



UNITED STATES MARINE CORPS  
EDUCATION COMMAND  
MARINE CORPS UNIVERSITY  
2076 SOUTH STREET  
QUANTICO, VA 22134

IN REPLY REFER TO:  
11000  
VPEIOP  
22 DEC 2016

**MARINE CORPS UNIVERSITY POLICY LETTER 3-16**

From: Commanding General, Education Command  
To: Distribution List

Subj: FACILITIES USE POLICY AND ROOM RESERVATION PROCEDURES FOR THE  
MARINE CORPS UNIVERSITY QUANTICO CAMPUS

Ref: (a) MCBO 11100.1 w/ Ch1  
(b) GRC/LoMC Facilities Use Policy  
(c) MCU Area Parking Policy  
(d) MCU/EDCOM Policy Letter 2-13 (Alcohol Control and Consumption Policy)  
(e) MCU Facilities Upkeep and Maintenance Policy

Encl: (1) Classification of MCU Spaces  
(2) MCU/EDCOM Room Reservation Form

1. Purpose. To codify the facilities use policy and room reservation procedures for the Marine Corps University (MCU) Quantico Campus and to classify the types of spaces available to support internal and external customers. For the purposes of this policy, the MCU Quantico Campus includes the Warner Center, Gray Research Center (GRC), Simmons Center, Breckinridge Hall, Ellis Hall, Dunlap Hall, Geiger Hall, and all external spaces and grounds. This policy does not apply to the National Museum of the Marine Corps (NMMC).

2. Background

a. In accordance with reference (a), Commanding General of Education Command (CG/EDCOM)/President MCU has overall Area Coordinator responsibilities for the MCU Quantico Campus.

b. In June of 2016, MCU began full operations in the Warner Center. With the opening of this new facility, a high demand from outside organizations as well as internal customers has created the need to define the classification of campus spaces, as well as room scheduling priorities and procedures. CG EDCOM's intent is to implement a facilities use policy that maximizes the use of MCU spaces to support both internal and external customers, with priority of support to MCU schools and directorates in the conduct of the MCU/EDCOM mission.

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3. Cancellation. This policy takes effect the date signed and cancels all previous facilities use and room reservation policies and directives.

4. Guidelines. The following guidelines will be adhered to in the implementation of this policy:

a. Priority of Use. The scheduling and use of facilities and rooms aboard the MCU Quantico Campus will be based on the following priorities:

- (1) Commandant of the Marine Corps (CMC) requirements
- (2) CG EDCOM/President MCU requirements
- (3) Marine Corps General Officer (GO)/Senior Executive Service (SES) Requirements
- (4) Joint/International/Interagency GO/FO/SES requirements
- (5) Marine Corps Base Quantico (MCBQ)/MCBQ tenant requirements
- (6) Other external organization requirements

(7) Other criteria. Other considerations for facilities use include the space classification per enclosure (1) and the schedule time horizon.

b. Requests for Support. With the exception of Conference and Restricted spaces (see below and enclosure (1)), requests for use of rooms and facilities will be forwarded to the CG.

c. Requests to use MCU facilities will be registered using the standard form contained at enclosure (2), available at link: <https://www.usmcu.edu/?q=node/56>. Scheduling of rooms and facilities will be recorded, tracked, and monitored by Vice President of Education Integration Operations and Plans (VPEIOP) representatives using Google Apps for Government (GAfG) calendar functions.

(1) Internal Customers. MCU schools/directorates will prioritize use of assigned spaces (Direct Support, Restricted, etc.) to meet mission requirements. In instances where the use of General Support spaces is required, requests for support will be registered with VPEIOP. There are no restrictions on the timing of requests from internal customers (max or min). As amplified below, internal customers must ensure that any Audio/Visual requirements are registered and approved by the Vice President of Distance Learning (VPDL).

