USE POLICY FOR THE GRADUATE STUDENT CENTER AND LEONA TYLER CONFERENCE ROOM

EXPECTATIONS: Please read the following policy carefully. FAILURE TO OBSERVE THESE GUIDELINES will affect your (or your group or department’s) permission to reserve these rooms in the future and will result in a fine.

RESERVATIONS: Reservations are made on a first come, first served basis. To reserve the Student Center go to the Graduate School website then hover over the “Current Students” tab and click on “Graduate Student Center” to fill out the reservation form; contact Kyle Reynolds (kreynold@uoregon.edu) with questions about reservations. Go to http://gradschool.uoregon.edu/calendar/month/ to view the availability of the Student Center prior to filling out a reservation form.

To reserve the Tyler Room contact Kyle Reynolds (kreynold@uoregon.edu or 541-326-2489) for availability.

CATERING: UO Catering is allowed given you provide us with an index number to hold a deposit to bill if any mess or damage is left to the space. Please notify us if you have ordered refreshments. The person scheduling the event must be on-site before Catering arrives to specify the table for catering set-up and stay until catering arrives for cleanup. Catering may be set up inside the room or, with Graduate School permission, in the lobby outside the Student Center.

DEPOSIT: An index number is required to hold your reservation if you will be holding an event that will be using UO Catering or if you plan on having more than 20 people in attendance for an event. The index will only be billed if the room has not been cleaned to its original condition, furniture is not returned to its original placement (see floor plans in the student center binder), or if any damage has been made to the space.

Graduate Student Center SCH Room 111
Drop-in: 8 a.m. to 11 a.m., Monday – Friday (no reservations);
Reservations: 11 a.m. to 5 p.m., Monday – Friday
**Graduate students and student groups only**

BEFORE YOUR EVENT:
Please come at least 30 minutes before your event starts if:
- You need to rearrange furniture,
- You have requested additional stacking chairs (we have these stored in the basement, Room 20),
- You will use the A/V screen and projector, or
- You have ordered catering services.

AFTER YOUR EVENT:
- If your meeting has included food or drink, please wipe down the tables with the wipes provided and be sure that all food containers, napkins, etc., have been properly disposed of. A large trash can for your use is in the Student Center. The Graduate School can provide a vacuum cleaner if needed.
- Make sure that all furniture has been restored to its original location. See photos in Student Center binder for layout
- Make sure windows are locked.
- Blinds should be up.
- If you’ve used extra stacking chairs: Return extra chairs to their wheeled carts and stow them back in Room 20. Graduate School staff can provide access to Room 20 before and after your event.
- If you’ve used the A/V projector: Please return the projector to Graduate School reception area after your event, the A/V cart to the Tyler Room, and the A/V screen to its rolled-up position.
- Turn off lights and close the doors if your event ends after 5:00pm.

** Not taking the time to restore the space to its original condition will result in your index being billed or a fine being assessed to your group.

Revised: 1/23/13 kr
Leona Tyler Conference Room
SCH 111A
(Through the Student Center)
Available by appointment only. Monday – Friday 8 a.m. to 5 p.m.
Priority use is for oral defenses, but the room can be reserved by other university-recognized groups or by faculty/staff.

BEFORE YOUR EVENT:
Please come at least 30 minutes before your event starts if you:

- Have ordered catering services,
- Will be using an alternate furniture layout, or
- Need to request the sound machine (to reduce noise exiting the conference room and enhance privacy).

ABOUT THE FRENCH DOORS:
The right French door does open, but must be re-latched before leaving. **DO NOT OPEN THE LEFT FRENCH DOOR.** It is bolted shut at the top; opening it will cause damage.

AFTER YOUR EVENT:

- If your meeting has included food or drink, please wipe down the tables with the wipes provided and be sure that all food containers, napkins, etc., have been properly disposed of. A large trash can for your use is in the Student Center. The Graduate School can provide a vacuum cleaner if needed.
- Return furniture to its original location—see photo below for standard layout.
  - Push 12 chairs in around the table (with two at each short end; four on each long side). This will require all chair arms to be at a height that is lower than the table—seats may have to be lowered by hand.
  - Make sure the tables are aligned correctly.
  - Put the two extra chairs back against the north wall (**FIRE HAZARD: Chairs should not touch radiator**).
  - TV cords should be rolled up and tucked away behind the flat screen on the south wall.
- Make sure windows are locked.
- Make sure TV is off.
- Turn off lights.
- Blinds should be up.

Photos: Tyler Room, facing south (left); Tyler Room, facing north (right)