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: meis-lgcroom@uab.edu

Availability:

The Faculty Office twelfth floor conference rooms are available for SOM faculty and staff for academic meetings Monday through Friday, 7:00 a.m. to 5:00 p.m. ONLY. It is not available for use as a classroom or 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 but no more than 30 days in advance, 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 Dean’s Office. All reservations are subject to cancellation based on priority needs.
- Each 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 maintenance or hardware problem occurs, please report this to the Scheduling Coordinator (4-1111) and he/she will contact the appropriate staff member.
- The rooms are 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 takes full responsibility of the event and is responsible 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 possibly future use denied.
- Nothing should be taped, tacked, stapled, to the walls, doors, windows, or AV equipment.
- 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.
- Use Styrofoam cups only. NO PLASTIC OR PAPER CUPS PLEASE.
- The doors to the conference rooms must be kept closed at all times due to the proximity of patrons on the floor. Please keep the noise level at a minimum.
• 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 of whiteboard is restricted to 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 other than its intended purpose.

• Only use microfiber cloths located in the storage cabinet to wipe down the table. Liquids (i.e., water, cleaning sprays) will stain and damage the furniture.

• 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.