(2) External Customers. External customers include any non-MCU/EDCOM entity, to include other Marine Corps organizations. All requests for use of MCU spaces from external customers will be routed through VPEIOP. In order to ensure appropriate prioritization of facilities use to support MCU/EDCOM mission requirements, room reservations for external customers will be confirmed no earlier than 60-days out from event execution, with exceptions to

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this policy made on a case-by-case basis. Requests for room reservations from external customers may be registered earlier, but will be considered tentative until 60-days out from event execution. As amplified below, external customers are encouraged to account for the possibility that they may be bumped from a previously reserved space if it is required to support MCU/EDCOM mission requirements and to plan accordingly.

(3) Audio/Visual Support. All requests for A/V support must be approved by Director of Information Technology (IT), VPDL. Requests for A/V support from external customers will be submitted using enclosure (2); room reservations will be considered tentative until IT has confirmed that the event can be supported. For internal customers to include Direct Support spaces, requests for A/V support may be submitted using enclosure (2) or through the GAfG Freshdesk Support System. The VPDL will be responsible for prioritization of A/V support.

d. Reconciliation and Deconfliction. Representatives from VPEIOP and VPDL/IT will conduct weekly reconciliations to ensure appropriate provision and prioritization of A/V support. In cases where an MCU school/directorate requires the use of campus spaces previously reserved by an external customer, and the requirement is mission-related and no other viable alternatives exist, the space will be reassigned to support the internal customer. When an external customer is bumped from a previously reserved space, VPEIOP will notify the affected organization immediately in order to allow maximum time to make alternative arrangements. The decision to bump an external customer from a previously reserved space will be made by VPEIOP on a case-by-case basis and with the approval of CG EDCOM, as required. Per reference (b), the same deconfliction procedures will be used by Director, History Division/GRC (HD/GRC) for designated Conference spaces. External customers are encouraged to take this into account when reserving MCU spaces.

e. Classification of Spaces. All spaces will fall into one of four categories (see enclosure (1) for specific spaces assigned by classification).

(1) General Support. A General Support space is a room or facility that may be reserved by MCU or any school/directorate, as well as by external organizations when not required to support MCU requirements. VPEIOP is responsible for scheduling these spaces.

(2) Direct Support. Designated MCU schools/directorates have spaces in direct support of their academic program. A Direct Support space is a room or facility that a school/directorate uses on a routine basis. The school/directorate does not need to reserve this space through VPEIOP, except when their program is not in session (i.e., in between academic years), but should reflect scheduling using their own academic calendar. If all General Support space options are exhausted, VPEIOP will contact schools/directorates to determine if Direct Support spaces may be used. VPEIOP will check the MCU Operations Calendar as well as the appropriate school/directorate academic calendars for space availability and then verify by phone before scheduling those spaces.

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(3) Conference. Conference space is a room or facility that may be reserved by MCU, any school/directorate, as well as external organization on a first come, first served basis. The only designated conference spaces are those within the GRC Conference Center. GRC maintains the responsibility to schedule and support these spaces. Refer to reference (b) for details regarding scheduling and use of GRC spaces.

(4) Restricted. A restricted space is a room or facility that has a specific function or association that is strictly controlled by an organization within MCU other than VPEIOP. These spaces are controlled by the corresponding entity listed in enclosure (1).

#### 5. Additional Information

a. Special Events. All special events to be conducted aboard the MCU Quantico Campus will be coordinated with the MCU Protocol Officer.

b. Parking. All Distinguished Visitor (DV)/Very Important Personnel (VIP) parking requirements will be coordinated with the MCU Protocol Officer or Staff Secretary if the Protocol Officer is unavailable. Requests for block parking will be directed to the Director, Facilities and Logistics, Vice President for Business Affairs (VPBA) for approval and coordination. The Director HD/GRC is responsible for the four DV/VIP spaces in front of the GRC. Additional detail regarding the MCU parking policy is contained in reference (c).

