



## School of Medicine 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) Dean's Office faculty conference rooms. Requests and scheduling are handled by the Dean's Office. Contact information: [meis-lgcroom@uab.edu](mailto:meis-lgcroom@uab.edu).

### Availability

The Faculty Office Tower (FOT) 12<sup>th</sup> floor conference rooms are available for SOM faculty and staff for academic meetings, Monday through Friday, 7:00 AM to 5:00 PM **only**. The rooms may be used for individual meetings, but not for ongoing meetings, classes, workshops, seminars, or for non-university-related activities.

### Reservations

Reservations are made on a first-come, first-served basis; must be requested at least 48 hours prior, but no more than 30 days in advance; and must be received via the **online request form**. On the form, indicate the actual time of the meeting as well as 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 FOT 12<sup>th</sup> floor conferences rooms will be granted to the School of Medicine Dean's Office. **All reservations are subject to cancellation based on priority needs.**

Each conference room is equipped with state of the art audiovisual (AV) equipment. Please coordinate with the Dean's Office for a brief tutorial of operation of this equipment prior to the scheduled meeting. If a maintenance or hardware problem occurs during the meeting, please report this to the Scheduling Coordinator (4-1111) and he/she will contact the appropriate staff member to assist.

Cancellations for meetings 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 takes full responsibility for the event and for handling all arrangements and set-ups. 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 future use may be denied.

The door(s) to the conference room must be kept closed at all times during the meeting due to the proximity of patrons on the floor. Please keep the noise level at a minimum.

Use of the whiteboard is restricted to approved markers **only**. Thoroughly erase the whiteboard upon the completion of your meeting.

Food is allowed, however, the sponsoring party is advised to assign an attendant to monitor its delivery, set-up, serving, and clean-up.

It is **mandatory** that you use the place mats and coasters provided by the Dean's Office.

Please bring Styrofoam cups only. **No plastic or paper cups please.**

Do not place sternos or other heat-producing items in front of or underneath the MondoPad SmartBoard or other displays; please place them to either side to avoid damaging the AV equipment.

Do not write on the MondoPad SmartBoard or other displays.

Do not tape, tack, or staple anything to the walls, doors, windows, or AV equipment.

Do not sit on the tables or use furniture in any way other than its intended purpose.

Do not use anything to wipe down the table other than the microfiber cloths located in the storage cabinet. Liquids (i.e., water, cleaning sprays) will stain and damage the furniture.

After every meeting, all trash should be pulled from the garbage cans, securely bagged, and placed in the 12<sup>th</sup> floor stairwell for building services to pick up the next day. **Do not toss any food or pour any liquid into the sink in the kitchen.** 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.

Before leaving the room, turn off all lights and AV equipment, if applicable.

## 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.