

CNS Education & Outreach Facility Use Request Form – Non-Class Events

Requesting Department: _____

Contact Name: _____ Phone Number: _____

Email Address: _____

Room(s) Requested:

- Conference Room (A304) Seminar Room (A302) Learning Studio (B302) Both A302/A304

Name of Meeting/Workshop: _____

Date(s) Needed: _____

Start Time: _____ End Time: _____

(As a courtesy to others, you must vacate the room(s) on time.)

Special Requests/Needs: _____

I understand that:

- ✓ If a conflict in scheduling arises, EOC events and staff have first priority.
- ✓ The Conference Room (A304) is **not available** for outside use during lunch (12 noon – 1 p.m.).
- ✓ I **must not** attempt to open or close the folding partition between A302 and A304 without the aid of an EOC staff member (breaking the wall will result in a request to reimburse EOC for any expenses incurred fixing it).
- ✓ I must bring my own hospitality supplies or replenish EOC's stock if supplies are used.
- ✓ All furniture must be put back in the original set-up once I am done with the room(s).
- ✓ Room(s) must be cleaned to the same or better condition than when I used them.
- ✓ Any software needed must be cleared with the EOC Director before loading it on the computers in B302.
- ✓ I must bring my own copies, I will not be allowed to use EOC's copy machine.
- ✓ I must arrange for the building to be unlocked if I am using the space on weekends.
- ✓ Food left over from an event must be removed within 2 days of the reservation.

Signature _____

Date _____

CNS Education & Outreach Center Facility Specs

Conference Room (A304):

- Seats 15-18 around large conference table
- Video and audio conferencing equipment available
- Projection screen available (projector available upon request)
- Coffee pot, refrigerator, serving utensils available
- Water (hot & cold) dispenser available (heavy usage will result in a request to reimburse EOC for water and dispenser rental fees)
- Coat rack available
- 1 white board available (please bring your own markers)

Seminar Room (A302):

- Classroom set-up for 24 students (12 movable tables and 25 chairs – must be returned to original configuration after use)
- Projection screen and ceiling mounted projector available
- 2 white boards available (please bring your own markers)

Learning Studio (B302):

- Seats for ~50 students (2 per sciplex)
- 25 Dell Optiplex 620 computers with Windows XP (software includes Microsoft Office, Google Earth, Firefox, LabPro and Arc Explorer)
- 1 black and white printer (heavy use of this printer will result in a request to reimburse EOC for paper and toner)
- 5 white boards available (please bring your own markers)
- Set-up to do scientific experiments (hoods, air, gas, vacuum, balances, sinks, distilled water)
- 1 Epson BrightLink Interactive LCD Projector available (use of the interactive capabilities requires a special pen that EOC may ask users to purchase)