

GUIDELINES FOR USE OF PSYCHOLOGY DEPARTMENT OFFICE SPACE

Baker Hall 329G – Capacity 12. Setup: Conference style - Equipment: TV screen & whiteboard.

Baker Hall 336A – Capacity 16. Setup: Conference style - Equipment: TV screen & whiteboard

Baker Hall 336B – Capacity 34. Setup: Conference table seats 24 w/10 seats around perimeter of room.
Equipment: Projector, iMac & blackboard.

Baker Hall 340A – Capacity 30. Setup: Conference table seats 20 w/10 seats around perimeter of room.
Equipment: Projector & white board.

Baker Hall 342F – Capacity 16. Setup: Conference table seats. Equipment: Projector & glass marker board.

Baker Hall 446I – Capacity 10. Setup: Conference style - Equipment: TV screen & whiteboard

CONFERENCE ROOMS

AVAILABILITY: Email requests for availability to Becky Finkel yrf@andrew.cmu.edu or Ginger Placone gingerp@cmu.edu.

The Psychology 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 trash receptacles out in the hallway. Any other items that were brought into the room must be removed.

Conference tables except in 329G are made up of smaller tables which can be split into different configurations if needed, as long as they are returned to their initial state when you're finished. Some adapters are available in the rooms; if we don't have what you need, please ask and remember to leave the adapter in the room when you leave.

ACCESS: Conference rooms will be opened for users by a Psychology Department staff member. If any of these rooms are requested for hours outside of 8:30am-5:00pm, the Psychology 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 and make sure that windows are closed and the door is locked when you leave, if you are the last reservation in that room for the day. If you find the room in poor condition when you arrive for your reservation, please notify the Psychology Department Office at 412-268-2781.

DAMAGE: Users of the conference rooms should report any damage or other problems immediately to the Psychology 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 PsyComp Computer Support at 412-268-2800.