

MC 401 RESERVATION AND GUIDELINES

The Department of Student Life is pleased to share this room (MC 401) with the Division of Student Affairs and others with approval and scheduling through Student Life. **This is a Self-Serve Space.** Please help us maintain the space in accordance with the following guidelines.

SCHEDULING THE ROOM

Permission to schedule MC 401 is granted to designated University departments/organizations (see list below).

NOTE: This is not a space open for general use by student organizations or university departments not mentioned in this document. Call the Department of Student Life to schedule the space. Provide (1) the date (2) time period (3) name of event and (4) contact name & phone no.

NOTE: Please do not send any paper work to Conference Services; confirmation of room request will be sent from Student Life by email to the requestor. Unless noted otherwise, access to the room (*through provision of a key to designated personnel*), communication of guidelines, etc. are the responsibility of the Department of Student Life.

ACCESS IS GRANTED TO:

- Department of Student Life
- Departments within the Division of Student Affairs (*VP for Student Affairs & Minority Affairs/Counseling & Testing/Health & Wellness Services/Career Services University Studies/Student Support Services*)
- General Fee student organizations c/o their Student Life Advisor (*Student Government Association/Student Bar Association/Cauldron/Vindicator/Whiskey Island Magazine/Gavel/WCSB Radio --*)
- Office of the Dean of the College of Liberal Arts and Social Sciences and its departments/programs c/o Jodi @ ext. 3663, who has the responsibility for providing access to the room, communication of guidelines, etc., and Office of the Dean of the College of Science c/o Rose @ ext. 9815, who has the responsibility for providing access to the room; communication of guidelines, etc.

EXTRA TIME FOR SET UP/CLEAN UP

When reserving the space, please be sure to include time needed to set up and/or clean up as part of your scheduling request. This helps to avoid conflicts if another group needs to use the space immediately following your reservation.

STANDARD TABLE & CHAIR ARRANGEMENT

The standard room set up is as follows:

- Hollow square consisting of eight (8) tables (24" x 82") and thirty (30) chairs with teal upholstery.

- Two (2) tables along the wall for materials/food set up/etc.
- Smaller tables (3, 30" square and 5, 30" round) and side chairs (8) are arranged around the room's periphery.

If you need to rearrange the tables/chairs to suit your meeting/program/workshop, please make sure to return them to the standard arrangement when your meeting/program/workshop is done.

CAPACITY

The room is equipped with seating to accommodate 38 persons. Conference Services can supply extra chairs to increase the capacity to 50 persons and still be within room capacity limits. If extra chairs are requested, someone must be available to let Conference Services staff in to deliver the chairs as well as when the time comes to retrieve the chairs.

EQUIPMENT

- There is a rolling white board available for use; you must supply your own dry erase markers. [the board is currently in need of repair]
- Occasionally there is a need to order an overhead projector, podium, etc. Please make sure to have these items returned to their rightful departments [e.g., IMS] when your meeting/program/workshop is done.

FOOD

Food is sometimes ordered for meetings, programs, and workshops. Catering personnel will need access to the room in order to set up the food; Catering personnel can be directed to stop by Student Life to obtain a key for entrance to the room. [*This access arrangement applies to CSU Catering Services only.*] **Please make sure that leftover food, utensils, etc. are removed upon conclusion of your meeting/program/workshop.**

TRASH

There is a small trash container in the room. If your trash (or garbage from food) cannot be accommodated by the small trash can, please locate a larger one somewhere on the 4th floor of MC and properly dispose of your trash/garbage. **Set the trash container outside of the room, so that it may be emptied by the daily cleaning crew; this is especially important when food is discarded.**