

# **POLICIES AND PROCEDURES FOR RESERVING ROOMS**

## **WHO MAY USE THE MEETING ROOMS**

### **Priorities for Scheduling**

Events sponsored by the Civil Engineering Department and Civil Engineering Faculty will have first priority for use of these meeting rooms. Civil Engineering Student Groups with Faculty approval will have next priority. All other users are scheduled on a first-come, first-served basis as available.

The conference room spaces within Civil Engineering are intended to directly support the Department meetings, academic and research programs.

### **Other Restrictions**

Student organizations may reserve the rooms during business hours or **after-hours only with a faculty member present during the meeting times**. NO NIGHTTIME USE BY STUDENT GROUPS PERMITTED WITHOUT FACULTY MEMBER PRESENT.

## **RESERVATION POLICIES**

### **Advanced Reservations**

The meeting rooms may be reserved up to 4 months in advance.

### **CANCELLATIONS**

If a reservation is made and the event/meeting will not take place at the reserved time, it is the responsibility of the person reserving the room to let us know immediately.

### **Holds**

If a reservation is placed on "HOLD" it is the responsibility of the person reserving the room to release the "HOLD" immediately. A room can only be held for two weeks.

### **Hours Available**

Our conference room's normal operating hours are Monday-Friday 8:30am-5:00pm.

### **Room Capacity**

The Main Office Conference Room will hold a maximum of 14 people at the table with 22 additional chairs along the wall. This room is equipped with Computer projector, computer, whiteboard, screen and sound.

Room 0147K Conference Room will hold a maximum of 8 people. This room is equipped with Computer projector, computer and screen.

## **GENERAL POLICIES**

### **Keys**

The individual/or group reserving the room must come to room 1173 to sign out a key for the room or have us open the door for you. You will also be given a checklist. Key(s) must be returned to us as soon as the meeting/event is over. If your event ends after business hours please have someone return the key the following morning by 9:00am.

### **Checklist Walk-through**

The individual who signs out the key must walk through the meeting facility with a designated staff before and after the meeting and report/record any damage or uncleanness to the room on checklist sheet.

### **Equipment/Furniture**

Laser pointers: Are not provided by Civil Engineering, but can be requested

Chairs/Tables: Are not to be removed or switched out of the room.

Extra Chairs: Can be available through the Main Office, but space is limited (prior arrangements must be made for this).

### **Food and Drink**

Food and beverages are permitted in the conference rooms (See cleanup and cleaning fee).

### **Parking**

The Civil Engineering DOES NOT validate parking for event participants outside the Department. An account number must be obtained for any validations within the department. There are visitor parking on campus at meters or the Paint Branch Drive Visitor Lot.

### **Clean-Up**

Meeting rooms must be cleaned after your function. Trash must be removed, tables wiped and chairs back in place at the table or placed along the wall. No eating at conference room tables without tablecloths.

Trash: If trash exceeds the capacity of the existing trash receptacles, remove all debris before departing the building. Place large items in hallway or take to the dumpster on the North side of the building.

Tables: All tables must be wiped down using water ONLY.

White Boards: Erased.

Room: Returned to its original set-up

AV Equipment: Turned off.

Lights: Turned off.

Failure to Clean: (see cleaning fee)

## **FEES**

As part of the reservation procedure, the responsible party will be required to sign an agreement and provide their FRS number at the time of reservation to pay for any cleaning if spills occur when food and beverage is used in rooms or damage if furniture/equipment is damaged.

### **Cleaning and/or Damage Fee**

At the end of your event/meeting the room must be returned to its original configuration. A \$100.00 fee will be assessed when reconfiguration is required prior to the next event/meeting.

### **Return Key Fee**

A \$100.00 fee will be assessed if key is not returned within 24 hours.

# CIVIL ENGINEERING

## MEETING ROOM CHECKLIST

A checklist should be completed for each meeting held in the Civil Engineering Department meeting facilities and must be turned in at time of picking up the key.

Your signature states that you have read and understood the policy, have completed all forms, you are the person responsible for all activities during the time the room is reserved.

Group Name \_\_\_\_\_ Date \_\_\_\_\_

Person Responsible for Group \_\_\_\_\_ Phone \_\_\_\_\_

(Signature)

\_\_\_\_\_

(Print)

Meeting Room	Before Meeting	After Meeting
<input type="checkbox"/> 1179 Martin Hall		
<input type="checkbox"/> Library		
<input type="checkbox"/> 0147K Lab Building		
Room Set-Up in original configuration		
Table Wiped Down		
All Trash Removed from room		
All items removed from room		
Turn OFF all AV equipment		
Spills on Carpet/Furniture		
Spills on Carpet/Furniture		

Comments: \_\_\_\_\_

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