

# SYRACUSE UNIVERSITY

COLLEGE OF ARTS AND SCIENCES / DEPARTMENT OF BIOLOGY / LIFE SCIENCES COMPLEX

## **Guidelines for Use of the Lundgren Room (106 LSC) (Maximum 62 seats available for this room)**

### **Who may use this room?**

- In general, only requests from Syracuse University affiliated organizations or University administration, faculty and staff will be considered.
- All requests must be submitted by reservation form to the Chair, Dr. Ramesh Raina.
- Request does not guarantee room.
- Confirmation of approved request will be sent via email to the requestor.

### **When is the room available?**

- Monday – Friday during normal operating hours and extended hours when the building is open.
- Organizers for events scheduled after regular business hours (after 5:00 pm) will be required to sign out a key.

### **What is the room's seating capacity?**

- Seating arrangements will affect actual capacity. There are approximately 62 chairs available for seating for seminar style events. Ten tables are available for set up.

### **Can there be food and beverages in the room?**

- Refreshments/food must be arranged by the approved host. (Campus catering, off campus vendors).

### **How to provide for proper maintenance of the room?**

- The host must return room to the original set up.
- Chairs must be returned to original state.
- If used, tables must be stowed in back corner of room. Exception: one table is kept at the front of room and one table by doorway entry and two tables under the jellyfish display.
- If food/beverages are served at the event, the host of the event must arrange clean up. Trash must be properly disposed of in trash cans and placed outside the door. If the event is catered, the host of the event must contact physical plant to arrange for trash pick-up immediately after the event and cleaning including spot shampooing of upholstery and carpet. Maintenance services must be charged to the unit(s) hosting the event.

### **What equipment is available for use in the room?**

- Network/internet access, 2 projection screens, 2 video displays, DVD player, VHS player, Microsoft Office Suite.
- Users will need to provide their own laptop or flash drive.
- The event host is responsible for operating the equipment during the event and for securing the equipment after the event. Event host should arrange to test drive operation of equipment at least 24 hours prior to event.
- Information Technology and Services (ITS) is available until 8 pm if you experience media problems. Extension 5660.

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### **Who will provide access to the room?**

- If a Biology-sponsored event: Staff member hosting the event unlocks and locks the room.
- University-sponsored event: Host must show S.U. I. D. and obtain a key from Ms. Katherine Geraghty in the Department of Biology, room 110 LSC. Host must secure the room and return the key after the event (drop box).

### **How to make/cancel reservations?**

- Contact the administrative secretary, Katherine Geraghty, at 443-3047 or email kygeragh@syr.edu to reserve/cancel the event.
- All reservations must be approved in advanced by the department chair, Dr. Ramesh Raina.
- If you require use of the room prior to the start of your event for set up and break down time at the conclusion of your event, you must include this in the reservation time. Your reservation start time will be the time you need access to the room PRIOR TO the start of your event time. The end time will be the time you vacate the room upon completion of restoring room to its original state.

### **What else is the host responsible for?**

- Set-up of the room.
- Providing all supplies needed during the event, e.g. flip charts, whiteboard markers, etc.
- Arranging special accommodations needed by participants.
- Ensuring that the room is secured at all times.
- Informing participants of fire emergency exits and restroom locations.
- Ensuring that attendance does not exceed the legal capacity of the room.

### **What are other restrictions that the host should be aware of?**

- Promotional materials must specify the external sponsoring group and may not imply that Syracuse University Department of Biology is a sponsor of the event.
- Materials such as posters, charts, etc. may not be affixed to walls or doors.
- Bulletin Boards throughout the building and across from the Lundgren Room are available for posting your event advertisement.