

# Taking Health to New Heights

APPALACHIAN STATE UNIVERSITY  
BEAVER COLLEGE OF HEALTH SCIENCES

Thank you for your interest in reserving a room in Leon Levine Hall of Health Sciences (LLHS)! Please note the following room reservation policies:

- North Carolina continues to operate under Phase 3 Executive Order 169. The limits of mass gatherings will remain at 25 people indoors and 50 people outdoors. Groups may be asked to follow additional cleaning protocols to help mitigate the effects of COVID 19.
- Room requests must be submitted at least 7 business days prior to the event.
- Groups who are not affiliated with Appalachian State University are welcome to request LLHS spaces if they have an active partnership or collaboration with the Beaver College of Health Sciences or the Blue Cross NC Institute for Health and Human Services. All events must be co-sponsored by a university-affiliated organization or department. The Appalachian State partner should complete the room reservation form as the point of contact.
- You (or your Appalachian State contact) are responsible for contacting ASU Parking and Transportation services at 828-262-2878 to obtain proper decals to park at the **State Farm Lot** if any of the following apply to guests you intend to invite:
  - The event attendees do not have an Appalachian State faculty/staff parking tag.
  - The event attendees are Appalachian State students or visitors who want to park in the State Farm lot between 8:00am and 5:00pm on weekdays.
  - Note that the [State Farm Lot](#) is 0.5 miles from LLHS and is different from the LLHS Building Lot, which is reserved for faculty and staff between 8:00am and 5:00pm on weekdays.
- Please remember that the organizer (or the Appalachian State contact) is responsible for:
  - Ordering, providing, and cleaning up food
  - Ordering housekeeping
  - Setting up room beforehand and returning the room to the classroom setup afterwards
  - Coordinating technology/administrative support services
  - Coordinating and purchasing parking passes
- The following items are prohibited materials: open flames; sand; straw (hay); glitter; tape or any type of adhesive on walls, doors, or windows; and anything prohibited per the Appalachian State University policy manual
- Violation for any of the rules above may impact the ability to reserve LLHS spaces in the future.
- If you have any additional questions or concerns, please email Carin Pool at [poolcm@appstate.edu](mailto:poolcm@appstate.edu).

**Layouts and capacities for LLHS reservable spaces** can be viewed through 25 Live.

**If you agree with these policies, then please complete a room reservation through [25 Live](#).**

- Note that you **MUST** select "**CHS Meeting**" as your event type and **select a specific room in LLHS** in order for your request to be routed to BCHS for approval.
- When you receive a confirmation screen, this only confirms that your room request was submitted successfully. **The room is not actually reserved until you receive a confirmation email from Carin Pool ([poolcm@appstate.edu](mailto:poolcm@appstate.edu)).**
- If you need a tutorial for using 25 Live, please click [here](#).