Moot Court Team Guidelines for Setting Up Practices

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

Practice Rooms:

If you would like to use a classroom for Moot Court, you must reserve it at least two business days in advance. At no time should you view an empty classroom as an available one; a class, event, or another practice may be scheduled in that room. Please reserve practice space properly by following the guidelines below.

1. **Group Study Rooms:**
   Whenever possible and the space can accommodate you (i.e., you are not expecting coaches or guests), reserve a Group Study Room for practice. Please be sure to put the name of your team in the "Eckstein Hall Group Study Name" box of the form. You should also book group study rooms for last-minute practices, as classrooms may not be reserved for you without two business days' notice.

2. **Classrooms:**
   If your practice requires more space (i.e., you are expecting coaches, judges, or are having a scrimmage), please submit a Moot Court Practice Form. Take special care to complete the form correctly and in its entirety; this single form is used both for reserving classrooms and registering guests for your practice, so be sure to indicate whether you are doing the former, the latter, or both. Again, classrooms must be reserved at least two business days in advance.

3. **Using the Trial Courtroom (room 346):**
   The Trial Courtroom (room 346) is a classroom, and thus must also be reserved by completing the Moot Court Practice Form. You may specifically request the Trial Courtroom by indicating so in the "additional comments" portion of the form. In the interest of fairness to all teams, your request to use the Trial Courtroom may not always be granted. Please be mindful of this when requesting practice space. **The Lubar Center is not available for Moot Court practice.**

Podiums:

A standing podium is standard equipment in all classrooms and a tabletop podium in a seminar room. Please do not move podiums; doing so may disrupt future classes or events set to take place in your reserved classroom.

Hours:

When scheduling a practice please do so within the posted hours of Eckstein Hall. At the earliest, practices may begin 30 minutes after the building opens. At the latest, practices must end 30 minutes prior to the building's close.

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 met in the lobby and escorted to your reserved practice room by a member of your team.

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Non-Law School Guests:

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 sign in at the Welcome Desk with a valid, government-issued photo ID unless they are a registered guest with the Law School. There is a portion of the Moot Court Practice Form which allows for you to register your guests. Again, this form must be completed two business days in advance whenever possible to guarantee accommodations for your guests.

If the Welcome Desk is not notified of your guests via the Moot Court Practice Form at least two business days prior to their visit, they must adhere the posted Eckstein Hall visitor policy, and they will not receive validated parking. If you had already reserved a classroom for your practice, please indicate which room you were assigned on the form. If you are using a group study room instead of a classroom, you must reserve it prior to filling out the Moot Court Practice Form.

Parking for Guests:

Parking at Eckstein Hall can be arranged for your non-Law School guests by completing the Moot Court Practice Form. Please complete the Moot Court Practice Form at least two business days in advance to ensure your guests' parking is validated. You will be notified within two business days if your request has been approved, along with parking instructions for your guest. **If you do not complete the Moot Court Practice Form, your guests will be subject to the posted fees ($40 on weekdays and $3 on weekends). Parking will not be validated for law students for the purpose of Moot Court practice.**

Please note that parking at Eckstein Hall is limited, and we may not be able accommodate last-minute requests for parking. We will make every attempt to accommodate your guests, but at times they may need to park on the street or in the University Parking Structure (12th and Wells Street) for a fee. We understand that you may not always have two business days' notice of your guests' participation in your practice. For special circumstances, please contact Ben Manske at Benjamin.Manske@marquette.edu

We wish 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 questions regarding room reservations, guests, or anything else related to coordinating space for your Moot Court practice, please contact Ben Manske at Benjamin.Manske@marquette.edu

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