c. Force Protection. All force protection requirements will be coordinated with the MCU Anti-Terrorism (AT)/Force Protection (FP) Officer within VPEIOP. The MCBQ AT/FP Officer will be notified, as required.

d. Food and Beverages. The consumption of food and beverages is prohibited in most spaces. Approval will be granted on a case-by-case basis. The coordination of food and beverages is the responsibility of the organization reserving the space. The consumption of alcohol is prohibited aboard the MCU Campus; specific exceptions and waiver procedures are contained in reference (d).

e. Operating Hours. Use of MCU facilities or rooms will be limited to normal operating hours (Mon-Fri, 0730-1630), unless otherwise coordinated.

f. Classified Events. Events and activities on the MCU Quantico Campus are normally unclassified. Requests to hold classified events will be coordinated with the MCU Security Manager, VPBA. Requesting organizations are responsible for providing any additional resources associated with hosting a classified event.

g. External Spaces. Requests to use external spaces and grounds will be directed to the Director, Facilities and Logistics for approval and coordination.

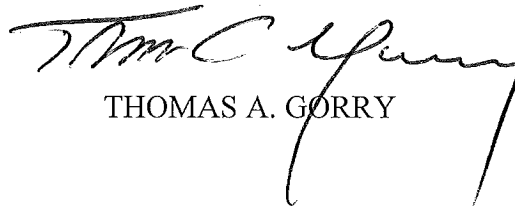
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h. Care of Spaces. Organizations are expected to follow the guidelines contained in reference (e) regarding care and upkeep of spaces. This includes but is not limited to leaving the spaces in a good state of police. Failure to appropriately care for designated spaces will factor into future room reservation decisions.

6. Points of Contact

- a. VPEIOP Scheduling: Ms. Terry Flagg, [terry.flagg@usmcu.edu](mailto:terry.flagg@usmcu.edu), 703-432-4835.
- b. GRC Scheduling: Ms. Jennifer Sauer, [jennifer.sauer@usmcu.edu](mailto:jennifer.sauer@usmcu.edu), 703-784-2240.
- c. VPDL/IT Support: Mr. Louis Badolato, [louis.badolato@usmcu.edu](mailto:louis.badolato@usmcu.edu), 703-432-4866.
- d. VPBA/Facilities and Logistics: Mr. Ron Reese, [ronald.reese@usmcu.edu](mailto:ronald.reese@usmcu.edu), 703-784-6832.
- e. VPBA/Security Manager: Ms. Monica Rodenski, [monica.rodenski@usmcu.edu](mailto:monica.rodenski@usmcu.edu), 703-784-5014.

7. Applicability. This policy is applicable to all MCU/EDCOM entities and to external organizations using MCU Quantico Campus facilities.

  
THOMAS A. GORRY

Distribution: A

Copy To:  
Commanding Officer, Marine Corps Base Quantico  
CG TECOM  
CG MCCDC

## CLASSIFICATION OF MCU SPACES

### **General Support**

Warner Hall and Balcony Lounge

Warner Center Collaboration Rooms 1156, 1158, 3122, 3191

Warner Center Conference Rooms 3178, 3182

Warner Center Lecture Hall #3

Breckinridge Auditorium

Breckinridge Hall Rooms 215, 235, Blackjack's Crossing

Ellis Hall

### **Direct Support**

MCWAR: Dunlap Hall Rooms 180, 182, 183, 184, 186

SAW: Warner Conference Rooms 2123, 2125, 2127, Collaboration Room 2120, and Lecture Hall #2

CSC: Warner Conference Rooms 1125, 1129, 1131, 1133, 1135, 1137, 1171, 1173, 1175, 1177, 1179, 1181, 2171, 2173, 2175, 2177, 2179, 2181, Collaboration Room 2191, and Lecture Hall #1

EWS: Geiger Hall, all spaces except Room 117

CDET: Warner Conference Rooms 3142, 3144, 3146, Geiger Hall Blended Seminar Room 117

