

GUIDELINES FOR USE OF DIETRICH COLLEGE DEAN'S OFFICE EVENT SPACE

Coffee Lounge, Baker Hall lower level

Baker Hall Terrace

EVENT SPACE

AVAILABILITY: Email requests for conference rooms to hssrooms@andrew.cmu.edu.

BASIC USAGE GUIDELINES: Event spaces are available year-round. Food and beverages are permitted in event spaces. You are responsible for contacting FMS to schedule setup and removal of table, chairs & extra trash receptacles needed for your event. At the end of the event, please dispose of any leftover food, beverage containers, plates, and napkins in the provided trash receptacles. At the conclusion of your reservation time, the coffee lounge & terrace 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 at the end of your event.

DAMAGE: Users of the space should report any damage or other problems immediately to the Dean's Office. Please be aware that if you or your guests cause damage to the space, you will be responsible for the cost of any repairs.