



## **R. MICHAEL SHANAHAN CENTER FOR TEACHING AND LEARNING**

The meeting rooms of Harvey Mudd College's (HMC) R. Michael Shanahan Center for Teaching and Learning are provided for use by HMC students, faculty, staff and Claremont University Consortium groups. When not in use for College affiliated or sponsored activities during non-academic times of the year the rooms may be made available for use through our Conference and Event program. If you are not affiliated with HMC and would like to reserve a room or space in the R. Michael Shanahan Center for Teaching and Learning for an outside group event, please contact the HMC Facilities Use Coordinator at (909) 607-4559 to get information on availability, rental fees and requirements. HMC reserves the right to restrict or deny usage. (See below under Statement of Authority.)

### **STATEMENT OF AUTHORITY**

Designated HMC staff members have the authority to approve, renew, or reject requests for use of College facilities.

Permission to use the R. Michael Shanahan Center for Teaching and Learning facilities **will not be allowed** for any organization and/or meeting with one or more of the following issues:

- Whose purpose is illegal.
- Whose activity does not have appropriate sponsorship as defined by HMC.
- Whose conduct would interfere with the proper functioning of the College. Examples of such conduct may include activities that produce excessive noise and interrupt other events taking place in the facility.
- Who have previously failed to notify the College of cancellations of meetings on two (2) or more occasions.
- Who fail to follow these policies and procedures.

Harvey Mudd College reserves the right to cancel meeting reservations when unforeseen circumstances such as power outages, weather conditions, or conflicts with College affiliated or sponsored events occur.

### **RESERVATIONS**

Individuals and groups wishing to use a meeting room may make advance reservations as defined below:

Persons wishing to reserve a meeting room should go to <http://emsweb.claremont.edu/hmc/> to register their group and make an online reservation or contact the HMC Facilities Use Coordinator at (909) 607-4559. Room requests for the R. Michael Shanahan Center for Teaching and Learning can be made up to forty-eight hours in advance. Each request must be approved before the room can be occupied. Reservations for meeting rooms must include time preparation which includes time for the group or individual to set up and take down supplies and test audio visual for the meeting. For example, if your meeting is to occur from 7:00 – 9:00 p.m., allow time to set up and break down your meeting, thus reserve the space for 6:30 - 9:30 p.m.

HMC constituents will be given first priority for the use of the R. Michael Shanahan Center for Teaching and Learning; private parties will only be considered during times when we are not conducting academic programs in the building.

### **ROOMS AVAILABLE**

The Living Room and Café seating area located on the ground floor are available to all HMC students, 24 hours a day, seven days a week (excluding times when the campus is closed).

The classrooms located on the west wing of the 2nd floor are available for HMC students once classes are complete. HMC students can use this space until 2:00 AM for club meetings and study groups. Reserve the use of these spaces via <https://emsweb.claremont.edu/hmc/>.

Classroom B460 will be available for student Movie/Gaming Nights. Reserve the use of this space via <https://emsweb.claremont.edu/hmc/>.

For proper ventilation, air flow and operation of the heating ventilation and air conditioning in the building, please do not prop open any doors.

## **ACCESS**

Many of the doors are equipped with card access. Access for areas such as restrooms, elevators, and classrooms will automatically unlock at 7:45 AM and lock at appropriate times, except when the College is closed. All HMC constituents will have 24-hour access to common areas such as the restrooms and elevators via the use of their HMC ID. Other areas where card access is available will be coordinated for student, faculty, and staff access as appropriate.

If you find an area that needs a schedule change, or you find that you do not have access, please contact the Facilities and Maintenance Office by submitting a work order via our web page at <http://www.hmc.edu/about1/administrativeoffices/fm1/hmconly/workorders.html>.

**If a key is needed to access the room it must be picked up at the Facilities and Maintenance Office located in the basement of Platt Campus Center during normal operating hours 8:00 a.m. to 5:00 p.m. Monday thru Friday.**

## **FURNITURE**

While many of the spaces are designed with flexible furniture for use within designated areas, the furniture may not be moved from room to room. This will help preserve the integrity of the seating capacity and use of the room. HMC will provide portable chairs that will be a different color which may be moved from room to room as needed. While the color of these portable chairs has yet to be determined, they will be noticeably different.

To preserve the wonderful finishes in the Recital Hall, no food or drink will be allowed in the Recital Hall at any time.

## **FOOD AND BEVERAGE**

If you are interested in having food or catering services for your meeting please contact the HMC Dining Services Staff. Their team of catering professionals is available to assist you with planning every aspect of your event. You can contact the Dining Services staff via the EMS reservation system at <http://emsweb.claremont.edu/hmc/> or by telephone at (909) 607-2675.

## **AUDIO VISUAL**

CIS AV Services supports administrative and academic needs for presentation, sound and conferencing at HMC. If you are affiliated with HMC you may contact CIS AV Services directly by following this link: <http://www.hmc.edu/about/administrativeoffices/cis1/audiovisualoffice1.html>

If you are not affiliated with HMC you will need to make your request for Audio Visual services by contacting the HMC Facilities Use Coordinator at (909) 607-4559.

## **CANCELLATIONS**

If a scheduled meeting is cancelled, the reservation must be cancelled online or by calling the HMC Facilities Use Coordinator at (909) 607-4559 as soon as possible. **Notifying the HMC Facilities Use Coordinator of cancellations ensures that other groups or organizations have access to the meeting room.**

## **Courtesy**

- The capacity for the room(s), as determined by the Fire Marshall and must be observed at all times.
- No alcoholic beverages may be served or consumed unless the proper arrangements and policies are followed.
- Smoking is not permitted in any HMC Meeting Room facility.
- Permission to use the room includes the ordinary use of furniture and fixtures, including chairs, tables, whiteboard if available. Cooking and/or food preparation will not be allowed.
- Arrangement of furniture and setting-up of furniture is to remain as is and should not be moved to allow for proper use of other guests who have reserved the room
- Nothing may be affixed or mounted in any way to the walls of the meeting room, except where tack able surfaces are provided. If you are planning to post materials, please do so with blue painters tape.
- Lobby areas and hallways and other adjacencies are not a part of the meeting room.

**SECURITY**

For the protection of our resources and safety of all users please do not prop open any doors and report any suspicious persons or activity to Campus Safety at (909) 607-2000.

**ALL OTHER INQUIRIES**

All other inquiries, questions, comments or concerns regarding this facility should be directed to the Facilities Use Coordinator at (909) 607-4559.

## HOCH SHANAHAN DINING COMMONS MEETING ROOM USE POLICY

The meeting rooms of Harvey Mudd College's (HMC) Hoch Shanahan Dining Commons are provided for use by HMC students, faculty, staff and Claremont University Consortium groups. When not in use for College affiliated or sponsored activities during non academic times of the year the rooms may be made available for use through our Conference and Event program. If you are not affiliated with HMC and would like to reserve a room or space in the Hoch Shanahan Dining Commons for an outside group event, please contact the HMC Facilities Use Coordinator at (909) 607-4559 to get information on availability, rental fees and requirements. HMC reserves the right to restrict or deny usage. (See below under Statement of Authority.)

### STATEMENT OF AUTHORITY

Designated HMC staff members have the authority to approve, renew, or reject requests for use of College facilities.

Permission to use the Hoch Shanahan Dining Commons facilities **will not be allowed for** any organization and/or meeting with one or more of the following issues:

- Whose purpose is illegal.
- Whose activity does not have appropriate sponsorship as defined by HMC.
- Whose conduct would interfere with the proper functioning of the College. Examples of such conduct may include activities that produce excessive noise and interrupt other events taking place in the facility.
- Who have previously failed to notify the College of cancellations of meetings on two (2) or more occasions.
- Who fail to follow these policies and procedures.

