

# College of Information and Computer Sciences

## *Conference Rooms Guidelines (as of 8/02/19)*

Guidelines are for the use of the following conference rooms:

Room #	Room Capacity
CS 120* – Dean’s Conference room	8
CS 150 – Multipurpose room	50
CS 151 – Colloquium room	80
CS 150/151 – Dividing wall down	130
CS 201 – Conference room	8
CS 203* – Dean’s/Chair’s Conference room	20
CS 243 – Conference room	10
CS 301 – Conference room	8
CS 303 – Conference room	16
CS 343 – Conference room	10
A239 – Lederle Conference room <sup>^</sup>	8
A268 – Lederle Conference room <sup>^</sup>	10
A302 – Lederle Conference room <sup>^</sup>	14
A311 - Lederle Conference room <sup>^</sup>	20
A322 - Lederle Conference room <sup>^</sup>	8

\* CICS “AD” public keys will open/lock all these conference rooms except CS120 & 203.

<sup>^</sup> Important to keep this room locked

College of Information and Computer Sciences’ conference rooms are scheduled by College staff.

CS 120 & 203 should not be used for lab meetings. The Dean’s and Chair’s Offices have priority over the use of rooms CS120 & 203 (and the other CICS rooms for special events). Potential bumping from these rooms to accommodate important site visits and/or Dean/Chair meetings should be anticipated. If bumped, it is the responsibility of the person/group being bumped from the room to find another location (the staff will attempt to help if possible).

The conference rooms are primarily for conducting the business of the College. These rooms are showcases for the College, making them appropriate places for important site visits, events, and College business.

#### **To Book a Room:**

- Go to <https://www.cics.umass.edu/schedule-event> and click on the “reserve a room” form. Send email to [room-reservations@cs.umass.edu](mailto:room-reservations@cs.umass.edu) if you have questions about the forms.

#### **Room Scheduling Guidelines: (available 8:30 – 5:00)**

- **Requests are processed during normal business hours.** Whenever possible, rooms should be scheduled at least 3 days in advance of a meeting. A calendar of meeting schedules is posted near each conference room door every Friday afternoon for the following week.
- No food is allowed in the conference rooms except for CS 150. This includes coffee/tea service. (Exceptions for important site visits and/or events will be considered on a case-by-case basis. If food is served in rooms 150/151, it must be served in the area of room 150).
- Conference rooms are to be left in an orderly state making the room ready for the next user. This includes putting and/or throwing away any food or debris, washing tables, and rearranging tables and chairs to their previous state.
- Conference rooms are not available for teaching regularly scheduled courses.
- TAs cannot schedule conference rooms for meetings with students. They must use the designated TA location in LGRT.
- Undergraduate students that wish to reserve a room must have a College employee serve as a contact person or sponsor (faculty member, staff member or graduate student).
- CS120 is for meetings of an hour or less. It is not to be used for recurring meetings. Will be used primarily for Dean’s meetings.
- If you no longer need a room that you have reserved, please cancel the room by sending mail to [room-reservations@cs.umass.edu](mailto:room-reservations@cs.umass.edu) in advance of the meeting time so that it can be released for others to use.

#### **Recurring Group Seminars/Events:**

- There must be one or two contact person(s) identified to coordinate with the main office.
- Please send email to [room-reservations@cs.umass.edu](mailto:room-reservations@cs.umass.edu) to cancel the room whenever a recurring event will not be held. If a speaker is not confirmed 2 weeks prior to the date of the event, the hold on the room will be lifted.
- The group will send out their own announcements and reminders, update their webpage in a timely manner, and create their own atrium displays.
- Seminar/event organizers will designate a grant administrator/staff person (or CICS main office staff as back-up) to be available to assist with ordering lunch, including drinks, and gathering receipts. Food orders must be from one place, and submitted at least 48 work hours in advance.
- The contact person or associated group must designate a person to set-up the food and clean up the room after the event (putting and/or throwing away any food or debris, washing tables, and rearranging tables and chairs to their previous state).

#### **Weekend/After Hours use:**

- Make arrangements with a College faculty or staff person for building access.