

USE OF ROOMS & RESERVATIONS

I. STUDENT GROUPS

- a. All requests are required go through Events & Conference Services as stipulated in the University's policy. [tu-student-guide-to-planning-events-8-2017.pdf \(towson.edu\)](#)

II. SC COMMONS, GLEN TERRANCE & PATIO

- a. All requests must be submitted through [25Live](#)
- b. All three spaces are public access and may not be closed or restricted.
- c. Furniture in the Commons may not be moved without the approval of the Building Manager or the College Budget & Operations Coordinator.

III. FOOD

- a. Food/catering in lecture halls, active learning spaces and conference rooms is allowed; approval is needed by the Building Manager or the College Budget & Operations Coordinator for other locations in the building.
- b. At the end of the event all food must be removed off the floor and tables wiped down.

FURNITURE

- I. All public/classroom furniture in the Science Complex is designated for a specific use and location. Moving of furniture for use in another location is prohibited without the expressed permission of the Building Manager or the College Budget & Operations Coordinator. All furniture purchase and location move requests need to be submitted to the Building Manager or the College Budget & Operations Coordinator for approval, please email FCSM@towson.edu, include in the subject line "Building Manager".
- II. Drink tables outside of classrooms and labs may not be moved or used for any other purpose.

Note: Furniture refers to desks, chairs, tables, podiums, dry erase boards and display cabinets. Personal items in offices are not covered by state insurance if damage occurs.

For additional questions or assistance, please email FCSM@towson.edu and include "Reservations" in the subject line. Failure to follow the above guidelines may result in denial of future requests.

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