

Reservation Procedures

Contact: [Cynthia Ballinger](#), 934.2845.

Shelby Lounge 102 Reservation Guidelines

1. There is no fee to use the room.
2. Food and beverages are allowed; however, a fee may be assessed in the event of any major spills, stains, or damage to the room. You will be notified before any charges are made to your account.
3. Tables cannot be taken from the room. You may rearrange the room any way you like; however, it is your responsibility to return the room to the arrangement it was in before you used it. Do not attempt to move the foosball table.
4. Do not remove chairs from the room.
5. The ice machine is not for group meetings; you are expected to provide your own ice, if you need it, for your event.

Shelby Conference Room 105 Reservation Guidelines

1. There is no fee to use the room.
2. Food and beverages are allowed; however, a fee may be assessed in the event of any major spills, stains, or damage to the room. You will be notified before any charges are made to your account.
3. You are responsible for setting the room up before your event and returning it to its original set-up after.
4. Nothing should be taped, glued, or stapled to the walls.
5. If you need the room before 8am or after 5pm, please arrange to pick up a key from Cyndi Ballinger in Suite 120. You are responsible for locking the room after your event. Please note that keycard access is required for entry into the building from 6pm-6am.
6. There are 50 chairs and 15 tables in this room. The tables can be collapsed and stored, if they are not needed.
7. SHEL 105 has the following features:
 - LCD Projector and screen
 - Host computer with "Symposium Smart Screen" technology
 - Adaptor for laptop connection to projector
 - Additional wall port for secondary laptop connection to projector
 - Internet/UAB network capability
 - Wireless internet capability
 - DVD and VCR machines are available

- Wireless microphone
 - Small kitchen area with sink
8. SHEL 105 does NOT have:
 1. Phone lines
 2. Video conference capabilities
 9. If you plan to use the A/V equipment, please review the instructions located on the podium. It is strongly suggested that you review the instructions prior to your event, as there is no on-site technical assistance. Please do not hesitate to ask for clarification, if any item is unclear.

Please contact us if you have any suggestion for improvements in this room. These facilities are managed by the Office of Graduate Biomedical Sciences, under the direction of the Provost's Office.