

AgriLife Center Conference Room Guidelines

The AgriLife Center Conference Room is available for use to all AgriLife users.

PLEASE NOTE:

1. The room does not open until 8:00 a.m. and must be vacated at least 10 minutes before it closes at 5:00 p.m. Limited after hours use may be allowed with special permission of the conference room contact.

2. No projector is available.

3. Do not attempt to operate the blinds. Please ask for assistance.

RESERVATIONS

1. First-come, first-served. Reservations are made as they are received and may only be made up to six months in advance.

2. Open 8:00 a.m. to 5 p.m. ONLY. Reservations for use are accepted during normal business hours. Limited after hours use may be allowed with special permission of the conference room contact.

3. Outlook Resources system. Reservations may be made through the Outlook Resources system. Find a how-to guide here: <http://first-call.tamu.edu/pdf/Scheduling%20a%20Shared%20Conference%20Room.pdf> you may contact Amanda Mendoza at 979-845-0856 or ammendoza@tamu.edu.

4. No classes. Regular class sessions may not be held in the conference room.

5. Non-AgriLife users. External users may be permitted on a case-by-case basis, with priority given to building occupants and other AgriLife entities. A small fee custodial charges may apply to external users.

A/V

1. A/V Equipment If you have questions about the equipment or need assistance, please make prior arrangements with the conference room contact person.

- a. TV monitor
- b. Computer
- c. Drop down screen

2. NOTE: There is currently no projector available in the room. Users may bring their own projectors.

GENERAL OPERATIONS

1. Public restrooms. Restrooms are on the first floor, opposite the elevators.

2. Food and beverages are permitted. The user is responsible for providing all equipment and utensils.

3. Alcohol. Alcohol is not permitted in the AGLS complex without prior written approval. Contact Cady Auckerman at 979-862-7346 with questions.

4. Meeting times. Meetings should end on time so that the room can be cleared or prepared for other meetings. The room should be vacated at least 10 minutes before building closing time.

5. Fire safety. General courtesy and safety are required; please note fire extinguishers and exits.

6. No smoking. Smoking is not allowed in the AGLS complex.

7. Parking. Parking must be arranged by the user. There is limited visitor pay-per-space parking in campus lot 97.

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CLEANING AND RESETTING

- 1. Clean up after each use.** The user is responsible for taking all trash to the dumpster and reporting spills to the contact person. Take all items, especially food, to the dumpster, as conference room trash is only emptied once a week.
- 2. Do not use cleaning products on the table.** The conference room contact person will wipe down the tables after you leave.
- 3. Reset table and chairs to their original position.**
- 4. Do not remove or add any furniture.** Special permission may be granted by the conference room contact.
- 5. Turn off A/V and lights.**

Payment for repair of any damages made to the conference room space will be the responsibility of the user.

The Conference Room contact person is:

Amanda Mendoza
AgriLife Center Suite 200
ammendoza@tamu.edu
979-845-0856

Texas A&M AgriLife
556 John Kimbrough Boulevard
College Station, TX 77843-2140

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