

## The Forum Conference Room Policies & Procedures

### Usage Guidelines

- The Forum Conference Room is located on the 10<sup>th</sup> floor of the College of Education building, room # 1030.
- The Forum can be used for University events and functions except for semester classes, which includes final examinations.
- A key to the conference room is kept at the receptionist's desk in the COE Dean's Office.
- You must sign for the key. (The log is also kept at the receptionist's desk).
- The key must be returned as soon as possible after your event is over.
- If the event is on the weekend, you will need to arrange to pick-up the key after 4:00 pm on the Friday before the event.
- You must return the key by 9:00 am on the Monday after the event.
- If you lose the key, you will be charged the replacement cost.
- If you are having an event catered, you must make arrangements with your caterer to pick-up their equipment and clean-up after your event.
- If there is a large spill or something in the room gets damaged during your event, please notify the Dean's Office staff immediately.
- Do not attach any posters, signs, or other materials to the walls.
- Any damages are the responsibility of the person, department, or organization reserving the room.

### Furniture and Equipment

- 6 - 72" x 36" rectangular tables with casters; 36 - mid-back chairs; 16 - nesting chairs (located in the small storage room of the Forum); 1 - lectern; 1 - sofa; 2 - matching side chairs; 2 - side tables ; 4 - glass topped buffet tables; 2 - large waste receptacles
- Please be careful when moving the tables and chairs, but do not move the sofa or glass topped tables.
- There is a kitchen area, which has a sink, refrigerator, micro-wave oven, and ice-maker.
- There is an overhead projector and two projector screens in the room that can be used for video, Power-point, or other presentations. The room has also been wired with speakers, and there are 2 hand-held cordless microphones available for use.
- If you require assistance with setting up the audio/video equipment, you must notify the COE's IT staff 72 hours prior to your event. Contact Toni Marcovecchio at 413-8119 or via email at [tmarco@gsu.edu](mailto:tmarco@gsu.edu).
- There are directional signs available (located in the small storage room of the Forum).
- If you need additional tables or chairs, please consult with Mark Hopkins at 413-8129 or [EDUMAH@langate.gsu.edu](mailto:EDUMAH@langate.gsu.edu) Building services needs at least one week of prior notification.

### Scheduling and Contact Information

Name of Contact:

Phone Number:

Email Address:

Sponsoring Department/Organization:

Reservation Date (s):

Event Name:

Event Description (more than one sentence):

Estimated Attendance:

Early Access Time:

Event Start Time:

Event End Time:

Are you providing food? Mark One:  YES  NO

Signature of Requestor \_\_\_\_\_

Date \_\_\_\_\_

#### ***Required for student organizations:***

Advisor's Name:

Phone Number:

Email Address:

Advisor's Signature \_\_\_\_\_

Complete this form, sign it with original signature, and email it to Shea Allman, Dean's Office Administrator, at [sallman@gsu.edu](mailto:sallman@gsu.edu) or fax it to 4040413-8103.