

### **SOM TUPPER HALL CONFERENCE ROOMS 2133, 2135 AND 2433**

***Approved by SOM Deans Office jointly with SOM Department Chairs 4/11/2017***

Tupper Hall conference rooms 2133, 2135 and 2433 are conference rooms provided by the School of Medicine (SOM) to SOM departments for departmental use. As such, priority for room reservation will be given to SOM departments for departmental use.

Prioritization of room approvals will be as follows:

- 1) Departmental recurring Seminar series may be requested for a period of six months at a time.
  - a. Seminars are expected to be scheduled with a buffer of ½ hour before and after, to afford opportunity for set up and to allow for time for overrun should a speaker run over the allotted time.
- 2) Annual departmental events may be scheduled up to one year in advance.
- 3) All other SOM reservations may be made one academic quarter at a time, one quarter in advance of reservation.
  - a. Priority will be given to SOM department requests on a first come-first serve basis.
- 4) All other reservations will be made one academic quarter at a time, one quarter in advance and will be approved on a first come-first serve basis 30 days prior to start of quarter.

Formal academic courses should first utilize campus teaching room space, and/or adhere to the academic quarter reservation policy as outlined above.

Room set up/configuration prior to use and room set up/configuration following use is the responsibility of the reserving party.

Tables and chairs in rooms 2133 and 2135 should not be pulled from one side to the other unless a reservation has been placed for both rooms. If tables and chairs are pulled from side to side, they must be returned to their respective rooms.

For functions that include meals/refreshments, it is the responsibility of the reserving party to ensure appropriate clean up. For example, dispensing of trash and wiping down tables.

NOTE: Conference rooms remained locked at all times. Each SOM department has a key to the rooms that may be checked out to their respective department personnel.

For all other reservations, SOM office staff in room 4303 may be provide a key to unlock the doors at the beginning of the reservation but it is understood the key will be returned immediately after opening.

Meeting hosts, coordinators are responsible for arranging/securing accessibility to these room for their guests for reservations outside of regular business hours of 8 am – 5 pm.

Department/divisions may negotiate with each other on the use/trade of blocks of time. This negotiation is not the responsibility of reservation approvers. If a pre-approved time will not be used, it should be released by canceling the reservation as soon as possible. Reservation cancellation must be made by utilizing the same online reservation program as reservation requests.