

GUIDELINES FOR USE OF HISTORY DEPARTMENT OFFICE SPACE

Baker Porter Hall 246A - Capacity 12-22. SETUP: Conference table with 12 seats around the table with 10 additional seats around perimeter of the room.

EQUIPMENT: Air media, Blu-Ray player, connection for laptop, built in PC, Large screen & blackboard.

CONFERENCE ROOM

AVAILABILITY: Requests for the conference room please contact Victoria Donahoe (vdonahoe@andrew.cmu.edu).

We do not allow reoccurring meetings to be held in our conference room. The History Department's Office has complete discretion in determining which event requests are acceptable uses of the conference/seminar room. Department provides no tech support.

ACCESS: Access to BPH 246A will be opened for users by a History Department staff member.

BASIC USAGE GUIDELINES: At the conclusion of your reservation time, the conference room 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. Please turn off any equipment or lights that you have used. Door must be closed & locked after use.

Failure to leave our conference room in a neat and orderly fashion may result in not being able to use the room in the future.

DAMAGE: Users of the conference room should report any damage or other problems immediately to the History 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, you must contact Media Tech (x8-2430).