

GUIDELINES FOR USE OF SDS DEPARTMENT OFFICE SPACE

Baker/Porter Hall 223D - Capacity 35. SETUP: Six tables grouped together in the center of the room to make one large table area - seats 15, additional 20 seats around perimeter of room. Two oblong tables by door can be used for food or extra seating.

EQUIPMENT: Projector System/No video conference.

CONFERENCE ROOM

AVAILABILITY: Email only request for conference room - Jasia March (jmarch@andrew.cmu.edu).

We do not allow classes, research studies or regular reoccurring meetings to be held in our conference room. The conference room is available only during business hours 8:30am-4:30pm, Monday- Friday. No weekends, holidays or evenings. Room can be booked by other departments 3-5 days prior to date needed. The SDS 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 BPH 223D will be opened for users by a SDS Department staff member.

BASIC USAGE GUIDELINES: Furniture in the room should not be rearranged.

Make sure the projector is **completely** shut down.

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.

Close windows and turn off air conditioner. Please use only the switches on the wall near the door to turn on and off the air conditioners. Do not use the knobs on the units.

Push in all chairs and turn off all lights.

Door to 223D must be closed and locked when you leave.

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 SDS 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).