

Conference Room (3202) Policy

Revised 08/27/10

This is an update of the booking procedures for the conference room GBSF 3202.

- 1) Reservations can be made by faculty and staff up to 3 months in advance of the meeting. Reservations will be approved immediately for Pharmacology faculty and staff. All other reservations will be approved at the end of the previous calendar month. The priority of reservations will be in this order:
 - a) Pharmacology faculty and staff events
 - b) The nature of the event (special projects)
 - c) The date the reservation was made.Please note that all Pharmacology events will take priority over other events, and though we try to honor approved bookings, we reserve the right to cancel other approved bookings for Pharmacology events.

- 2) Before requesting, review the room calendar to ensure that the room is not already reserved on the date and time that you desire.

Room 3202 has active NAMs that can be used to access the network. It also has a screen for a projector use. Your department shall provide the projector. This room seats 12 comfortably.

Please use common courtesy and leave the room better than you found it. (i.e., if you have food in there, throw it away; wipe down the tables before you leave, place the chairs back, etc).

Note that classes should not be scheduled in this room. This room is reserved for special seminars/presentations, administrative meetings, and lab meetings.