

Biology Department Room Reservation Guidelines

To reserve a room for an event (e.g. seminar, meeting, review, prelim, etc.):
contact Bonnie Miranda (mirandab@umd.edu). Cecilia Jordan can be contacted as a secondary option if Lindsey is out of the office

To reserve a room for a class (undergraduate or graduate):
contact Cecilia Jordan (cjordan@umd.edu)

They can reserve the following rooms

| Biology- Psychology Building (BPB) | Seating Capacity (based on # of chairs in room) | | Bioscience Research Building (BRB) | Seating Capacity (based on # of chairs in room) |
|---|--|--|---|--|
| 1206 | 8 occupants | | 0210 | 8 occupants |
| 1208* | 65 occupants | | 1103* | 113 occupants |
| 1230 | 34 occupants | | 1210 | 11 occupants |
| 1245 | 14 occupants | | 2210 | 14 occupants |
| 2249 | 29 occupants | | | |

*The two large seminar rooms, 1103 and 1208, are not to be used for regularly scheduled class meetings during the day so that they are available for seminars or other events.

As an example...

| | |
|---|--------------------------|
| Your name | John Smith |
| Reservation date | September 23, 2011 |
| Reservation time (beginning to end) | 2:00 – 4:00 pm |
| Number of people occupying the room / desired room number | 40 people; room 1208 BPS |
| Reason the room is being reserved | Faculty Meeting |

To reserve the BRB Colonnade (Atrium) and BRB 3101 (Dean's conference room):
please contact Ms. Lisa Holder (lholder@umd.edu)

PLEASE READ!! If you wish to change room locations for a scheduled class, please notify Cecilia Jordan so that she can insure that the schedule of classes is modified accordingly. This is important for clarity, liability and emergency issues. If someone in another department has scheduled a regular class meeting for you, especially in one of the seminar/conference rooms, please let Cecilia know immediately so that scheduling conflicts do not occur.

Room 1206 is ideal for prelims, so we encourage you to reserve this room for such events.

IMPORTANT!! If you reserve a room, it is your responsibility to ensure that all trash is discarded and personal items are removed. The chairs and tables in the room should be returned to their original locations. Please make sure the AV equipment and lights are turned off and the room is locked when you leave.