

GUIDELINES FOR USE OF MODERN LANGUAGE DEPARTMENT OFFICE SPACE

Baker Porter Hall A60N - Capacity 12-18. SETUP: Seminar style setup with modular tables that can be rearranged to make one large conference table (12 seats around the table w/6 additional seats around the perimeter of the room).

EQUIPMENT: Classroom AV set up w/TV & document camera and portable white board.

CONFERENCE ROOM

AVAILABILITY: Email requests for the conference room contact Sue Connelly sc7k@andrew.cmu.edu.

We do not allow classes or reoccurring meetings to be held in our conference room. The Modern Language 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 A60N will be opened for users by a Modern Language 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 Modern Language 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).