

## **GUIDELINES FOR USE OF IS DEPARTMENT OFFICE SPACE**

Porter Hall 222C – Capacity 16-26. SETUP: Large conference table can break out into 6 separate tables and can accommodate 16 comfortably. There are 10 additional chairs and 3 6' tables around the perimeter of the room.

EQUIPMENT: Projection, projection screen, monitor, teleconference capability.

### **CONFERENCE ROOM**

AVAILABILITY: Email requests for conference room to Susan Miller [smmiller@andrew.cmu.edu](mailto:smmiller@andrew.cmu.edu).

We do not allow classes or reoccurring meetings to be held in our conference room. Conference room is available Monday-Friday only generally 9am-4:30pm. The IS Department's Office has complete discretion in determining which event requests are acceptable uses of the conference/seminar room. Conference room is available year-round.

ACCESS: Access to PH 222C will be opened for users by an IS Department staff member. If the room is requested for hours outside of 9:00am-4:30pm, the IS Department staff will send a request for access to Campus Security.

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. Please turn off any equipment or lights that you have used.

Food and beverages are permitted in the conference room. 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.

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 IS 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).