

Alan and Sally Merten Hall Frequently Asked Questions

- **What are the hours of operation for departments in Alan and Sally Merten Hall?**
 - **Most departments are open from 8:30 a.m. to 5:00 p.m.**
 - Information Desk Hours of Operation are M-T 8:00 a.m. to 6:00 p.m.; Friday 8:00 a.m. to 5:00 p.m.; Saturday and Sunday- closed. You can find a list of operating hours at <http://info.gmu.edu/uhall.html>.

- **What departments are located in Alan and Sally Merten Hall?**

- **First Floor:**
 - Panda Express (1101)
 - Einstein Bros Bagels (1102)
 - UPS Store (1103)
 - Manhattan Pizza (1004)
 - Tour and Visitors' Center (1111)
 - University Classroom (1200)
 - Meeting Room (1201)
 - Meeting Room (1202)
 - Meeting Room (1203)
 - Meeting Room (1204)

- **Second Floor:**
 - Human Resources Training Room (2001)
 - Conference Room (2002)
 - Office of Communications and Marketing (2100) {Formerly University Relations}
 - Creative Services (2100)
 - Media and Public Relations (2100)
 - University Information (2100)
 - Web Communications (2100)
 - Conference Room (2101)
 - Conference Room (2210)
 - Office of University Advancement and Alumni Relations (2300)
 - GMU Foundation (2300)
 - Conference Room (2500)
 - Office of Events Management (2600)
 - Switchboard (2609)
 - GMU Foundation (2700)

- **Third Floor:**
 - TelePresence Meeting Room (3001)
 - Conference Room (3005)
 - Conference Room (3006)

Office of Sponsored Programs (3100)
Provost Office and Administration (3100)
Conference Room (3112)
Auxiliary Enterprises (3200)
Office of Risk Management (3200)
Class Room (3300)
VP Research/Economic Development(3500)
Faculty, Staff Senate (3501)
Office of Budget & Planning (3600)
Provost Office & Administration (3600)
Office of Institutional Assessment (3600)
Office of Institutional Research & Reporting (3600)

- **Fourth Floor:**

Human Resources & Payroll (4100)
New Employee Welcome Center (4100)
Conference Room (4139)
Purchasing, Accounts Payable and Travel Office (4200)
Conference Room (4227)
Office of the Controller (4400)
Fiscal Services (4400)
Conference Room (4413)

- **Fifth Floor:**

President's Office and Staff (5100)
Provost's Office, Administration (5200)
VP University Life (5200)
VP Research/ Economic Development (5200)
Senior Vice President (5300)
Office of Budget and Planning (5300)
Office of University Counsel (5400)
Government and Community Relations (5500)
VP of Compliance, Diversity, Ethics
Conference Room (5700)

- **Where is Human Resources located?**

- Human Resources is located on the 4th Floor in room 4100
(The New Employee Welcome Center is inside Human Resources in room 4100)
- New Employee Orientation is held on the 2nd Floor in room 2001

- **How do I get to George Mason University?**

For driving directions and public transportation options to all three Mason campuses visit: <http://www.gmu.edu/welcome/Directions-to-GMU.html>

- **Where can I find more information on upcoming events at George Mason University?**

- You can see a list of all current and upcoming events at Mason by visiting Today@Mason: <http://today.gmu.edu/>
- Patriot Center visit: <http://www.patriotcenter.com/>
- Center for the Arts visit: <http://cfa.gmu.edu/calendar/>
- Athletic events, visit: <http://gomason.cstv.com/>
- To reserve space visit 25live@gmu.edu

- **Where can I eat, and when?**

There are three dining options located in the Alan and Sally Merten Hall; Panda Express, Einstein Bros Bagels and Manhattan Pizza. There are over a dozen food service options in the Johnson Center and various dining locations across the Fairfax campus.

Panda Express: M-F 10:00 am to 9:00 pm, Sat 11:00 am to 5:00 pm and

Einstein Bros Bagels: M-F 8:00 am to 8:00 pm; both are closed on Saturday and

Manhattan Pizza M-T 11:00 am to 11:00 pm; F 11:00 am to 12:00 am; S 11:30 am to 12:00 pm.; S 11:30 am to 10:00 pm

Visit the “locations & hours” section on the Dining Services website:

<http://dining.gmu.edu/>

- **Is there any free parking on campus?**

There is designated parking for 30 minute loading and unloading. All other parking on campus requires payment. Decals are required for surface lot parking 24/7. Parking meters at all campuses are enforced from 7:00 am –10:00 pm, Monday - Friday, and 8:00 am – 8:00 pm, Saturday - Sunday. (Note: This includes all times when the University is closed, whether or not classes are in session.) Handicap spaces, fire/emergency lanes, and loading zones are enforced 24/7. For more information, see the Parking Services web site at: <http://parking.gmu.edu/>.

- **What if I’m a visitor, and don’t have a parking decal?**

All visitors to the Fairfax Campus are strongly encouraged to park in the visitor parking at either the Mason Pond Parking Deck, Shenandoah Parking Deck (formerly Sandy Creek Parking Deck), or Rappahannock River Parking Deck at the prevailing rates. Visitors may also park at parking meters at the prevailing rates. To view rates, visit <http://parking.gmu.edu> .There is no free parking.

Rappahannock River Park Deck is closest to Alan and Sally Merten Hall. The maximum daily rate is \$14.00. No parking is allowed between the hours of 2:00 am and 5:00 am.

- **How do I access the schedule of classes?**

It's best to check the Patriot Web at: <https://patriotweb.gmu.edu> for the latest schedule of classes. The schedule of classes is no longer offered in a printed format.

- **How do I reserve a room in Alan and Sally Merten Hall?**

Non-academic room reservations are handled by the Office of Events Management (703-993-2853) or by using 25live.gmu.edu. Some conference rooms in University Hall are coordinated by each department. Please visit <http://www.gmu.edu/depts/ur/events/sched1.html>.

Academic room reservations on campus are handled by the Academic Scheduling Office at <http://registrar.gmu.edu/facultystaff/adhoc.html>. They schedule classrooms for course-related events by academic departments. Requests must be associated with a specific course and must be submitted by the instructor of record for the course or the department scheduling coordinator. Requests for use of university classrooms can also be submitted in 25Live. For any questions, please email adhoc@gmu.edu.

- **Who do I contact about technical issues in the Alan and Sally Merten Hall classrooms?**

Please report technical issues to Classroom Support at 703-993-3456.

- **Where can I check for an item lost in Alan and Sally Merten Hall?**

You can check the Alan and Sally Merten Hall Information Desk for some items. Contact the Mason Police (non-emergency 703-993-2810) for lost and found. For University Information Lost and Found policies visit <http://info.gmu.edu/lostandfound.html>