

Moot Court Team Guidelines for Setting Up Practices

These guidelines are to guide you through the process of requesting a practice room and registering guest judges. Please read through the guidelines carefully and follow these instructions each time you practice in Eckstein Hall.

Practice Rooms:

Eckstein Hall is a very busy place during the school year and classrooms are not always available for Moot Court Team practices. At no time should you view an empty room as available; a class, event or another practice may be scheduled in the room that you are unaware of. To avoid having rooms double booked, or having to ask a team in the middle of a practice to move please properly reserve space for your practice.

1. Study Rooms:

To avoid waiting for a room request to be filled, you should reserve a [Group Study Room](#) for practice. When reserving a study room please be sure to put the name of our team in the “Eckstein Hall Group Study Name” box of the form. This is the fastest and most efficient way to reserve a room for your practice and should be used for scheduling practices when you are unable to give the Event Office 2 business days’ notice. This is also the best way to book a room, when you don’t have coaches, or guests attending. All study rooms have either a tabletop podium or a standing podium.

2. Classrooms:

If your preference is for a classroom you will need to submit a [classroom request](#). Please note that these requests need to be submitted two (2) business days prior to your practice. Classrooms request are best when you have coaches, or guests attending your practice and need a large room, as well as when having a scrimmages.

3. Courtrooms (Trial and Lubar Center):

The Trial Courtroom (#346) is a classroom and should not to be seen as open space for practices. You may request the Trial Courtroom by completing the [classroom request](#) form. Please do not request the Trial Courtroom for every practice; to be fair to all teams, requests for the courtroom will be granted to teams whose competition is closest to the date of the request.

If requesting the Lubar Center (#144) it should be noted that this space is not always setup as a courtroom, and will not be setup as a courtroom for a practice due to the number of lectures and other events held in this room. You may request to use the Lubar Center, but the room will be setup as a classroom lecture style.

Non-Law School Guests:

We understand that at times you may wish to have guests assist you with your practice as judges or coaches. The Eckstein Hall guest policy states that all guests must be signed in at the Welcome Desk unless they are a registered guest(s) with the Law School.

If the Event Office is not notified of your guest(s) two (2) business days prior to their visit, they will need to adhere the posted Eckstein Hall [visitor policy](#). If you take a moment to contact the Event Office regarding your guest(s) you can avoid miscommunication between the Welcome Desk, yourself and your guest(s). We want all

guests to feel welcome to Eckstein Hall, and you can help us by providing us with the correct information. Please complete the speaker portion of the [classroom request](#) form with your guest information. A room assignment is needed to complete the form, if using a study room for practice you will need to have it reserved prior to filling out the guest form.

Parking for Guests:

Parking at Eckstein Hall can be arranged for your Non-Law School guests when you notify the Event Office two (2) working days prior to your practice. At no time will the Welcome Desk validate parking for a guest unless the proper [guest form](#) has been completed. If you do not complete the [guest form](#) parking will not be provided and guests will be subject to the posted fees (\$30 Weekdays and \$3 Weekends). To avoid the embarrassment of having your guest(s) pay these fees, it is important that you notify the Event Office by using the [guest form](#).

When you submit the request, you will be notified within two (2) business days by email if your request has been approved along with parking instructions for your guest.

Please note that due to the limited visitor parking available at Eckstein Hall, we may not be able accommodate last minute request for parking. We will make every attempt to help your guest(s), but at times they may need to park on the street or in the University Parking Structure (12th and Wells Street) for a fee. To avoid this inconvenience, it is suggested that you notify the Event Office as soon as you are aware that you might have a guest(s) for your practice. The Event Office is staffed Monday – Friday from 8:00am to 4:00pm, request made for the same day after 4:00pm, may not be processed.

Podiums:

A standing podium is standard equipment in all classrooms and a tabletop podium in a seminar room. At no time are you to remove a podium from a room and move it to your practice room. When podiums are moved it poses difficulty for members of the administration who have to find the podiums, often right before an event or class is about to take place. Faculty need the podiums to teach, and the podiums are also necessary for events.

All study rooms have either a tabletop podium or a standing podium. Please do not move a podium out of the study room to be used elsewhere in Eckstein Hall.

Hours:

When scheduling a practice please do so within the posted [hours](#) of Eckstein Hall. Practices should always begin after 30 minutes of the building opening and end 30 minutes prior to the building closing.

If you are scheduling a practice on the weekend or after 4:00 p.m. during the week, please note that access to the 3rd and 4th floor is limited to those with Law School clearance. All guests arriving during these times will need to be meet in the lobby and escorted to the practice room by member of your team.

Everyone at Eckstein Hall wishes you the best with your practices and upcoming competition. If you have any questions regarding the guidelines please contact the Moot Court Executive Board at mootcourt.law@marquette.edu .

If you have a question regarding a room reservation, or a guest, please contact [Carol Dufek](#), Eckstein Hall Event Coordinator.