Harvey Mudd College reserves the right to cancel meeting reservations when unforeseen circumstances such as power outages, weather conditions, or conflicts with College affiliated or sponsored events occur.

### RESERVATIONS

Rooms in the Hoch Shanahan Dining Commons are limited to the following: Monday through Friday, 7:30 a.m. - 7:00 p.m. Saturday and Sunday, 10:30 a.m. to 7:00 p.m.

Individuals and groups wishing to use a meeting room may make advance reservations as defined below:

Persons wishing to reserve a meeting room should go to <http://emsweb.claremont.edu/hmc/> to register their group and make an online reservation or contact the HMC Facilities Use Coordinator at (909) 607-4559. Room requests for Hoch Shanahan Dining Commons can be made up to four hours in advance. Each request must be approved before the room can be occupied. Reservations for meeting rooms must include time preparation which includes time for the group or individual to set up and take down supplies and test audio visual for the meeting. For example, if your meeting is to occur from 4:00 – 6:00 p.m., allow time to set up and break down your meeting, thus reserve the space for 3:30 - 6:30 p.m.

### ROOMS AVAILABLE

**All Private Dining Rooms:** No more than four of the private dining rooms shall be reserved on a re-occurring basis during the breakfast, lunch and dinner serving times. Classes are the exception and are allowable for booking in the private dining rooms except during meal times.

**Aviation Room:** The Aviation Room shall not be reserved for an entire semester or more than four consecutive dates/times (daily and/or weekly) for the same event/group/person. Classes are the exception and are allowable for booking in the Aviation Room except during meal times. Other exceptions may be considered. Requests for exceptions should be handled as follows:

- Requests by faculty or staff in the academic area should be made to the Dean of Faculty
- Requests by administrative staff should be made to the appropriate Vice President

Requests will then be presented to the Cabinet, who will make the final decision.

**If a key is needed to access the room it must be picked up at the Facilities and Maintenance Office located in the basement of Platt Campus Center during normal operating hours 8:00 a.m. to 5:00 p.m. Monday through Friday.**

### **FOOD AND BEVERAGE**

If you are interested in having food or catering services for your meeting please contact the HMC Dining Services Staff as they are required to provide and/or oversee all food items served in the Hoch Shanahan Building. Their team of catering professionals is available to assist you with planning every aspect of your event. You can contact the Dining Services staff via the EMS reservation system at <http://emsweb.claremont.edu/hmc/> or by telephone at (909) 607-2675.

### **AUDIO VISUAL**

CIS AV Services supports administrative and academic needs for presentation, sound and conferencing at HMC. If you are affiliated with HMC you may contact CIS AV Services directly by following this link: <http://www.hmc.edu/about/administrativeoffices/cis1/audiovisualoffice1.html>

If you are not affiliated with HMC you will need to make your request for Audio Visual services by contacting the HMC Facilities Use Coordinator at (909) 607-4559.

### **CANCELLATIONS**

If a scheduled meeting is cancelled, the reservation must be cancelled online or by calling the HMC Facilities Use Coordinator at (909) 607-4559 as soon as possible. **Notifying the HMC Facilities Use Coordinator of cancellations ensures that other groups or organizations have access to the meeting room.**

### **Courtesy**

- The capacity for the room(s), as determined by the Fire Marshall and must be observed at all times.
- No alcoholic beverages may be served or consumed unless the proper arrangements and policies are followed.
- Smoking is not permitted in any HMC Meeting Room facility.
- Permission to use the room includes the ordinary use of furniture and fixtures, including chairs, tables, whiteboard if available. Cooking and/or food preparation will not be allowed.
- Arrangement of furniture and setting-up of furniture is to remain as is and should not be moved to allow for proper use of other guests who have reserved the room
- Nothing may be affixed or mounted in any way to the walls of the meeting room, except where tack able surfaces are provided. If you are planning to post materials, please do so with blue painters tape.
- Lobby areas and hallways and other adjacencies are not a part of the meeting room.

### **ALL OTHER INQUIRIES**

All other inquiries, questions, comments or concerns regarding this facility should be directed to the Facilities Use Coordinator at (909) 607-4559.



## PLATT CAMPUS CENTER MEETING ROOM USE POLICY

The meeting rooms of Harvey Mudd College's (HMC) Platt Campus Center are provided for use by HMC students, faculty, staff and Claremont University Consortium groups. When not in use for College affiliated or sponsored activities during non academic times of the year the rooms may be made available for use through our Conference and Event program. If you are not affiliated with HMC and would like to reserve a room or space in the Platt Campus Center for an outside group event, please contact the HMC Facilities Use Coordinator at (909) 607-4559 to get information on availability, rental fees and requirements. HMC reserves the right to restrict or deny usage. (See below under, Statement of Authority.)

### STATEMENT OF AUTHORITY

Designated HMC staff members have the authority to approve, renew, or reject requests for use of College facilities.

Permission to use the Platt Campus Center facilities **will not be allowed for** any organization and/or meeting with one or more of the following issues:

- Whose purpose is illegal.
- Whose activity does not have appropriate sponsorship as defined by HMC.
- Whose conduct would interfere with the proper functioning of the College. Examples of such conduct may include activities that produce excessive noise and interrupt other events taking place in the facility.
- Who have previously failed to notify the College of cancellations of meetings on two (2) or more occasions.
- Who fail to follow these policies and procedures.

Harvey Mudd College reserves the right to cancel meeting reservations when unforeseen circumstances such as power outages, weather conditions, or conflicts with College affiliated or sponsored events occur.

### RESERVATIONS

Individuals and groups wishing to use a meeting room may make advance reservations as defined below:

Persons wishing to reserve a meeting room should go to <http://emsweb.claremont.edu/hmc/> to register their group and make an online reservation or contact the HMC Facilities Use Coordinator at (909) 607-4559. Room requests for the Platt Campus Center can be made up to forty-eight hours in advance. Each request must be approved before the room can be occupied. Reservations for meeting rooms must include time preparation which includes time for the group or individual to set up and take down supplies and test audio visual for the meeting. For example, if your meeting is to occur from 7:00 – 9:00 p.m., allow time to set up and break down your meeting, thus reserve the space for 6:30 - 9:30 p.m.

### ROOMS AVAILABLE

**Conference Room A and B:** Board of Trustee meetings takes priority in this space. Confirmation of a reservation in both fall and spring may take up to 2 weeks at the start of the academic semester before approval can be granted due to possible room changes for academic courses.

**Green Room:** Other than the Board of Trustee meetings taking priority in this space the space is reserved on a first come first serve basis for staff, faculty and students. Off campus requests are subject to approval and depending on the needs of the HMC campus.

**Living Room:** This space is used by all HMC students as a study area therefore when reserving this space please be aware that students are still allowed to access the Living Room during the reserved time of your event.

This space is only available to off campus groups during the months of June and July.

**If a key is needed to access the room it must be picked up at the Facilities and Maintenance Office located in the basement of Platt Campus Center during normal operating hours 8:00 a.m. to 5:00 p.m. Monday thru Friday.**

### **FOOD AND BEVERAGE**

If you are interested in having food or catering services for your meeting please contact the HMC Dining Services Staff. Their team of catering professionals is available to assist you with planning every aspect of your event. You can contact the Dining Services staff via the EMS reservation system at <http://emsweb.claremont.edu/hmc/> or by telephone at (909) 607-2675.

### **AUDIO VISUAL**

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If you are not affiliated with HMC you will need to make your request for Audio Visual services by contacting the HMC Facilities Use Coordinator at (909) 607-4559.

