

The following procedures and information are generally applicable to activities and events occurring in the Brick Area:

- West Virginia University recognized student organizations and University Departments may be the only entities permitted to schedule in the Brick Area.
- The nature of activities shall not be potentially physically disruptive to the campus. Local noise ordinances must be obeyed. While this rule may not be constructed to preclude use of facilities based on political philosophy, race, religion, creed, or the sponsor, the nature of the activities to be conducted on the campus shall not be illegal under the constitution or law of the State of West Virginia or the United States.
- All charges for services provided and or damages are the responsibility of the group or organization hosting the event. The sponsoring group or organization is responsible for the behavior of their guests. Persons conducting themselves inappropriately or in a manner that is a safety concern may be asked to leave the area.
- Student Organizations that wish to schedule space in the Brick Area must be currently recognized by the University and in good standing.
- Student Organizations may set up between the hours of 8:30 a.m. and 4:00 p.m. no exceptions will be made
- Student organization not yet recognized are permitted three reservations until paperwork is completed.
- All set up materials are the responsibility of the organization. Tables are the only thing that can be borrowed from the Student Engagement and Leadership office, located in Room 161 of the Mountainlair. One table can be borrowed per student organization by providing a valid student ID to secure the return of the table, upon returning the table the Student ID will then be returned to the original borrower.
- If any student organization plans to set up a canopy they must not exceed the size of 10 x 10.
- Note that there are three available spaces in the Brick Area that can be scheduled at one time. If there is another organization set up beside you at the time of your reservation please be mindful and respectful of what their organization is doing.
- Fundraisers designed to benefit a student personally is not permitted – a bake sale to fund a study abroad trip, for example.
- No outside Vendors are permitted to schedule or set up in the brick area with the exception of vendors which are affiliated with WVU.
- A Monongalia County Health Department form is required to be submitted for any bake sale conducted on campus by a student organization.

Reservations for the Brick Area can be made by calling the Student Engagement and Leadership office at 304-293-4397 or by emailing Aimee Williams at [awilli63@mail.wvu.edu](mailto:awilli63@mail.wvu.edu). Reservations may also be made in person during office hours, which are 8:15 a.m. to 4:45 p.m., Monday – Friday.