

## **GUIDELINES FOR USE OF DIETRICH COLLEGE DEAN'S OFFICE MEETING SPACE**

Dean's Conference Room (BH 154R) Capacity 16-24. Setup: Conference table seats 16 w/additional 8 seats around perimeter. Equipment: Video Conference equipment.

Schoenwald Lounge (BH 154T) Capacity 4-8. Setup: Small table seats 4 w/additional 4 seats around perimeter of room. No equipment.

### **CONFERENCE/MEETING ROOMS**

AVAILABILITY: Email requests for conference rooms to [hssrooms@andrew.cmu.edu](mailto:hssrooms@andrew.cmu.edu).

No classes, no regular recurring meetings or all day events. Rooms can be booked by other departments 3-5 days in advance. The Dean's Office has complete discretion in determining which event requests are acceptable uses of the conference rooms.

Conference/meeting rooms are available year-round Monday through Friday during normal business hours. 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 also.

ACCESS: Campus Security opens & closes the conference rooms daily, if your room is not open at the start time specified in your event rooms will be opened for users by a Dean's Office staff member.

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 at the end of your event. Please turn off any equipment or lights that you have used at the end of your event. Please make sure to close door. If you find the room in poor condition when you arrive for your reservation, please notify the Dean's Office at 412-268-2831.

DAMAGE: Users of the conference rooms 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 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).