### **CANCELLATIONS**

If a scheduled meeting is cancelled, the reservation must be cancelled online or by calling the HMC Facilities Use Coordinator at (909) 607-4559 as soon as possible. **Notifying the HMC Facilities Use Coordinator of cancellations ensures that other groups or organizations have access to the meeting room.**

### **Courtesy**

- The capacity for the room(s), as determined by the Fire Marshall and must be observed at all times.
- No alcoholic beverages may be served or consumed unless the proper arrangements and policies are followed.
- Smoking is not permitted in any HMC Meeting Room facility.
- Permission to use the room includes the ordinary use of furniture and fixtures, including chairs, tables, whiteboard if available. Cooking and/or food preparation will not be allowed.
- Arrangement of furniture and setting-up of furniture is to remain as is and should not be moved to allow for proper use of other guests who have reserved the room
- Nothing may be affixed or mounted in any way to the walls of the meeting room, except where tack able surfaces are provided. If you are planning to post materials, please do so with blue painters tape.
- Lobby areas and hallways and other adjacencies are not a part of the meeting room.

### **ALL OTHER INQUIRIES**

All other inquiries, questions, comments or concerns regarding this facility should be directed to the Facilities Use Coordinator at (909) 607-4559.



## OLIN SCIENCE BUILDING MEETING ROOM USE POLICY

The meeting rooms of Harvey Mudd College's (HMC) Olin Science Building are provided for use by HMC students, faculty, staff and Claremont University Consortium groups. When not in use for College affiliated or sponsored activities during non academic times of the year the rooms may be made available for use through our Conference and Event program. If you are not affiliated with HMC and would like to reserve a room or space in the Olin Science Building for an outside group event, please contact the HMC Facilities Use Coordinator at (909) 607-4559 to get information on availability, rental fees and requirements. HMC reserves the right to restrict or deny usage. (See below under, Statement of Authority.)

### STATEMENT OF AUTHORITY

Designated HMC staff members have the authority to approve, renew, or reject requests for use of College facilities.

Permission to use the Olin Science Building facilities **will not be allowed for** any organization and/or meeting with one or more of the following issues:

- Whose purpose is illegal.
- Whose activity does not have appropriate sponsorship as defined by HMC.
- Whose conduct would interfere with the proper functioning of the College. Examples of such conduct may include activities that produce excessive noise and interrupt other events taking place in the facility.
- Who have previously failed to notify the College of cancellations of meetings on two (2) or more occasions.
- Who fail to follow these policies and procedures.

Harvey Mudd College reserves the right to cancel meeting reservations when unforeseen circumstances such as power outages, weather conditions, or conflicts with College affiliated or sponsored events occur.

### RESERVATIONS

Individuals and groups wishing to use a meeting room may make advance reservations as defined below:

Persons wishing to reserve a meeting room should go to <http://emsweb.claremont.edu/hmc/> to register their group and make an online reservation or contact the HMC Facilities Use Coordinator at (909) 607-4559. Room requests for the Olin Science building can be made up to forty-eight hours in advance. Each request must be approved before the room can be occupied. Reservations for meeting rooms must include time preparation which includes time for the group or individual to set up and take down supplies and test audio visual for the meeting. For example, if your meeting is to occur from 7:00 – 9:00 p.m., allow time to set up and break down your meeting, thus reserve the space for 6:30 - 9:30 p.m.

### ROOMS AVAILABLE

**Room 143:** All reservations for this room are made through the Mathematics Department. Contact Jocelyn Olds-McSpadden at 909-621-8023 or e-mail [jocelyn@math.hmc.edu](mailto:jocelyn@math.hmc.edu).

**Room B161/Math Library:** All reservations for this room are made through the Mathematics Department. Contact Jocelyn Olds-McSpadden at 909-621-8023 or e-mail [jocelyn@math.hmc.edu](mailto:jocelyn@math.hmc.edu).

**If a key is needed to access the room it must be picked up at the Facilities and Maintenance Office located in the basement of Platt Campus Center during normal operating hours 8:00 a.m. to 5:00 p.m. Monday thru Friday.**

### FOOD AND BEVERAGE

If you are interested in having food or catering services for your meeting please contact the HMC Dining Services Staff. Their team of catering professionals is available to assist you with planning every aspect of your event. You



can contact the Dining Services staff via the EMS reservation system at <http://emsweb.claremont.edu/hmc/> or by telephone at (909) 607-2675.

### **AUDIO VISUAL**

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If you are not affiliated with HMC you will need to make your request for Audio Visual services by contacting the HMC Facilities Use Coordinator at (909) 607-4559.

### **CANCELLATIONS**

If a scheduled meeting is cancelled, the reservation must be cancelled by contacting the Mathematics Department, Jocelyn Olds-McSpadden at 909-621-8023 or e-mail [jocelyn@math.hmc.edu](mailto:jocelyn@math.hmc.edu). **Notifying the HMC Mathematics Department of cancellations ensures that other groups or organizations have access to the meeting room.**

### **Courtesy**

- The capacity for the room(s), as determined by the Fire Marshall and must be observed at all times.
- No alcoholic beverages may be served or consumed unless the proper arrangements and policies are followed.
- Smoking is not permitted in any HMC Meeting Room facility.
- Permission to use the room includes the ordinary use of furniture and fixtures, including chairs, tables, whiteboard if available. Cooking and/or food preparation will not be allowed.
- Arrangement of furniture and setting-up of furniture is to remain as is and should not be moved to allow for proper use of other guests who have reserved the room
- Nothing may be affixed or mounted in any way to the walls of the meeting room, except where tack able surfaces are provided. If you are planning to post materials, please do so with blue painters tape.
- Lobby areas and hallways and other adjacencies are not a part of the meeting room.

### **ALL OTHER INQUIRIES**

All other inquiries, questions, comments or concerns regarding this facility should be directed to the Facilities Use Coordinator at (909) 607-4559.



## BECKMAN HALL MEETING ROOM USE POLICY

The meeting rooms of Harvey Mudd College's (HMC) Beckman Hall are provided for use by HMC students, faculty, staff and Claremont University Consortium groups. When not in use for College affiliated or sponsored activities during non academic times of the year the rooms may be made available for use through our Conference and Event program. If you are not affiliated with HMC and would like to reserve a room or space in the Beckman Hall for an outside group event, please contact the HMC Facilities Use Coordinator at (909) 607-4559 to get information on availability, rental fees and requirements. HMC reserves the right to restrict or deny usage. (See below under, Statement of Authority.)

### STATEMENT OF AUTHORITY

Designated HMC staff members have the authority to approve, renew, or reject requests for use of College facilities.

Permission to use the Beckman Hall facilities **will not be allowed for** any organization and/or meeting with one or more of the following issues:

- Whose purpose is illegal.
- Whose activity does not have appropriate sponsorship as defined by HMC.
- Whose conduct would interfere with the proper functioning of the College. Examples of such conduct may include activities that produce excessive noise and interrupt other events taking place in the facility.
- Who have previously failed to notify the College of cancellations of meetings on two (2) or more occasions.
- Who fail to follow these policies and procedures.

Harvey Mudd College reserves the right to cancel meeting reservations when unforeseen circumstances such as power outages, weather conditions, or conflicts with College affiliated or sponsored events occur.

### RESERVATIONS

Individuals and groups wishing to use a meeting room may make advance reservations as defined below:

Persons wishing to reserve a meeting room should go to <http://emsweb.claremont.edu/hmc/> to register their group and make an online reservation or contact the HMC Facilities Use Coordinator at (909) 607-4559. Room requests for Beckman Hall can be made up to forty-eight hours in advance. Each request must be approved before the room can be occupied. Reservations for meeting rooms must include time preparation which includes time for the group or individual to set up and take down supplies and test audio visual for the meeting. For example, if your meeting is to occur from 7:00 – 9:00 p.m., allow time to set up and break down your meeting, thus reserve the space for 6:30 - 9:30 p.m.

### ROOMS AVAILABLE

**Beckman Auditorium:** Academic courses take priority therefore reservations will only be confirmed after the academic schedule is finalized. This applies to both fall and spring semesters. Confirmation of a reservation in both fall and spring may take up to 2 weeks at the start of the academic semester before approval can be granted due to possible room changes for academic courses.

