GUIDELINES FOR USE OF DIETRICH COLLEGE DEAN’S AUDITORIUMS/SEMINAR ROOMS


AUDITORIUMS/SEMINAR ROOMS
AVAILABILITY: Requests for auditorium/seminar rooms- * Schedule on 25 live.
Email requests for Wean 4625 to Heather Pertz hssrooms@andrew.cmu.edu.

Each of the auditoriums/seminar rooms are used primarily for registered classes. Special events are scheduled only after the schedule of classes for a particular semester has been finalized by the Registrar's Office. Special event requests coming from university faculty and staff receive highest priority in scheduling the rest of the auditorium's available time. Student organization event coordinators should be aware that their events may be moved from the room if an urgent request from faculty or staff conflicts with their reservation. The Dietrich College Dean's Office has complete discretion in determining which event requests are acceptable uses of the auditoriums and seminar rooms.

ACCESS: Door Access (for rooms with door access and a scheduling panel)
• The registrar’s office have scheduled that all classrooms will open at 8:00 a.m. and lock at 11:30 p.m. M-F. The closing time for 11:30 p.m. is when custodial services begins cleaning.
• On weekends, the registrar’s offices scheduled the rooms to open at 8:00 a.m. and lock at 10:30 p.m.
• Anyone can access the classrooms during these timeframes should the door close.
• Before or after these hours, only faculty and staff may open the classroom.
• Keys are no longer necessary. Doorstops should be avoided.
Access to Wean Hall 4625 is provided by signing out keys from the Dean’s Office, which should be returned as soon as possible after the event.

BASIC USAGE GUIDELINES: At the conclusion of your reservation time the auditoriums/seminar rooms must be left in a clean and orderly condition. All furniture and equipment should be returned to their original locations and trash should be disposed of properly at the end of your event. Please turn off any equipment or lights that you have used. If you find the room in poor condition when you arrive for your reservation, you should report any damage or other problems immediately to the Dean’s Office at 412-268-2831. Please be aware that if you or your guests cause damage to the room, you will be responsible for the cost of any repairs.

SIGNS AND POSTERS: If you plan on putting up posters to advertise your event, they may be posted on the bulletin boards only (not on the walls) and they must be removed at the end of your event. Directional signs may be posted on the walls, and they must also be removed at the end of your event.

FOOD/DRINK: Absolutely *no* food or drink is permitted in the auditoriums/seminar rooms under any circumstances, and you are responsible for making sure that guests follow this rule. Refreshments are permitted in the lounge areas outside the auditoriums, provided that all trash is disposed of properly at the close of your event. PLEASE NOTE: If you plan on using the lounge outside the Giant Eagle and Steinberg auditoriums you must reserve this space as well.

MULTIMEDIA EQUIPMENT: If you have specific questions about the equipment available and how to operate it, you must contact Media Tech (x8-2430).