

GUIDELINES FOR USE OF PHILOSOPHY DEPARTMENT OFFICE SPACE

Baker Hall 135C – Capacity 10. Setup: Conference style - Equipment: Projector system, chalkboard.

Baker Hall 150 – Capacity 20-22. Setup: Conference style - Equipment: Projector system w/video, chalkboard.

Doherty Hall 4303 – Capacity 10-12. Setup: Conference Style - Equipment: Projector system, whiteboard.

CONFERENCE ROOMS / SEMINAR ROOMS

AVAILABILITY: Each conference room is used primarily for classes/seminars/meetings/graduate student lectures/presentations. Special events are permitted after the schedule of classes for a particular semester is published and a request is made to scheduling contacts: [Jackie DeFazio](#) or [Mary Grace Joseph](#)

The Philosophy Department's Office has complete discretion in determining which event requests are acceptable uses of the conference/seminar 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: Access to BH 150 and DH 4303 and BH 135 will be opened for users by a Philosophy Department staff member. If any of these three rooms are requested for hours outside of 8:30am-5:00pm, the Philosophy 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 locations, and trash should be disposed of properly. 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 Philosophy Department Office at 412-268-9459.

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 rooms should report any damage or other problems immediately to the Philosophy 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).