**Room B100:** All reservations for this room are made through the Computer Science Department. Contact DruAnn Thomas at 909-621-8570 or email [druann\\_thomas@hmc.edu](mailto:druann_thomas@hmc.edu) for reservations.

**Room B124:** All reservations are made through the Biology Department. Contact Molly Stoykovich at 909-621-8561 or email Molly at [molly\\_stoykovich@hmc.edu](mailto:molly_stoykovich@hmc.edu) for reservations.

**Room B134:** Academic courses take priority therefore reservations will only be confirmed after the academic schedule is finalized. This applies to both fall and spring semesters. Confirmation of a reservation in both fall and

spring may take up to 2 weeks at the start of the academic semester before approval can be granted due to possible room changes for academic courses.

**If a key is needed to access the room it must be picked up at the Facilities and Maintenance Office located in the basement of Platt Campus Center during normal operating hours 8:00 a.m. to 5:00 p.m. Monday thru Friday.**

### **FOOD AND BEVERAGE**

If you are interested in having food or catering services for your meeting please contact the HMC Dining Services Staff. Their team of catering professionals is available to assist you with planning every aspect of your event. You can contact the Dining Services staff via the EMS reservation system at <http://emsweb.claremont.edu/hmc/> or by telephone at (909) 607-2675.

### **AUDIO VISUAL**

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If you are not affiliated with HMC you will need to make your request for Audio Visual services by contacting the HMC Facilities Use Coordinator at (909) 607-4559.

### **CANCELLATIONS**

If a scheduled meeting is cancelled, the reservation must be cancelled through the department or person the original reservation was confirmed with as identified above. **Notifying the appropriate HMC Department or person of cancellations ensures that other groups or organizations have access to the meeting room.**

### **Courtesy**

- The capacity for the room(s), as determined by the Fire Marshall and must be observed at all times.
- No alcoholic beverages may be served or consumed unless the proper arrangements and policies are followed.
- Smoking is not permitted in any HMC Meeting Room facility.
- Permission to use the room includes the ordinary use of furniture and fixtures, including chairs, tables, whiteboard if available. Cooking and/or food preparation will not be allowed.
- Arrangement of furniture and setting-up of furniture is to remain as is and should not be moved to allow for proper use of other guests who have reserved the room
- Nothing may be affixed or mounted in any way to the walls of the meeting room, except where tack able surfaces are provided. If you are planning to post materials, please do so with blue painters tape.
- Lobby areas and hallways and other adjacencies are not a part of the meeting room.

### **ALL OTHER INQUIRIES**

All other inquiries, questions, comments or concerns regarding this facility should be directed to the Facilities Use Coordinator at (909) 607-4559.



## KECK LABORATORIES BUILDING MEETING ROOM USE POLICY

The meeting rooms of Harvey Mudd College's (HMC) Keck Laboratories Building are provided for use by HMC students, faculty, staff and Claremont University Consortium groups. When not in use for College affiliated or sponsored activities during non academic times of the year the rooms may be made available for use through our Conference and Event program. If you are not affiliated with HMC and would like to reserve a room or space in the Keck Laboratories Building for an outside group event, please contact the HMC Facilities Use Coordinator at (909) 607-4559 to get information on availability, rental fees and requirements. HMC reserves the right to restrict or deny usage. (See below under, Statement of Authority.)

### STATEMENT OF AUTHORITY

Designated HMC staff members have the authority to approve, renew, or reject requests for use of College facilities.

Permission to use the Keck Laboratories Building facilities **will not be allowed for** any organization and/or meeting with one or more of the following issues:

- Whose purpose is illegal.
- Whose activity does not have appropriate sponsorship as defined by HMC.
- Whose conduct would interfere with the proper functioning of the College. Examples of such conduct may include activities that produce excessive noise and interrupt other events taking place in the facility.
- Who have previously failed to notify the College of cancellations of meetings on two (2) or more occasions.
- Who fail to follow these policies and procedures.

Harvey Mudd College reserves the right to cancel meeting reservations when unforeseen circumstances such as power outages, weather conditions, or conflicts with College affiliated or sponsored events occur.

### RESERVATIONS

Individuals and groups wishing to use a meeting room may make advance reservations as defined below:

Persons wishing to reserve a meeting room should go to <http://emsweb.claremont.edu/hmc/> to register their group and make an online reservation or contact the HMC Facilities Use Coordinator at (909) 607-4559. Room requests for the Keck Laboratories Building can be made up to forty-eight hours in advance. Each request must be approved before the room can be occupied. Reservations for meeting rooms must include time preparation which includes time for the group or individual to set up and take down supplies and test audio visual for the meeting. For example, if your meeting is to occur from 7:00 – 9:00 p.m., allow time to set up and break down your meeting, thus reserve the space for 6:30 - 9:30 p.m.

### ROOMS AVAILABLE

**Room 2331:** All reservations for this room are made through the Chemistry Department. Contact Kimberly Young at 909-621-8092 or e-mail [kimberly\\_young@hmc.edu](mailto:kimberly_young@hmc.edu).

**Stauffer Lounge:** All reservations for this room are made through the Physics Department. Contact Kathy Morrison at 909-621-8024 or e-mail [kathy\\_morrison@hmc.edu](mailto:kathy_morrison@hmc.edu).

**If a key is needed to access the room it must be picked up at the Facilities and Maintenance Office located in the basement of Platt Campus Center during normal operating hours 8:00 a.m. to 5:00 p.m. Monday thru Friday.**

### FOOD AND BEVERAGE

If you are interested in having food or catering services for your meeting please contact the HMC Dining Services Staff. Their team of catering professionals is available to assist you with planning every aspect of your event. You

can contact the Dining Services staff via the EMS reservation system at <http://emsweb.claremont.edu/hmc/> or by telephone at (909) 607-2675.

### **AUDIO VISUAL**

CIS AV Services supports administrative and academic needs for presentation, sound and conferencing at HMC. If you are affiliated with HMC you may contact CIS AV Services directly by following this link: <http://www.hmc.edu/about/administrativeoffices/cis1/audiovisualoffice1.html>

If you are not affiliated with HMC you will need to make your request for Audio Visual services by contacting the HMC Facilities Use Coordinator at (909) 607-4559.

### **CANCELLATIONS**

If a scheduled meeting is cancelled, the reservation must be cancelled through the department or person the original reservation was confirmed with as identified above. **Notifying the appropriate HMC Department or person of cancellations ensures that other groups or organizations have access to the meeting room.**

### **Courtesy**

- The capacity for the room(s), as determined by the Fire Marshall and must be observed at all times.
- No alcoholic beverages may be served or consumed unless the proper arrangements and policies are followed.
- Smoking is not permitted in any HMC Meeting Room facility.
- Permission to use the room includes the ordinary use of furniture and fixtures, including chairs, tables, whiteboard if available. Cooking and/or food preparation will not be allowed.
- Arrangement of furniture and setting-up of furniture is to remain as is and should not be moved to allow for proper use of other guests who have reserved the room
- Nothing may be affixed or mounted in any way to the walls of the meeting room, except where tack able surfaces are provided. If you are planning to post materials, please do so with blue painters tape.
- Lobby areas and hallways and other adjacencies are not a part of the meeting room.

### **ALL OTHER INQUIRIES**

All other inquiries, questions, comments or concerns regarding this facility should be directed to the Facilities Use Coordinator at (909) 607-4559.



## JACOBS SCIENCE BUILDING MEETING ROOM USE POLICY

The meeting rooms of Harvey Mudd College's (HMC) Jacobs Science Building are provided for use by HMC students, faculty, staff and Claremont University Consortium groups. When not in use for College affiliated or sponsored activities during non academic times of the year the rooms may be made available for use through our Conference and Event program. If you are not affiliated with HMC and would like to reserve a room or space in the Jacobs Science Building for an outside group event, please contact the HMC Facilities Use Coordinator at (909) 607-4559 to get information on availability, rental fees and requirements. HMC reserves the right to restrict or deny usage. (See below under, Statement of Authority.)

