

# CONFERENCE ROOM RESERVATION INFORMATION

Reservations can be made through the Google calendar. 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 151 Decio (Faculty Services) on the first 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 canceled 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): computer, laptop connections, wireless microphones, VCR, white board, phone 631-4785, seats 50
- 339 O'Shaughnessy – contact the Dean's Office to reserve, 631-7085: computer, laptop connections, teleconferencing capabilities, phone 631-7829, seats 16
- Great Hall of O'Shaughnessy – contact the Dean's Office to reserve, 631-7085
- 131 Decio: 4X8 whiteboard (wall mount), 4X6 chalkboard (wall mount), overhead, table-top lectern, phone 631-6523, seats 19
- 351 Decio: 1 chalkboard, overhead, phone 631-5041, seats 9
- Decio Commons available after 3:30 p.m., contact the Dean's Office to reserve, 631-7085

**These conference rooms are not to be used as classrooms without the approval of the Dean's Office. For classroom accommodations, you must call the Registrar's Office at 1-5133.**