### **Conference**

GRC Auditorium

GRC Breakout Rooms 134, 135, 136, 140, 144, 145, 146, 147, 164, 165, 166, 227, 237, 241, 242

### **Restricted**

President's Conference Room (Front Office)

IT Classroom (VPDL/IT)

C2 Systems Room Warner Center (VPDL/IT)

SIPRNet Rooms (VPBA)

Simmons Center Room 1006 (HD/GRC)

# MCU/EDCOM ROOM RESERVATION FORM



UNITED STATES MARINE CORPS  
EDUCATION COMMAND  
MARINE CORPS UNIVERSITY  
2076 SOUTH STREET  
QUANTICO, VIRGINIA 22134-5067

Event Date

IET Ticket#:

(Agency Use Only)

Name of Event:

Sponsoring Dept/Org:

Building:

Room:

Actual Start Time:

(To Include Set Up)

Actual End Time:

(To Include Tear Down)

Number Expected to Attend:

Guests Arrival Time:

Are there any distinguished guests or visitors?

☐ No

☐ Yes, then list here with Name Rank and Agency:

What is the classification of the event?

☐ Classified

☐ Unclassified

1.
2.
3.
4.

*The AV Technician will determine the support team's set up time based on your AV needs and the time guests arrive for your event.*

*PLEASE NOTE: If you are providing a laptop, DVD, CD's etc. please arrive at the event location at least 45 minutes prior to the actual start time so that we can ensure that your presentation is set up properly and operational.*

Do you require any of the following?

**Audio-Visual Equipment:**

- ☐ No AV Equipment Required
- ☐ Image Projection
- ☐ Podium Mic
- ☐ Special Lighting (Warner Auditorium Only)
- |  |                      |
|--|----------------------|
| <input type="checkbox"/> CD/DVD Player         | Quantity             |
| <input type="checkbox"/> Handheld Mic.....     | <input type="text"/> |
| <input type="checkbox"/> Lav/Lapel Mic.....    | <input type="text"/> |
| <input type="checkbox"/> Floor Mic Stand.....  | <input type="text"/> |
| <input type="checkbox"/> Tabletop Mic Stan.... | <input type="text"/> |

☐ Video Teleconferencing (VTC)

**IT Equipment:**

- ☐ No IT Equipment Required
- ☐ Wireless Internet
- ☐ Podium PC
- ☐ Presenter Clicker/Mouse
- |   |                      |
|---|----------------------|
| <input type="checkbox"/> Local Network                    | Quantity             |
| <input type="checkbox"/> Local Network Machines.....      | <input type="text"/> |
| <input type="checkbox"/> Interactive Survey Clickers..... | <input type="text"/> |
| <input type="checkbox"/> EDU Laptop.....                  | <input type="text"/> |
| <input type="checkbox"/> Stand Alone PC.....              | <input type="text"/> |

# MCU/EDCOM ROOM RESERVATION FORM

## Marine Corps University Reservation Statement of Understanding

By signing below I accept the following responsibilities for my reserved space:

- Furniture is NOT to be moved. (IET is not responsible for furniture set up and or arrangements.)
- All chairs will be restored to their lowest position and pushed in.
- At the close of the business day all whiteboards will be cleared, all projection equipment turned off, log off of all computers and all trash removed from the area.
- At the conclusion of the scheduled event all event items will be removed from the area.
- No signage will be taped to anywhere.

*All POCs for reservations must check out with the respective Facilities staff for the building hosting the event. During normal business hours, this will occur prior to close of business. During after-hours events, please see the Facilities staff the next working day. Facilities staff for Warner Center will open your event spaces upon opening the building or at close the day prior.*

Signature:

First:

Last:

Rank/Title:

Email:

Phone:

### University Affiliation

☐  
☐  
☐  
☐  
☐

Administrator  
Faculty  
Staff  
Student  
None..

(If none, list your agency)