### STATEMENT OF AUTHORITY

Designated HMC staff members have the authority to approve, renew, or reject requests for use of College facilities.

Permission to use the Jacobs Science Building facilities **will not be allowed for** any organization and/or meeting with one or more of the following issues:

- Whose purpose is illegal.
- Whose activity does not have appropriate sponsorship as defined by HMC.
- Whose conduct would interfere with the proper functioning of the College. Examples of such conduct may include activities that produce excessive noise and interrupt other events taking place in the facility.
- Who have previously failed to notify the College of cancellations of meetings on two (2) or more occasions.
- Who fail to follow these policies and procedures.

Harvey Mudd College reserves the right to cancel meeting reservations when unforeseen circumstances such as power outages, weather conditions, or conflicts with College affiliated or sponsored events occur.

### RESERVATIONS

Individuals and groups wishing to use a meeting room may make advance reservations as defined below:

Persons wishing to reserve a meeting room should go to <http://emsweb.claremont.edu/hmc/> to register their group and make an online reservation or contact the HMC Facilities Use Coordinator at (909) 607-4559. Room requests for the Jacobs Science Building can be made up to forty-eight hours in advance. Each request must be approved before the room can be occupied. Reservations for meeting rooms must include time preparation which includes time for the group or individual to set up and take down supplies and test audio visual for the meeting. For example, if your meeting is to occur from 7:00 – 9:00 p.m., allow time to set up and break down your meeting, thus reserve the space for 6:30 - 9:30 p.m.

### ROOMS AVAILABLE

**Classroom/Chemistry Lab 2308:** All reservations for this room are made through the Chemistry Department. Contact Kimberly Young at 909-621-8092 or e-mail [kimberly\\_young@hmc.edu](mailto:kimberly_young@hmc.edu).

**Classroom B132:** Academic courses take priority therefore reservations will only be confirmed after the academic schedule is finalized. This applies to both fall and spring semesters. Confirmation of a reservation in both fall and spring may take up to 2 weeks at the start of the academic semester before approval can be granted due to possible room changes for academic courses.

**Classroom B134:** Academic courses take priority therefore reservations will only be confirmed after the academic schedule is finalized. This applies to both fall and spring semesters. Confirmation of a reservation in both fall and spring may take up to 2 weeks at the start of the academic semester before approval can be granted due to possible room changes for academic courses.

**If a key is needed to access the room it must be picked up at the Facilities and Maintenance Office located in the basement of Platt Campus Center during normal operating hours 8:00 a.m. to 5:00 p.m. Monday thru Friday.**

#### **FOOD AND BEVERAGE**

If you are interested in having food or catering services for your meeting please contact the HMC Dining Services Staff. Their team of catering professionals is available to assist you with planning every aspect of your event. You can contact the Dining Services staff via the EMS reservation system at <http://emsweb.claremont.edu/hmc/> or by telephone at (909) 607-2675.

#### **AUDIO VISUAL**

CIS AV Services supports administrative and academic needs for presentation, sound and conferencing at HMC. If you are affiliated with HMC you may contact CIS AV Services directly by following this link: <http://www.hmc.edu/about/administrativeoffices/cis1/audiovisualoffice1.html>

If you are not affiliated with HMC you will need to make your request for Audio Visual services by contacting the HMC Facilities Use Coordinator at (909) 607-4559.

#### **CANCELLATIONS**

If a scheduled meeting is cancelled, the reservation must be cancelled through the department or person the original reservation was confirmed with as identified above. **Notifying the appropriate HMC Department or person of cancellations ensures that other groups or organizations have access to the meeting room.**

#### **Courtesy**

- The capacity for the room(s), as determined by the Fire Marshall and must be observed at all times.
- No alcoholic beverages may be served or consumed unless the proper arrangements and policies are followed.
- Smoking is not permitted in any HMC Meeting Room facility.
- Permission to use the room includes the ordinary use of furniture and fixtures, including chairs, tables, whiteboard if available. Cooking and/or food preparation will not be allowed.
- Arrangement of furniture and setting-up of furniture is to remain as is and should not be moved to allow for proper use of other guests who have reserved the room
- Nothing may be affixed or mounted in any way to the walls of the meeting room, except where tack able surfaces are provided. If you are planning to post materials, please do so with blue painters tape.
- Lobby areas and hallways and other adjacencies are not a part of the meeting room.

#### **ALL OTHER INQUIRIES**

All other inquiries, questions, comments or concerns regarding this facility should be directed to the Facilities Use Coordinator at (909) 607-4559.



## PARSONS ENGINEERING BUILDING MEETING ROOM USE POLICY

The meeting rooms of Harvey Mudd College's (HMC) Parsons Engineering Building are provided for use by HMC students, faculty, staff and Claremont University Consortium groups. When not in use for College affiliated or sponsored activities during non academic times of the year the rooms may be made available for use through our Conference and Event program. If you are not affiliated with HMC and would like to reserve a room or space in the Parsons Engineering Building for an outside group event, please contact the HMC Facilities Use Coordinator at (909) 607-4559 to get information on availability, rental fees and requirements. HMC reserves the right to restrict or deny usage. (See below under, Statement of Authority.)

### STATEMENT OF AUTHORITY

Designated HMC staff members have the authority to approve, renew, or reject requests for use of College facilities.

Permission to use the Parsons Engineering Building facilities **will not be allowed for** any organization and/or meeting with one or more of the following issues:

- Whose purpose is illegal.
- Whose activity does not have appropriate sponsorship as defined by HMC.
- Whose conduct would interfere with the proper functioning of the College. Examples of such conduct may include activities that produce excessive noise and interrupt other events taking place in the facility.
- Who have previously failed to notify the College of cancellations of meetings on two (2) or more occasions.
- Who fail to follow these policies and procedures.

Harvey Mudd College reserves the right to cancel meeting reservations when unforeseen circumstances such as power outages, weather conditions, or conflicts with College affiliated or sponsored events occur.

### RESERVATIONS

Individuals and groups wishing to use a meeting room may make advance reservations as defined below:

Persons wishing to reserve a meeting room should go to <http://emsweb.claremont.edu/hmc/> to register their group and make an online reservation or contact the HMC Facilities Use Coordinator at (909) 607-4559. Room requests for the Parsons Engineering Building can be made up to forty-eight hours in advance. Each request must be approved before the room can be occupied. Reservations for meeting rooms must include time preparation which includes time for the group or individual to set up and take down supplies and test audio visual for the meeting. For example, if your meeting is to occur from 7:00 – 9:00 p.m., allow time to set up and break down your meeting, thus reserve the space for 6:30 - 9:30 p.m.

### ROOMS AVAILABLE

**Engineering Conference Room 2375:** All reservations for this room are made through the Engineering Department. Contact Lorena Gonzalez at 909-621-8020 or e-mail [lorena\\_gonzalez@hmc.edu](mailto:lorena_gonzalez@hmc.edu).

**Engineering Conference Room 2375D:** All reservations for this room are made through the Engineering Department. Contact Lorena Gonzalez at 909-621-8020 or e-mail [lorena\\_gonzalez@hmc.edu](mailto:lorena_gonzalez@hmc.edu).

**Engineering Conference Room A:** All reservations for this room are made through the Engineering Department. Contact Lorena Gonzalez at 909-621-8020 or e-mail [lorena\\_gonzalez@hmc.edu](mailto:lorena_gonzalez@hmc.edu).

**Engineering Conference Room B:** All reservations for this room are made through the Engineering Department. Contact Lorena Gonzalez at 909-621-8020 or e-mail [lorena\\_gonzalez@hmc.edu](mailto:lorena_gonzalez@hmc.edu).



