved in writing by the Senior Associate Dean, are not permitted to table more than two days in the same week. The sponsoring Law School department may impose additional restrictions and requirements on the outside organization's use of tables.

The Tabling Policy restrictions are separate from a student organization's or department's use of the atrium for a sponsored event.

Use of space in Hazel Hall must comply with all University policies, including all policies related to [Campus Events, Gatherings, and Demonstrations.](#)