

## McCoy Hall Building Use Guidelines

Texas State University-San Marcos provides a facility so that the McCoy College of Business Administration can offer educational programs that meet the needs of students, faculty, staff, employees, and citizens of the area. The purpose of the following guidelines is to ensure a clean and safe educational environment.

### A Clean and Safe Environment

- **Food and drinks are prohibited in computer labs and classrooms with data and power on the desks.** Beverages in closed containers are permitted in other classrooms. All trash should be disposed of properly in trash containers located throughout the building.
- Texas State University is a tobacco-free campus

### Location of Furniture and Equipment

- To prevent disconnection of cables and cords **technology cabinets should never be moved.**
- All moveable furniture and equipment should be returned to its original configuration. Under no circumstances should furniture or equipment be moved from one room to another.

### Custodial and Technology Issues

- Problems with custodial maintenance and technology issues should be reported to an administrative assistant in the dean's office or one of the five academic offices located on the 4<sup>th</sup> and 5<sup>th</sup> floors. After 5:00 p.m. custodial maintenance issues should be reported to 245-2181 and technology issues should be reported to 245-3172.

### Conference Rooms and Study Rooms

- Faculty and students wishing to use a conference room should schedule use of these rooms in advance. Each academic department is responsible for reserving its conference room.
- The dean's office is in charge of reserving the Frost Bank Conference Room (430). The McCoy College Foundation is in charge of reserving the Centers Conference Room (322).
- Study Rooms are intended for groups of three or more students and are available on a first come, first served basis.

### Signs and Posters

- No signs or posters of any kind may be posted in McCoy Hall (including exterior doors and windows) other than on designated bulletin boards. Signs and posters must adhere to University policies and be approved by the dean's office.
- Requests to post announcements on any of the four electronic information boards located within the college should be submitted to the dean's office.

**Violations of these policies or damage to the building will be subject to discipline consistent with University and McCoy College policies.**