**Engineering Conference Room C:** All reservations for this room are made through the Engineering Department. Contact Lorena Gonzalez at 909-621-8020 or e-mail [lorena\\_gonzalez@hmc.edu](mailto:lorena_gonzalez@hmc.edu).

**Classroom 1285:** Academic courses take priority therefore reservations will only be confirmed after the academic schedule is finalized. This applies to both fall and spring semesters. Confirmation of a reservation in both fall and spring may take up to 2 weeks at the start of the academic semester before approval can be granted due to possible room changes for academic courses.

**Classroom 2358:** Academic courses take priority therefore reservations will only be confirmed after the academic schedule is finalized. This applies to both fall and spring semesters. Confirmation of a reservation in both fall and spring may take up to 2 weeks at the start of the academic semester before approval can be granted due to possible room changes for academic courses.

**If a key is needed to access the room it must be picked up at the Facilities and Maintenance Office located in the basement of Platt Campus Center during normal operating hours 8:00 a.m. to 5:00 p.m. Monday thru Friday.**

### **FOOD AND BEVERAGE**

If you are interested in having food or catering services for your meeting please contact the HMC Dining Services Staff. Their team of catering professionals is available to assist you with planning every aspect of your event. You can contact the Dining Services staff via the EMS reservation system at <http://emsweb.claremont.edu/hmc/> or by telephone at (909) 607-2675.

### **AUDIO VISUAL**

CIS AV Services supports administrative and academic needs for presentation, sound and conferencing at HMC. If you are affiliated with HMC you may contact CIS AV Services directly by following this link:

<http://www.hmc.edu/about/administrativeoffices/cis1/audiovisualoffice1.html>

If you are not affiliated with HMC you will need to make your request for Audio Visual services by contacting the HMC Facilities Use Coordinator at (909) 607-4559.

### **CANCELLATIONS**

If a scheduled meeting is cancelled, the reservation must be cancelled through the department or person the original reservation was confirmed with as identified above. **Notifying the appropriate HMC Department or person of cancellations ensures that other groups or organizations have access to the meeting room.**

### **Courtesy**

- The capacity for the room(s), as determined by the Fire Marshall and must be observed at all times.
- No alcoholic beverages may be served or consumed unless the proper arrangements and policies are followed.
- Smoking is not permitted in any HMC Meeting Room facility.
- Permission to use the room includes the ordinary use of furniture and fixtures, including chairs, tables, whiteboard if available. Cooking and/or food preparation will not be allowed.
- Arrangement of furniture and setting-up of furniture is to remain as is and should not be moved to allow for proper use of other guests who have reserved the room
- Nothing may be affixed or mounted in any way to the walls of the meeting room, except where tack able surfaces are provided. If you are planning to post materials, please do so with blue painters tape.
- Lobby areas and hallways and other adjacencies are not a part of the meeting room.

### **ALL OTHER INQUIRIES**

All other inquiries, questions, comments or concerns regarding this facility should be directed to the Facilities Use Coordinator at (909) 607-4559.



## SPRAGUE BUILDING MEETING ROOM USE POLICY

The meeting rooms of Harvey Mudd College's (HMC) Sprague Hall are provided for use by HMC students, faculty, staff and Claremont University Consortium groups. When not in use for College affiliated or sponsored activities during non academic times of the year the rooms may be made available for use through our Conference and Event program. If you are not affiliated with HMC and would like to reserve a room or space in the Sprague Hall for an outside group event, please contact the HMC Facilities Use Coordinator at (909) 607-4559 to get information on availability, rental fees and requirements. HMC reserves the right to restrict or deny usage. (See below under, Statement of Authority.)

### STATEMENT OF AUTHORITY

Designated HMC staff members have the authority to approve, renew, or reject requests for use of College facilities.

Permission to use the Sprague Hall facilities **will not be allowed for** any organization and/or meeting with one or more of the following issues:

- Whose purpose is illegal.
- Whose activity does not have appropriate sponsorship as defined by HMC.
- Whose conduct would interfere with the proper functioning of the College. Examples of such conduct may include activities that produce excessive noise and interrupt other events taking place in the facility.
- Who have previously failed to notify the College of cancellations of meetings on two (2) or more occasions.
- Who fail to follow these policies and procedures.

Harvey Mudd College reserves the right to cancel meeting reservations when unforeseen circumstances such as power outages, weather conditions, or conflicts with College affiliated or sponsored events occur.

### RESERVATIONS

Individuals and groups wishing to use a meeting room may make advance reservations as defined below:

Persons wishing to reserve a meeting room should go to <http://emsweb.claremont.edu/hmc/> to register their group and make an online reservation or contact the HMC Facilities Use Coordinator at (909) 607-4559. Room requests for the Sprague Building can be made up to forty-eight hours in advance. Each request must be approved before the room can be occupied. Reservations for meeting rooms must include time preparation which includes time for the group or individual to set up and take down supplies and test audio visual for the meeting. For example, if your meeting is to occur from 7:00 – 9:00 p.m., allow time to set up and break down your meeting, thus reserve the space for 6:30 - 9:30 p.m.

### ROOM AVAILABLE

**Learning Studio Classroom:** Reservations can be made at <http://emsweb.claremont.edu/hmc> or by contacting the CIS department at 909-607-0009.

**Fourth Floor Conference Room:** Reservations can be made by contacting the Dean of Faculty Office at 909-621-8122 or email Esther Hughes at [Esther\\_Hughes@hmc.edu](mailto:Esther_Hughes@hmc.edu).

**If a key is needed to access the room it must be picked up at the Facilities and Maintenance Office located in the basement of Platt Campus Center during normal operating hours 8:00 a.m. to 5:00 p.m. Monday thru Friday.**

### FOOD AND BEVERAGE

If you are interested in having food or catering services for your meeting please contact the HMC Dining Services Staff. Their team of catering professionals is available to assist you with planning every aspect of your event. You

can contact the Dining Services staff via the EMS reservation system at <http://emsweb.claremont.edu/hmc/> or by telephone at (909) 607-2675.

### **AUDIO VISUAL**

CIS AV Services supports administrative and academic needs for presentation, sound and conferencing at HMC. If you are affiliated with HMC you may contact CIS AV Services directly by following this link: <http://www.hmc.edu/about/administrativeoffices/cis1/audiovisualoffice1.html>

If you are not affiliated with HMC you will need to make your request for Audio Visual services by contacting the HMC Facilities Use Coordinator at (909) 607-4559.

### **CANCELLATIONS**

If a scheduled meeting is cancelled, the reservation must be cancelled through the department or person the original reservation was confirmed with as identified above. **Notifying the appropriate HMC Department or person of cancellations ensures that other groups or organizations have access to the meeting room.**

### **Courtesy**

- The capacity for the room(s), as determined by the Fire Marshall and must be observed at all times.
- No alcoholic beverages may be served or consumed unless the proper arrangements and policies are followed.
- Smoking is not permitted in any HMC Meeting Room facility.
- Permission to use the room includes the ordinary use of furniture and fixtures, including chairs, tables, whiteboard if available. Cooking and/or food preparation will not be allowed.
- Arrangement of furniture and setting-up of furniture is to remain as is and should not be moved to allow for proper use of other guests who have reserved the room
- Nothing may be affixed or mounted in any way to the walls of the meeting room, except where tack able surfaces are provided. If you are planning to post materials, please do so with blue painters tape.
- Lobby areas and hallways and other adjacencies are not a part of the meeting room.

### **ALL OTHER INQUIRIES**

All other inquiries, questions, comments or concerns regarding this facility should be directed to the Facilities Use Coordinator at (909) 607-4559.



