



Guidelines for Reserving Rooms

Throughout this booklet, the party or organization scheduling the event is referred to as the sponsor. Sponsors agree to comply with the guidelines set forth in this booklet. (January 2023)

**PLEASE INFORM THE DEAN'S OFFICE IF THE
CHANCELLOR WILL BE IN ATTENDANCE.**

Eggers Café and Meeting Room

Contact Lisa Garvey or Deena Capria at 443-3770.

Advance Reservations

Rooms cannot be reserved more than 90 days prior to the scheduled day. This is not applicable for Maxwell School events.

Re-location Assignments

Maxwell School events will be given priority over non-Maxwell School events. In the event of a scheduling conflict, the Dean's Office reserves the right to re-assign space as deemed appropriate. Event sponsor will be notified in advance.

Technology Support

Maxwell facilities have a variety of audio visual presentation technologies installed. If you have a reservation for any of the spaces, the event coordinator, who **MUST** be staff or faculty, will need to contact the Maxwell IT department, prior to the event for training. Please see the reservation form for contact information.

Building Hours

Semester Hours: 7:30 am – 10:00 pm Monday thru Thursdays, 7:30 am – 5:00 pm on Fridays; locked on weekends and on holidays.

Summer & Non Semester Hours: 7:30 am – 5:30 pm, Monday thru Friday – locked on weekends and holidays.

Fee for reserving the Dr. Paul and Natalie Strasser Legacy Room

There will be a reservation fee of \$300 per event for all non-Maxwell departments. Please note, that if a Maxwell department is co-hosting an event, the fee assessed to the non-Maxwell department will be \$150.

Available Facilities

Dr. Paul & Natalie Strasser Legacy Room (220 Eggers Hall): Location suitable for special events such as symposia, lectures, or meetings. Also suitable to stage receptions with a maximum of 100 attendees. Room is furnished with a podium and AV equipment. Keys can be obtained from the Maxwell Dean's Office during regular business hours. The room has 100 chairs and 24 , five foot tables.

The DEFAULT SETUP for this room is **always** a rectangle: five , 5' tables on each side and three 5' table on each end which seats up to 36. To change the set-up, provide for the reset and cleaning of the room, you must go to; <http://facilities.syr.edu/physical-plant-billed-service-request-form/>, at least three weeks in advance. Any food for an event **MUST** come from Campus Catering. PLEASE NOTE: If any food whatsoever comes into the room, you need to include cleaning of the room on your requisition to Physical Plant. This must include, wet mopping of the tile floor, wet cleaning of the table tops and vacuuming of the rug. If you need technical training for any of the equipment in the room, please email our IT people, e-service@maxwell.syr.edu to set this up. To schedule the Dr. Paul & Natalie Strasser Legacy Room, 220 Eggers Hall, send an email to maxops@syr.edu.

This room must be called in all advertising: The Dr. Paul and Natalie Strasser Legacy Room.

Maxwell Hall Foyer: Space suitable for staging receptions for up to 150 guests standing. Events cannot be held during business hours. To schedule the Maxwell Hall Foyer, send an email to: maxops@syr.edu.

Joseph A. Strasser Commons – 2nd Floor Eggers Hall: Space suitable for staging receptions for up to 150 guests. Events cannot be held during business hours. To schedule the Strasser Commons, send an email to maxops@syr.edu.

This space must be called in all advertising: The Joseph A. Strasser Commons.

Maxwell Auditorium: To schedule courses contact Meg Cortese at 443-3756. To schedule other events contact the Events Scheduling Office at 443-4240. *Food is not allowed inside the Maxwell Auditorium. These reservations do not automatically include the Foyer space.* See above.

Global Collaboratory: To schedule an event send an e-mail to gc@maxwell.syr.edu Food is not allowed inside the Global Collaboratory or in the hallway immediately outside.

Access

Keys for rooms other than the Global Collaboratory can be obtained from 200 Eggers Hall and must be returned immediately after the event. Failure to return a key will result in a charge equal to the cost of replacing the lock and issuing new keys. **PLEASE NOTE:** the person in charge of the event has to pick up the key and must be present throughout the duration of the event. **ONLY** staff or faculty can pick up the key.

Publicity

Publicity materials in any form (posters, flyers, and announcement notices) are permitted only on bulletin boards located in Maxwell and Eggers Halls; posting on doors, windows, and pillars is prohibited. Stands for 8.5 x 11" flyers are available throughout the building. Contact Julie Venditti at x2252 or maxops@syr.edu with questions.

Food and Beverages

ALL food and beverages **must** be provided by Campus Catering. Contact them at x3605.

Maintenance and Clean-up

Event sponsors are responsible for securing and paying for custodial services to perform set-up and reset of furniture and appropriate clean-up. Contact the facilities maintenance department at x1234 for costs involved. *You must go online to <http://facilities.syr.edu/physical-plant-billed-service-request-form/> and complete your physical plant form.*

Security

If an event is held when the building is normally locked, the sponsor is responsible for hiring a uniformed SU Public Safety Officer. <http://publicsafety.syr.edu/forms/special-events-request-form.cfm>, (Sgt. Andrew Clary, alclary@syr.edu is the Public Safety contact officer). You will receive an email with the name and contact information of the officer that will be present during the entire event to restrict access to authorized attendees. After receiving your confirmation from Sergeant Clary, please forward that email and your request for the doors (including unlock and lock times) to MaxOps@syr.edu Please make sure the requested times match the security guards hours. This request must be confirmed at least **5 days** prior to the event.

Failure to follow the listed guidelines will result in forfeiture of scheduling privileges in the Maxwell School.