

GUIDELINES FOR USE OF ENGLISH DEPARTMENT OFFICE SPACE

Baker Hall 145C – Capacity 15-20. Setup: Conference style - Equipment: Projector system.

Baker Hall 255B – Capacity 25-30. Setup: Conference style - Equipment: Projector system.

Baker Hall 267 – Capacity 10-15. Setup: Conference Style - Equipment: Television can project the screen from a laptop.

CONFERENCE ROOMS

AVAILABILITY: Each conference room is a registered classroom. Email for availability after classroom scheduling has been completed to Eyona Bivins -eyonab@andrew.cmu.edu - X8-2850

We do not allow classes or regular reoccurring meetings to be held in our conference rooms. The English Department's Office has complete discretion in determining which event requests are acceptable uses of the conference rooms. 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.

Conference rooms are available year-round. Food and beverages are permitted in all conference rooms. At the end of the meeting, please dispose of any leftover food, beverage containers, plates, and napkins in the provided trash receptacles. Any other items that were brought into the room must be removed.

ACCESS: Conference rooms will be opened for users by an English Department staff member. If any of these three rooms are requested for hours outside of 8:30am-5:00pm, the English Department staff will send a request for access to Campus Security.

BASIC USAGE GUIDELINES: At the conclusion of your reservation time, the conference rooms must be left in a clean and orderly condition. All furniture and equipment should be returned to their original setup and locations, and trash should be disposed of properly. Please turn off any equipment or lights that you have used. Please shut any open windows and turn off all lights, fans, air conditioner and projector. If you find the room in poor condition when you arrive for your reservation, please notify the English Department Office at 412-268-4384.

DAMAGE: Users of the conference rooms should report any damage or other problems immediately to the English Department 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, please contact the English Department first. If unavailable, contact Media Tech (x8-2430). You may be charged for any Media Tech services.