Procedures for: Seminar Room (3540 EB) & Dean's Conference Rooms (3405 A & B EB)

* Request to reserve a room must come via email from a permanent staff member in the department main office.

* Please check the website for availability of the room(s) before emailing your request: [https://www.egr.msu.edu/dean/rooms/day.php3?area=1](https://www.egr.msu.edu/dean/rooms/day.php3?area=1)

* The room must be reserved in order to use the room (even at the last minute).

* When reserving the room, please include time for room setup before the event and cleanup of the room after the event. It is your responsibility to set-up the room for your event.

* Request both 3405A & 3405B if you need the entire room. Please include whether the panels need to be up or down. If the panels need to be moved up or down, you will be responsible to contact Jeff Curtiss at curti108@egr.msu.edu

* A faculty or staff member must be present at all times.

* The remote for the projector (located in each area) can be picked up by the staff or faculty member from the Dean’s Office (3410 EB) and returned after your meeting/event.

* The Dean’s Office staff is not responsible for contacting DECS if you need assistance with projectors and or laptops. It is the responsibility of the staff and or faculty member who reserved the room.

* Rooms will not be reserved for classes or tests.

* The room must be straightened after each use. Clean tables and floor as needed.
  Seminar Room: A vacuum is located in the lower cupboard near the refrigerator. Cleaning supplies are under the sink.
  Conference Rooms: Side A: The vacuum is located in the kitchenette. Cleaning supplies are in the credenza. Side B: The vacuum is in the closet. Cleaning supplies are in the credenza.

* If you have rearranged any of the chairs/tables please put them back to original setup. There is a picture of the set up for each of the rooms on the website.

* If there is a spill, it is your responsibility to contact Infrastructure Planning & Facilities (IPF) and make arrangements for a professional cleaner to clean the carpet. If food is served, it is your responsibility to clean the tables, chairs and carpeting.

* The refrigerator in the Seminar Room is to be used for the event only. Please put your name on items.

* If you are serving refreshments in the Dean’s Conference Room(s) and using one of the credenzas, you will need to put the protector on the credenza (stored in the credenza) and cover it with your tablecloth.

* Damages will be charged to the department that reserved the room when the damage occurred. If no one takes responsibility for the damage, the costs of repair will be split equally among the departments.

O:\Lori Hitchens\Conference Room Reservations
* The room must be locked after your scheduled use. Each unit has a key to the Seminar Room. For the Conference Room, you will need to stop in the Dean's Office to have 3405B opened for you.

Conference Room - Please note:
If a department has booked 3405 A or B and another department needs the entire room for an important event, the departments using a portion of the room will be asked to find another location.

The Dean’s Office use would take priority over the Conference Room.

3/26/15