

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

Giant Eagle Auditorium (BH A51) Capacity 147. Setup: Lecture style. Equipment: Projector System.

Steinberg Auditorium (BH A53) Capacity 74. Setup: Lecture style. Equipment: Projector System.

Margaret Dryer Seminar Room (BH 154A) Capacity 12. Setup: Conference table seats 12.
Equipment: Projection system, blackboards.

AUDITORIUMS/SEMINAR ROOMS AVAILABILITY:

Email requests for auditorium/seminar rooms- Schedule on 25 Live-
<https://www.cmu.edu/es/course-and-classroom/spacequest.html>

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: Campus Security opens & closes the auditoriums/seminar rooms according to a schedule of events provided to them. If your room is not open at the start time specified in your event request, please contact Security at X8-2323.

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, please notify the Enrollment Services 412-268-8186.

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.

DAMAGE: Users of the Auditoriums/Seminar rooms should report any damage or other problems immediately to the registrar's office. Please be aware that if you or your guests cause damage to the room, you will be responsible for the cost of any repairs.

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