

Student Organization Meeting Policy

Following is a brief overview of the new policy guidelines for Student Organization meetings in the Shepard Broad College spaces.

GUIDELINES

- To request a room, contact lawastra@nova.edu at least 5 business days before your meeting date.*
- To request meeting information to be added to the Events Calendar and Newsletter, contact Law_Events@nova.edu at least 5 business days before your meeting date.
- Rooms will be assigned in a first come first serve basis.
- Meetings may be cancelled or moved due to classroom space needed by college for academic lectures.**
- A seating chart must be completed by the organization for each meeting using a classroom space prior to meeting scheduled date, failure to send the seating chart to the building manager will result in the cancellation of the meeting space.*
- No food is allowed to be served during meetings.
- No tables and chairs should be moved, if they are it should reflect the seating chart and all furniture must be returned to its proper place once meeting is complete.
- Projector must be turned off and computer logged out in the end of each meeting.
- No markers, or wipes should be removed from the classrooms.
- Room capacity should not be surpassed at any time during the meetings.
- Students must always wear masks inside building per NSU Policy.
- No student should attend meetings if they are not feeling well. If an attendee is not feeling well, they should be sent home immediately.
- Podiums ethernet cables should not be removed or moved from computer podiums.

The Student Organization that fails to comply with any of the guidelines provided above will have the meeting room scheduling privileges removed for the semester.

If you encounter any issues, please contact Building Manager – Jillian Barbosa by calling (954) 262-6287 or emailing jb1934@nova.edu.

The Shepard Broad College of Law may cancel meetings at any time for safety purposes to follow COVID-19 safety measures as the college see necessary.

*Policy is subject to change according to CDC and NSU COVID-19 Guidelines.

**Academic meetings overwrite event/meetings that are not classes. If a class needs a room, meeting may be moved or cancelled if no other space is available. This will be under the building manager discretion.