

CONFERENCE ROOM RESERVATION INFORMATION

All reservations must be requested via the email calendar (Exchange or Entourage). The reservation request must include room requested, department, name of person/group reserving the room, purpose for reserving room (i.e., meeting, colloquium, etc.), and number of people that will attend.

Keys for 119 O'Shaughnessy can be picked up in room 100 O'Shaughnessy on the day of the reservation (or before 5:00 for after hours reservations). Keys will be signed out accordingly.

Decio keys can be picked up in 232 Decio (Faculty Services) on the second floor of Decio. Faculty members who have an office in Decio are able to open any of the conference rooms with their office key.

Your reservation for 119 O'Shaughnessy may be cancelled if the dean requests the room for the date and time that you have reserved. You will be notified via e-mail ASAP. The Dean's Office will do whatever possible to find another room to accommodate your needs if this should occur.

Room locations, capacity, and amenities:

- 119 O'Shaughnessy (Dean's conference room) - Seats 50 - Windows computer, laptop connections, overhead, wireless microphones, VCR, white board, phone
- 131 Decio - Seats 30 - closet w/extra chairs, chalkboard, overhead, lectern, phone
- 351 Decio - Seats 8-10 - 1 chalkboard, overhead
- 451 Decio - Seats 8-10 - 2 chalkboards, overhead, lectern
- Decio Commons available after 3:30 p.m.

These conference rooms are not to be used as classrooms. For classroom accommodations, you must call the Registrar's Office at 1-5133.