

GUIDELINES FOR USE OF STATS DEPARTMENT OFFICE SPACE

Baker Porter Hall 232M - Capacity 24. SETUP: Lecture style. Tables can be put together to make one large conference table.

EQUIPMENT: Eiki LC-WGC500 Projector w/HD resolution, projection screen. HD & VGA connections for laptops and a document camera.

CONFERENCE ROOM

AVAILABILITY: Requests for the conference room please contact - Margi Smykla - mlk10@cmu.edu or Mari Alice McShane - mcshane@cmu.edu .

We do not allow classes or reoccurring meetings to be held in our conference room. The conference room is available only during business hours 8:30am-5:00pm, Monday-Friday. No weekends or evenings. Room can be booked by other departments 3 days prior to date needed. Department provides no tech support. The Stat Department's Office has complete discretion in determining which event requests are acceptable uses of the conference/seminar room.

ACCESS: Access to BPH 232M will be opened for users by a Stats 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.

Food and beverages are not permitted in the conference room.

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 Stats 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).