

The AgriLife Center Conference Room Guidelines



AgriLife Center Conference Room Guidelines

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

FEATURES:

- Seating for 18
 - Computer
 - TV Monitor
 - Drop down projector screen
- *No projector available

PLEASE NOTE:

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.

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> or you may contact Ashley Harris at 979-458-4910 or ashleyharris@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. 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 projector screen
2. **NOTE: There is currently no projector** available in the room. Users may bring their own projectors.

GENERAL OPERATIONS

1. **Seating.** There are 18 seats around the conference room table and 12 additional chairs located in the alcoves of the room.
2. **Public restrooms.** Restrooms are on the first floor, opposite the elevators.
3. **Food and beverages are permitted.** The user is responsible for providing all equipment and utensils.
4. **Alcohol.** Alcohol is not permitted in the AGLS complex without prior written approval. Contact Cady Auckerman at 979-862-7346 with questions.
5. **Meeting times.** Meetings should end on time so the room can be cleared for other meetings. The room should be vacated 10 minutes before building closing time.
6. **Fire safety.** General courtesy and safety are required; please note fire extinguishers and exits.
7. **No smoking.** Smoking is not allowed in the AGLS complex.
8. **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:

Ashley Harris
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979-458-4910

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