

ECpE Conference Room Usage Policy – SEP 2014

- **Coover Hall/ECpE Addition** has four conference rooms currently: 2222, 2205, 3138, and 3041/3043
- **2205 Coover Hall is NOT available for reserving EXCEPT for Distinguished Lecture Receptions**
- **Durham Center** has one conference room: 353

For reservations, contact: (Contact Paula Beckman, pbeckman@iastate.edu)

To reserve, please provide:

- your name,
- your PI name (if you are a grad student),
- reason for the meeting (include # of participants),
- time you need the room (start and end times), and
- “style” you need the room (theater/lecture or conference seating).

When using any of the conference rooms, it is your responsibility to keep them clean and in order. If there are issues that need the attention of the maintenance staff, please call 4-5100 to have FP&M take care of in a timely manner.

When you vacate a conference room, please:

- TURN OFF the overhead projector
- TURN OFF the lights
- LOG OFF (**DO NOT turn off**) the computer
- CLEAN the tables and counters
- ARRANGE the chairs and tables to order
- CLEAN boards
- REMOVE any large trash (tie up the bag and set outside the door)
- CONTACT FP&M (4-5100) if there are any vacuuming or stain removals necessary
- DUMP any coffee, water, or used filters; leave clean and empty pots in the sink
- LOCK the door behind you if it is after 4:30PM

PRIORITY USAGE (in order listed for each room)*

3041/3043 ECpE Addition (**SEMINARS**) – full kitchen with plumbed coffee maker and hot water tap

1. Distinguished Seminars
2. Faculty Search Seminars
3. Departmental Seminars
4. Graduate Student Seminars
5. Faculty/Staff Meetings
6. 24 movable tables (on wheels)
7. 80 movable chairs (on wheels)
8. Full AV equipment

2222 Coover Hall (**EXAMS, MEETINGS**)

1. Faculty Search Seminars (ONLY IF 3041/3043 is not available)
2. Departmental Seminars (ONLY IF 3041/3043 is not available)
3. Graduate Student Seminars (ONLY IF 3041/3043 is not available)
4. Grad Student Exams
5. ECpE Standing Faculty Committee Meetings
6. Large group or committee meetings (>12 participants) – This includes Student-centered events
7. Faculty/Student use
8. 10 movable tables (no wheels)
9. 41 movable chairs (no wheels)
10. Full AV equipment

2202 Coover Hall (Sproul) (**OUTSIDE GUESTS, NETWORKING**) – kitchenette with plumbed coffee maker and hot water tap

1. NOT TO BE SCHEDULED – informal meetings only
2. Distinguished Lecture Receptions
3. Comfortable seating
4. Table for reception food
5. NO AV equipment

3138 Coover Hall (**MEETINGS**)

1. Graduate Student Exams
2. Medium committee meetings (7 – 12 participants)
3. Medium group meetings (7 – 12 participants)
4. Faculty/Student use
5. Large stationary conference table
6. Seating for 10
7. Full AV equipment

2205 Coover Hall (**COMMITTEE MEETINGS**)

1. ECpE Standing Faculty Committee Meetings
2. Faculty & Staff Candidate Interviews
3. Large stationary conference table
4. Seating for 10
5. Comfortable seating for four with coffee table
6. Full AV equipment (not yet installed, looking to have complete in JAN/FEB 2015)

353 Durham Center (**MEETINGS**)

1. Graduate Student Exams
2. Medium committee meetings (7 – 12 participants) – Priority to PTRC Meetings
3. Medium group meetings (7 – 12 participants)
4. Faculty/Student use
5. 7 movable tables (no wheels)
6. 22 movable chairs (on wheels)
7. Full AV equipment

**If you have a meeting with 3 people or less, please hold your meeting in your faculty office.*