## **DARTMOUTH CLASSROOM MEETING ROOM USE POLICY**

The meeting rooms of Harvey Mudd College's (HMC) Dartmouth Classrooms are provided for use by HMC students, faculty, staff and Claremont University Consortium groups. When not in use for College affiliated or sponsored activities during non academic times of the year the rooms may be made available for use through our Conference and Event program. If you are not affiliated with HMC and would like to reserve a room or space in the Dartmouth Classrooms for an outside group event, please contact the HMC Facilities Use Coordinator at (909) 607-4559 to get information on availability, rental fees and requirements. HMC reserves the right to restrict or deny usage. (See below under, Statement of Authority.)

### **STATEMENT OF AUTHORITY**

Designated HMC staff members have the authority to approve, renew, or reject requests for use of College facilities.

Permission to use the Dartmouth Classrooms facilities **will not be allowed for** any organization and/or meeting with one or more of the following issues:

- Whose purpose is illegal.
- Whose activity does not have appropriate sponsorship as defined by HMC.
- Whose conduct would interfere with the proper functioning of the College. Examples of such conduct may include activities that produce excessive noise and interrupt other events taking place in the facility.
- Who have previously failed to notify the College of cancellations of meetings on two (2) or more occasions.
- Who fail to follow these policies and procedures.

Harvey Mudd College reserves the right to cancel meeting reservations when unforeseen circumstances such as power outages, weather conditions, or conflicts with College affiliated or sponsored events occur.

### **RESERVATIONS**

Individuals and groups wishing to use a meeting room may make advance reservations as defined below:

Persons wishing to reserve a meeting room should go to <http://emsweb.claremont.edu/hmc/> to register their group and make an online reservation or contact the HMC Facilities Use Coordinator at (909) 607-4559. Room requests for the Dartmouth Classrooms can be made up to forty-eight hours in advance. Each request must be approved before the room can be occupied. Reservations for meeting rooms must include time preparation which includes time for the group or individual to set up and take down supplies and test audio visual for the meeting. For example, if your meeting is to occur from 7:00 – 9:00 p.m., allow time to set up and break down your meeting, thus reserve the space for 6:30 - 9:30 p.m.

### **ROOMS AVAILABLE**

**Dartmouth Classrooms North and South:** Academic courses take priority therefore reservations will only be confirmed after the academic schedule is finalized. This applies to both fall and spring semesters. Confirmation of a reservation in both fall and spring may take up to 2 weeks at the start of the academic semester before approval can be granted due to possible room changes for academic courses.

**If a key is needed to access the room it must be picked up at the Facilities and Maintenance Office located in the basement of Platt Campus Center during normal operating hours 8:00 a.m. to 5:00 p.m. Monday thru Friday.**

## **FOOD AND BEVERAGE**

If you are interested in having food or catering services for your meeting please contact the HMC Dining Services Staff. Their team of catering professionals is available to assist you with planning every aspect of your event. You can contact the Dining Services staff via the EMS reservation system at <http://emsweb.claremont.edu/hmc/> or by telephone at (909) 607-2675.

## **AUDIO VISUAL**

CIS AV Services supports administrative and academic needs for presentation, sound and conferencing at HMC. If you are affiliated with HMC you may contact CIS AV Services directly by following this link: <http://www.hmc.edu/about/administrativeoffices/cis1/audiovisualoffice1.html>

If you are not affiliated with HMC you will need to make your request for Audio Visual services by contacting the HMC Facilities Use Coordinator at (909) 607-4559.

## **CANCELLATIONS**

If a scheduled meeting is cancelled, the reservation must BE cancelled online or by calling the HMC Facilities Use Coordinator at (909) 607-4559 as soon as possible. **Notifying the HMC Facilities Use Coordinator of cancellations ensures that other groups or organizations have access to the meeting room.**

### **Courtesy**

- The capacity for the room(s), as determined by the Fire Marshall and must be observed at all times.
- No alcoholic beverages may be served or consumed unless the proper arrangements and policies are followed.
- Smoking is not permitted in any HMC Meeting Room facility.
- Permission to use the room includes the ordinary use of furniture and fixtures, including chairs, tables, whiteboard if available. Cooking and/or food preparation will not be allowed.
- Arrangement of furniture and setting-up of furniture is to remain as is and should not be moved to allow for proper use of other guests who have reserved the room
- Nothing may be affixed or mounted in any way to the walls of the meeting room, except where tack able surfaces are provided. If you are planning to post materials, please do so with blue painters tape.
- Lobby areas and hallways and other adjacencies are not a part of the meeting room.

## **ALL OTHER INQUIRIES**

All other inquiries, questions, comments or concerns regarding this facility should be directed to the Facilities Use Coordinator at (909) 607-4559.



## LINDE ACTIVITIES CENTER MEETING ROOM USE POLICY

The meeting rooms of Harvey Mudd College's (HMC) Linde Activities Center are provided for use by HMC students, faculty, staff and Claremont University Consortium groups. When not in use for College affiliated or sponsored activities during non academic times of the year the rooms may be made available for use through our Conference and Event program. If you are not affiliated with HMC and would like to reserve a room or space in the Linde Activities Center for an outside group event, please contact the HMC Facilities Use Coordinator at (909) 607-4559 to get information on availability, rental fees and requirements. HMC reserves the right to restrict or deny usage. (See below under, Statement of Authority.)

### STATEMENT OF AUTHORITY

Designated HMC staff members have the authority to approve, renew, or reject requests for use of College facilities.

Permission to use the Linde Activities Center facilities **will not be allowed for** any organization and/or meeting with one or more of the following issues:

- Whose purpose is illegal.
- Whose activity does not have appropriate sponsorship as defined by HMC.
- Whose conduct would interfere with the proper functioning of the College. Examples of such conduct may include activities that produce excessive noise and interrupt other events taking place in the facility.
- Who have previously failed to notify the College of cancellations of meetings on two (2) or more occasions.
- Who fail to follow these policies and procedures.

Harvey Mudd College reserves the right to cancel meeting reservations when unforeseen circumstances such as power outages, weather conditions, or conflicts with College affiliated or sponsored events occur.

### RESERVATIONS

Individuals and groups wishing to use a meeting room may make advance reservations as defined below:

Persons wishing to reserve a meeting room should go to <http://emsweb.claremont.edu/hmc/> to register their group and make an online reservation or contact the HMC Facilities Use Coordinator at (909) 607-4559. Room requests for the Linde Activity Center can be made up to forty-eight hours in advance. Each request must be approved before the room can be occupied. Reservations for meeting rooms must include time preparation which includes time for the group or individual to set up and take down supplies and test audio visual for the meeting. For example, if your meeting is to occur from 7:00 – 9:00 p.m., allow time to set up and break down your meeting, thus reserve the space for 6:30 - 9:30 p.m.

### ROOMS AVAILABLE

**Riggs Room:** Academic courses take priority therefore reservations will only be confirmed after the academic schedule is finalized. This applies to both fall and spring semesters. Confirmation of a reservation in both fall and spring may take up to 2 weeks at the start of the academic semester before approval can be granted due to possible room changes for academic courses.

**Baker Room:** Academic courses take priority therefore reservations will only be confirmed after the academic schedule is finalized. This applies to both fall and spring semesters. Confirmation of a reservation in both fall and spring may take up to 2 weeks at the start of the academic semester before approval can be granted due to possible room changes for academic courses.

**Computer Lab:** Although the primary purpose of the Computer Lab is to be available for student use it can on occasion be reserved for classroom use. Reservations can be made at <http://emsweb.claremont.edu/hmc/> or by contacting the CIS department at 909-607-0009.

**Gymnasium:** Academic courses take priority therefore reservations will only be confirmed after the academic schedule is finalized. This applies to both fall and spring semesters. Confirmation of a reservation in both fall and spring may take up to two weeks at the start of the academic semester before approval can be granted due to possible room changes for academic courses.

All other requests require prior approval by Dean Chris Sundberg and then confirmation of reservation of meeting room by contacting the HMC Facilities Use Coordinator at (909) 607-4559.

