

Agriculture and Life Sciences Complex Shared Conference Room & Meeting Space Guidelines

Reservations

1. Reservations are on a first-come, first-served basis. Conference rooms may only be reserved up to six months in advance.
2. Reservations for use are accepted during normal business hours (8-5). Limited after hours use may be permitted with special permission of the room contact.
3. Shared conference room 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> Other rooms may be requested through the online system and you will receive approval by the appropriate contact person; see attached contact list.
4. If a scheduling conflict arises, the official resource calendar will take precedence.
5. Regular class sessions may not be held in shared conference rooms. One time use for exams, study sessions etc. is permissible.
6. Non-AgriLife users may be permitted on a case-by-case basis, with priority given to building occupants and other AgriLife entities. A small fee for custodial charges will apply to external users.

General Operations

1. Conference rooms will remain locked. Users are responsible for picking up a key from the contact and locking the room after use.
2. Food and beverages are permitted; the user is responsible for providing all equipment and utensils. The user is responsible for cleaning and reporting spills to the floor proctor.
3. Alcohol is not permitted in the AGLS complex without prior written approval. Contact Cady Auckerman at 979-862-7346 with questions.
4. Meetings should end on time so that the room can be cleared or prepared for other meetings. Meeting rooms should be vacated at least 10 minutes before building closing time.
5. Do not remove or add any furniture to conference rooms without the permission of the floor proctor and conference room contact.
6. General courtesy and safety are required; please note fire extinguishers and exits.
7. No smoking is allowed in the AGLS complex.

A/V

1. Each shared room is equipped with a TV monitor and computer for presentations.
2. Drop down screens are also available in most rooms.

AGLS Complex Conference Room & Meeting Space User Guidelines

1. Clean up after each use. Take all items, especially food, to the nearest breakroom as conference room trash is only emptied once a week.
2. Wipe tables and serving bars with a damp cloth when necessary. Do not use any type of cleaning products or any oil based products on tables.
3. Reset tables and chairs to their original position.
4. Turn off A/V and lights.
5. There is no custodial service to clean between meetings, so your attention to these details will be greatly appreciated by the next user.