

Room Reservation and Use Policies and Procedures

Availability

The conference rooms (i.e., 122, 166, and 167) and classrooms (i.e., 163, 164, and 247) in Justin Hall are available to university faculty and staff for meetings and university-sponsored events. They are not intended to be used on a frequent or permanent basis to support the primary activities of a group or organization. In addition, the conference rooms are not available for use as classrooms or for non-university-related activities. When granting room reservation requests, preference will be given to academic activities and College of Human Ecology (CHE) faculty, staff, and organizations who are unable to secure departmental controlled space.

Weekend and evening use requires that a CHE faculty or staff member be present to unlock and lock secured rooms and monitor activities. Evening and weekend requests are considered only if appropriate space is not available in the Student Union. Entrances to Justin Hall are locked on weekends, except for doors on north side of the building. To request that an exterior door be unlocked, submit a request form to Division of Facilities (<http://www.k-state.edu/facilities/RequestBuilding.pdf>).

Reservations

If you are unable to secure departmental controlled space, please call 785-532-5500 or visit the front desk in 119 Justin Hall to reserve conference rooms and classrooms. Reservations will be accepted on a first-come, first-serve basis. **Please note: The College reserves the right to cancel a reservation based on priority needs.** Should this situation arise, we will make every attempt to try to find an alternate room, but cannot guarantee availability.

Access

The rooms should be unlocked during regular business hours. If the room is locked, please let the person at the front desk in 119 Justin know so it can be unlocked. If the room is reserved for an after-hours event, the CHE faculty or staff member who is authorized to assume responsibility for the room must check out a key at the front desk in 119 Justin Hall between the hours of 3:00 p.m. and 5:00 p.m. on the day of the event or on the Friday preceding a weekend event. At the conclusion of an after-hours event, the person authorized to assume responsibility for the room is responsible for ensuring the room is locked and the key is returned to the front desk in 119 Justin Hall by 8:30 a.m. on the following business day. Failure to return the key in a timely manner will result in denial of future requests for use.

Room Setup

Do **NOT** move or rearrange the furniture in the conference rooms. The tables are wired for technology and can easily be damaged if they are moved. If there is any damage to the furniture, equipment, or room, the organization, adviser, and/or faculty member are responsible to pay for any damages. If you rearrange the furniture, return the room to its original condition, including removal of excess trash, by the end of your reservation time. Failure to comply with these guidelines will result in denial of future requests for use.

Multimedia Equipment

Each of the classrooms and conference rooms are equipped with various multimedia equipment (e.g., computer, amplified audio, ability to project screen, microphone, etc.). You are responsible for the equipment for the duration of your reservation time. Any damages or missing equipment will be charged to the organization, adviser, and/or faculty member. Use of classroom technology requires training (contact <http://www.k-state.edu/its/classrooms/> for training). If a major maintenance or hardware problem occurs, please report it to a member of our Computing Support Group (121C Justin Hall, hesupport@k-state.edu, [Request Assistance](#), or 785-532-1558). **Please note: There is no computing support available in the evenings or on the weekends.** To request after hours computing resources, submit a request to a member of our Computing Support Group (121C Justin Hall, hesupport@k-state.edu, or 785-532-1558).

User Responsibility and Rules

Access is provided as a convenience and service to faculty, staff, and students in the College. Please respect all rules and responsibilities to ensure continued availability of the rooms. Failure to comply with these guidelines will result in denial of future requests for use and/or a charge for damages.

- Authorization to use a space is not transferable to another organization. The person authorized to assume responsibility must be a CHE faculty or staff member and be present at the meeting/event.
- The rooms cannot be left unattended at any time; thus, the person authorized to assume responsibility should not leave until all participants have left.
- The doors to the room must be kept closed at all times due to fire code. Please keep noise levels to a minimum.
- Do not sit on the tables or use furniture in any way except for its intended purpose.
- Food and beverages are not allowed in classrooms. Compliance with the University Food Dispensing Policy <http://www.k-state.edu/safety/sanitation/> is required to serve food and beverage in approved non-classroom areas.
- Smoking is prohibited.
- All groups/individuals are responsible for cleanup of the room, including removing trash and any other meeting materials left behind, and returning the room to its original state.
- Thoroughly erase all whiteboards upon the completion of your meeting.
- Turn off all lights and equipment, if applicable, before leaving the room.
- If the room is reserved after hours, lock the room when the meeting has ended and return the key to 119 Justin Hall by 8:30 a.m. on the following business day.
- Report any general problems or concerns to 785-532-5500 or the front desk in 119 Justin Hall.
- Computing problems or concerns should be reported to a member of our Computing Support Group (121C Justin Hall, hesupport@k-state.edu, [Request Assistance](#), or 785-532-1558).
- If your plans change and you need to cancel your reservation, please call 785-532-5500 or 785-532-3360 as soon as possible so the room can be available to others.