

REGULATIONS AND POLICIES GOVERNING THE USE OF GAMBRELL HALL ROOMS 428, 429, AND THE 3rd FLOOR ATRIUM AND ROOF GARDEN

Please read the following rules and policies before completing the reservation request form:

I. ROOMS AVAILABLE FOR RESERVATION

The Dean's Office is responsible only for rooms 428 (the Faculty Lounge), 429 (the Conference Room), and the 3rd Floor Atrium and Roof Garden in Gambrell Hall.

The Dean's Office has no control over any other rooms in Gambrell Hall. For information regarding *any* other rooms, you must contact "Space and Scheduling". All questions regarding the "Smart classrooms" should be directed to "Distance Education and Instructional Support" (DEIS).

428, 429 and the roof garden/atrium are not to be used as classrooms. If you need classroom space, contact "Space and Scheduling".

Undergraduate student groups are not allowed to reserve any of the rooms. Graduate Student Groups may reserve these rooms through a faculty sponsor.

II. ROOM CAPACITIES

- The Faculty Lounge (Rm. 428) will accommodate no more than 60 people.
- The Conference Room (Rm. 429) will accommodate no more than 50 people.
- The 3rd floor Indoor Atrium will accommodate no more than 50 people. The outdoor Roof Garden will accommodate no more than 100 people.

III. FURNITURE

The furniture in both rooms is not to be rearranged or moved from one room to the other. No outside furniture is to be added to the rooms. If there is not enough seating then your event/function is too large for the room.

IV. FOOD

No food or drink is allowed in the Conference Room (Rm. 429)

WHETHER YOU USE THE LOUNGE OR THE ROOF GARDEN & ATRIUM, IT IS **YOUR** RESPONSIBILITY TO INSURE THAT **ALL** FOOD AND DRINK IS CLEANED UP IMMEDIATELY AFTER YOUR EVENT/FUNCTION. If your function is catered, it is your responsibility to insure that the caterers clean up afterwards completely.

You will need to allow additional time for set-up and/or clean-up when you make your reservation. Other people who have the room reserved after you may be waiting on you if you do not take into account set-up/clean-up time.

V. 3rd FLOOR ATRIUM & ROOF GARDEN

The 3rd Floor Atrium and Roof Garden are not available for reservation on weekdays before 5:00 p.m.

On weekdays after 5:00 p.m., outdoor music and noise on the Roof Garden should be kept to moderate levels so as not to disturb the surrounding offices and classrooms.

***FAILURE TO ABIDE BY THESE CONDITIONS WILL RESULT IN THE IMMEDIATE
REVOCATION OF YOUR RESERVATION PRIVILEGES***

ROOM RESERVATION REQUEST FORM

Gambrell Hall

**Room 428 (Faculty Lounge), Room 429 (Conference Room) and
3rd Floor Atrium & Roof Garden**

Reservations should be submitted at least 5 - 7 days prior to the date requested. Once the Dean's Office has received your request, you may expect a reply either confirming or denying your request within 1 - 3 working days.

You may fax this form to 777-4532; a confirmation/denial will be faxed back.

Faculty/Staff Member Making Reservation:

_____ Purpose of meeting/event: _____

Department: _____

Campus Phone Number: _____ Number of persons attending: _____

Reservation for: Room 428 (Faculty Lounge) _____ *Time(s): _____

Room 429 (Conference Room) _____ *Time(s): _____

Roof Garden / 3rd Floor Atrium _____ *Time(s): _____

Date(s): _____

*Please be sure to allow additional time for set-up or cleanup. It is your responsibility to clean up the areas after your function.

DENIAL NOTICE: Your request has been denied for the following reason - _____

CONFIRMATION NOTICE: Room(s) _____ has/have been reserved and posted on our reservation calendar for the following date(s) and time(s): _____

If you need to change or cancel your reservation, please call our office @ 7-7161 as soon as possible. Thank you.

**You must have the full version of Adobe Acrobat installed in order to save changes on the form.*