**If a key is needed to access the room it must be picked up at the Facilities and Maintenance Office located in the basement of Platt Campus Center during normal operating hours 8:00 a.m. to 5:00 p.m. Monday thru Friday.**

### **FOOD AND BEVERAGE**

If you are interested in having food or catering services for your meeting please contact the HMC Dining Services Staff. Their team of catering professionals is available to assist you with planning every aspect of your event. You can contact the Dining Services staff via the EMS reservation system at <http://emsweb.claremont.edu/hmc/> or by telephone at (909) 607-2675.

### **AUDIO VISUAL**

CIS AV Services supports administrative and academic needs for presentation, sound and conferencing at HMC. If you are affiliated with HMC you may contact CIS AV Services directly by following this link:

<http://www.hmc.edu/about/administrativeoffices/cis1/audiovisualoffice1.html>

If you are not affiliated with HMC you will need to make your request for Audio Visual services by contacting the HMC Facilities Use Coordinator at (909) 607-4559.

### **CANCELLATIONS**

If a scheduled meeting is cancelled, the reservation must be cancelled through the department or person the original reservation was confirmed with as identified above. **Notifying the appropriate HMC Department or person of cancellations ensures that other groups or organizations have access to the meeting room.**

### **Courtesy**

- The capacity for the room(s), as determined by the Fire Marshall and must be observed at all times.
- No alcoholic beverages may be served or consumed unless the proper arrangements and policies are followed.
- Smoking is not permitted in any HMC Meeting Room facility.
- Permission to use the room includes the ordinary use of furniture and fixtures, including chairs, tables, whiteboard if available. Cooking and/or food preparation will not be allowed.
- Arrangement of furniture and setting-up of furniture is to remain as is and should not be moved to allow for proper use of other guests who have reserved the room
- Nothing may be affixed or mounted in any way to the walls of the meeting room, except where tack able surfaces are provided. If you are planning to post materials, please do so with blue painters tape.
- Lobby areas and hallways and other adjacencies are not a part of the meeting room.

### **ALL OTHER INQUIRIES**

All other inquiries, questions, comments or concerns regarding this facility should be directed to the Facilities Use Coordinator at (909) 607-4559.



## EXTERIOR MEETING AREA USE POLICY

The meeting rooms of Harvey Mudd College's (HMC) Exterior Meeting Areas are provided for use by HMC students, faculty, staff and Claremont University Consortium groups. When not in use for College affiliated or sponsored activities during non academic times of the year the rooms may be made available for use through our Conference and Event program. If you are not affiliated with HMC and would like to reserve a room or space in the Exterior Meeting Area's for an outside group event, please contact the HMC Facilities Use Coordinator at (909) 607-4559 to get information on availability, rental fees and requirements. HMC reserves the right to restrict or deny usage. (See below under, Statement of Authority.)

### STATEMENT OF AUTHORITY

Designated HMC staff members have the authority to approve, renew, or reject requests for use of College facilities.

Permission to use the Exterior Meeting Area's facilities **will not be allowed for** any organization and/or meeting with one or more of the following issues:

- Whose purpose is illegal.
- Whose activity does not have appropriate sponsorship as defined by HMC.
- Whose conduct would interfere with the proper functioning of the College. Examples of such conduct may include activities that produce excessive noise and interrupt other events taking place in the facility.
- Who have previously failed to notify the College of cancellations of meetings on two (2) or more occasions.
- Who fail to follow these policies and procedures.

Harvey Mudd College reserves the right to cancel meeting reservations when unforeseen circumstances such as power outages, weather conditions, or conflicts with College affiliated or sponsored events occur.

### RESERVATIONS

Individuals and groups wishing to use a meeting room may make advance reservations as defined below:

Persons wishing to reserve a meeting room should go to <http://emsweb.claremont.edu/hmc/> to register their group and make an online reservation or contact the HMC Facilities Use Coordinator at (909) 607-4559. Room requests for the Exterior Meeting Areas can be made up to forty-eight hours in advance. Each request must be approved before the room can be occupied. Reservations for meeting rooms must include time preparation which includes time for the group or individual to set up and take down supplies and test audio visual for the meeting. For example, if your meeting is to occur from 7:00 – 9:00 p.m., allow time to set up and break down your meeting, thus reserve the space for 6:30 - 9:30 p.m.

### AREAS AVAILABLE

**Kingston Courtyard:** This space is reserved on a first come first serve basis for staff, faculty and students. Off campus requests are subject to approval and depending on the needs of the HMC campus.

**Platt Campus Center, Green Room Patio:** The Platt Campus Green Room must be reserved along with the patio and is reserved on a first come first serve basis for staff, faculty and students. Off campus requests are subject to approval and depending on the needs of the HMC campus.

**Platt Campus Center, Riggs Plaza:** This space is reserved on a first come first serve basis for staff, faculty and students. Off campus requests are subject to approval and depending on the needs of the HMC campus.

**Hixon Courtyard:** This space is reserved on a first come first serve basis for staff, faculty and students. Off campus requests are subject to approval and depending on the needs of the HMC campus.



**Sprague Patio:** This space is reserved on a first come first serve basis for staff, faculty and students. Off campus requests are subject to approval and depending on the needs of the HMC campus.

**Liquidamber Court:** This space is reserved on a first come first serve basis for staff, faculty and students. Off campus requests are subject to approval and depending on the needs of the HMC campus.

**Linde Soccer Field:** Requests require prior approval by Dean Chris Sundberg and confirmation of reservation of space via <http://emsweb.claremont.edu/hmc/> or contact the HMC Facilities Use Coordinator at (909) 607-4559.

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Reservations for meeting rooms must include time preparation which includes time for the group or individual to set up and take down supplies and test audio visual for the meeting. For example, if your meeting is to occur from 7:00 – 9:00 p.m., allow time to set up and break down your meeting, thus reserve the space for 6:30 - 9:30 p.m.

### **FOOD AND BEVERAGE**

If you are interested in having food or catering services for your meeting please contact the HMC Dining Services Staff. Their team of catering professionals is available to assist you with planning every aspect of your event. You can contact the Dining Services staff via the EMS reservation system at <http://emsweb.claremont.edu/hmc/> or by telephone at (909) 607-2675.

### **AUDIO VISUAL**

CIS AV Services supports administrative and academic needs for presentation, sound and conferencing at HMC. If you are affiliated with HMC you may contact CIS AV Services directly by following this link: <http://www.hmc.edu/about/administrativeoffices/cis1/audiovisualoffice1.html>

If you are not affiliated with HMC you will need to make your request for Audio Visual services by contacting the HMC Facilities Use Coordinator at (909) 607-4559.

### **CANCELLATIONS**

If a scheduled meeting is cancelled, the reservation must be cancelled through the department or person the original reservation was confirmed with as identified above. **Notifying the appropriate HMC Department or person of cancellations ensures that other groups or organizations have access to the meeting room.**

#### **Courtesy**

- The capacity for the room(s), as determined by the Fire Marshall and must be observed at all times.
- No alcoholic beverages may be served or consumed unless the proper arrangements and policies are followed.
- Smoking is not permitted in any HMC Meeting Room facility.
- Permission to use the room includes the ordinary use of furniture and fixtures, including chairs, tables, whiteboard if available. Cooking and/or food preparation will not be allowed.
- Arrangement of furniture and setting-up of furniture is to remain as is and should not be moved to allow for proper use of other guests who have reserved the room
- Nothing may be affixed or mounted in any way to the walls of the meeting room, except where tack able surfaces are provided. If you are planning to post materials, please do so with blue painters tape.
- Lobby areas and hallways and other adjacencies are not a part of the meeting room.

### **ALL OTHER INQUIRIES**

All other inquiries, questions, comments or concerns regarding this facility should be directed to the Facilities Use Coordinator at (909) 607-4559.