

## School of Humanities Conference room reservation policy

- Conference rooms and other spaces located within the School of Humanities are generally not open to the public and are primarily used for school or department related business, instruction, and support of institutional needs of faculty, students, and staff.
- Reservation and room hold will only be accepted up to one year in advance of the event date. Room holds must be confirmed within two weeks of submitting the room reservation request or the room hold will be released.
- Room reservation requests from central campus units may be considered on a space available basis as an exception if the meeting includes Humanities participants.
- Faculty and staff can sponsor student clubs or organizations related to the department or school - in doing so, they assume responsibility.
- Room reservations will not be confirmed without a completed [School of Humanities Conference Room Reservation Form](#) submitted to the Dean's office.
- Valid contact information for the organizer of the event must be provided on the room reservation form.
- Persons or groups reserving space within the School of Humanities must agree to follow all University and Campus policies and guidelines including but not limited to Alcohol Permits, Amplified Sound Permits, Posting Policies, Fire Codes, and security, and are responsible for obtaining the necessary permissions.
- Organizers are responsible for arranging requests for after hour or weekend events such as restroom availability and heating, ventilation, and air conditioning (HVAC).
- The person or group reserving the room is responsible for the condition of the room and is financially responsible for any damage that occurs during the time the room is reserved including any damage caused by attendees.
- Organizers are responsible for set up of the room before their event and restoring the room to the default layout posted in each room. Do not move furniture from and between rooms.
- Organizers must agree to maintain the condition of the room by removing all refuse, catering, open curtains and agree to vacuum the room upon completion of the event.
- Organizers must agree not to post any materials on any walls, doors, windows, or surfaces that are not designed for such use in each room.
- Any questions about room use or capabilities should be directed to [School of Humanities Facilities](#).
- Twenty minutes will be needed between events for additional cleaning and disinfecting.