**Comal 212 Policies and Room Reservation Request**

**Phone 512- 245-3409**

Comal 212 serves as the Department of Computer Science’s meeting and conference room. Departmental meetings and events will take precedent over other activities. With this in mind, please note that on workdays (8 a.m.–5 p.m.), room reservations each semester may be tentative; department reservations have priority and other meetings may have to be rescheduled. The Department of Computer Science will contact you to confirm your reservation. Please read the policies below and sign at the bottom of page before completing the reservation form.

**General Use of the Room**

1. Reservations must be made using this form. Telephone or email requests are not considered reservations. The room is only reserved when the completed form is signed by the Department of Computer Science and returned to the requestor.

2. Groups are responsible for their own set-up, take down, and clean up--all of which must be accomplished within the hours shown on the agreement form.

3. We do not allow students to reserve the room. If students are to use the room, a faculty or staff member is expected to be present while the room is in use.

4. Groups must provide everything needed to conduct their event/meetings. The Computer Science staff will not be available as a resource for personnel or supplies.

5. This room has media equipment. The Computer Science staff may be able to assist with technology during business hours. If department staff is unable to assist, Classroom Technologies needs to be notified.

6. The room must be locked at any time it is unattended.

7. Please do not leave loose trash in the room or overflowing trash cans. Tables and the counter must be wiped off. If the room’s trash containers are not adequate, all trash must be placed in large bags, tied, and left for pickup outside of the entry door. If the event falls on a weekend, the booking party is responsible for contacting Facilities for additional trash cans and trash removal. Custodians are not scheduled for the weekend, and all trash must be removed.

**Conference Room Tables and Chairs**

8. The tables in the room are arranged in a large conference table format and there are about 40 chairs. There may be 1-2 smaller tables and/or a rolling cart in the room. The center table arrangement has 16-18 conference chairs around it. Additional matching chairs are placed along the exterior window wall. There are chairs without wheels stacked in the back of the room that are also available for use. Two benches are located in front of the atrium windows. The media cabinet has 1 chair. Conference room furniture should not be rearranged without prior approval from the department. After any event, the chairs at the table must be put in order and not scattered about, and all conference room furniture must be returned to the original configuration.

**Room Contents and Facilities, Drapes, Counter and Walls**

9. Items may not be attached to the walls, windows, Promethean board, or ceiling tiles, etc. Do not use a marker pen on the white Promethean board.

10. The atrium window drapes are kept partially open (about 1/3 open). If you open or shut the drapes, please return them to the partially open configuration.

11. If you adjust any window blinds or black-out shades, return them to the way you found them.

12. There are electrical and data outlets throughout the room (on the wall or under the table).

13. The ceiling can lights may be dimmed by pressing and holding the right switch on the light panel. The other lights cannot be dimmed but can be turned off or on with a single press on the top or bottom of the switches (left switch is for lights by the atrium window; middle switch controls the front lights).

14. Do not move the media cabinet. Do not place food or drinks on the media cabinet. Turn off the computer after use (follow the shut-down procedures posted on the media cabinet).

15. The room has a sunlight harvester sensor at the back of the room, near the outside window. (If a row of ceiling light goes off unexpectedly, you can turn the lights back on by tapping the light switch at the top of the switch (left switch and/or middle switch.)

16. Conference calling with Skype features generally are not provided by the department.

17. There are coasters provided for the wooden furniture. Use them for any beverages.

Note: If there is a need to use another departmental space, similar rules apply to those other rooms. Please consult with the staff in the Department of Computer science.

I have read the above policies. I and the members of my group agree to abide by them:

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (must be signed by faculty, staff member or group organizer)
Name (printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

After you have read and signed the Reservation Request page, complete the below information and submit this form to Comal 211 or send by email to grp-csofficestaff@group.txstate.edu

Name of Event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Event\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization/Dept\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Is this a recurring event? If yes, please list the recurring dates you hope to use the room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Charges:** There is no charge to use the room. However, users will be charged if the room is not left in perfect order: table tops and counter cleaned, no spills, no damage to furniture, room reset, garbage removed, nothing taken from room, etc. Users must provide the university cost center and fund number which will be charged in the event that the room or its contents require cleaning or repair:

Cost Center \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fund \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person E-Mail Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will the contact person be on site during the event? (Circle one): YES NO

Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximately how many people will be in attendance (approximate seating capacity is 25)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will students be in attendance? YES NO

Will food or beverage be served? YES NO

If yes, snack or meal (circle one)? SNACK MEAL

No alcohol may be served in this room. See UPPS 05.05.03 for more information.

 \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \* \*

*For Computer Science Office Use Only:*

*Calendar marked\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Approved/Disapproved-Authorized Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_*

*E-mail sent to contact person\_\_\_\_\_\_\_\_\_\_\_\_\_ (date). Email or Signed copy to contact\_\_\_\_\_\_\_\_\_\_\_ (date)*