SOM Dean’s Office Conference Room Guidelines and Scheduling Procedures

The following policies and procedures have been developed to ensure the proper use and preservation of School of Medicine (SOM) Deans Office Faculty Conference Rooms. Requests and Scheduling are handled by the Dean’s Office. Contact information: (205) 934-1111.

Availability:

The Faculty Office twelfth floor conference rooms are available for SOM faculty and staff for academic meetings. It is not available for use as a classroom or for non-university-related activities.

The room is available for meetings but not for ongoing classes, workshops or seminars. The FOT large conference room is available Monday through Friday, 7:00 a.m. to 5:00 p.m. ONLY

Reservations:

Reservations are made on a first-come, first-served basis, and are accepted at least 48 hours but no more than 30 days in advance of the requested meeting, and must be received via the online request form. On the form, indicate the time of the meeting and the time you would like the reservation to begin and end. Your reservation is not complete until you receive written confirmation from the Scheduling Coordinator.

General Policies:

- Priority access to conferences rooms on Faculty Office Tower (FOT) 12th floor will be granted to the School of Medicine Deans Office. All reservations are subject to cancellation based on priority needs.
- Please notify the Dean’s Office (contact information above) to reserve the conference room before/after hours, so cardkey access can be granted. Faculty Office Towers unlocks at 6:00am and locks down at 6:00pm daily.
- The conference room is equipped with state of the art Audio/Visual equipment. Please coordinate with the Dean’s Office for a brief tutorial of operation of this equipment, prior to the scheduled meeting. If a major maintenance or hardware problem occurs, please report this to the Scheduling Coordinator (4-1111) and he/she will contact the appropriate staff member.
- The room is available only in the standard set up and cannot be rearranged. If the furniture is moved or there is any damage to the furniture or the room, your ability to use the room may be suspended and your department may be charged.
- Cancellations for meeting scheduled in the Dean’s Office Conference rooms require 24-hour advance notification. Failure to give sufficient notice could result in the loss of scheduling privileges.

User Rules and Responsibilities:

- The sponsoring party/department is responsible for handling all arrangements, set-ups and takes full responsibility of the event. Space must be left in the same configuration as found. If there is any damage to the room or its equipment, the sponsoring party/department will be charged and possibly future use denied.
- Nothing should be taped, tacked, stapled, to the walls, doors or windows.
- Food is allowed however, the sponsoring party is advised to assign an attendant to monitor its delivery, set-up, serving, and breakdown. It is MANDATORY that you use the place mats and coasters provided by the Dean's Office.
- The doors to the room must be kept closed at all times due to the proximity of patrons on the floor. Please keep the noise level at a minimum.

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• After every meeting, all trash should be pulled from the garbage cans, securely bagged, and placed in the 12th floor stairwell for building services to pick up the next day. If there are meetings that will accumulate overwhelming trash, we ask that you call building services for an immediate trash pick-up at 934-9675 or 934-4126.

• Use on whiteboard approved markers **ONLY**.
• Thoroughly erase all whiteboards upon the completion of your meeting.
• Do not use or write on the SmartBoard.
• Do not sit on the tables or use furniture in any way except for its intended purpose.
• Turn off all lights and the projector, if applicable, before leaving the room.

**Damage Fees**

• In all cases, the department listed on the Scheduling Request Form will be responsible for all damage and cleaning costs incurred during the reservation time.