

## **Biology Department Room Reservation Guidelines**

**To reserve a room for an event (e.g. seminar, meeting, review, prelim, etc.):** contact Jennie Gouker (jgouker@umd.edu) or Priyanka Vengataraman (pvengata@umd.edu).

**To reserve a room for a class (undergraduate or graduate):** contact Jennie Gouker (jgouker@umd.edu).

They can reserve the following rooms

<b>Biology- Psychology Building (BPB)</b>	<b>Seating Capacity (based on # of chairs in room)</b>		<b>Bioscience Research Building (BRB)</b>	<b>Seating Capacity (based on # of chairs in room)</b>
1206	8 occupants		0210	8 occupants
1208*	65 occupants		1103*	113 occupants
1230	34 occupants		1210	8 occupants
1245	14 occupants		2210	8 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. Priyanka Vengataraman (pventaga@umd.edu).

**PLEASE READ!!** If you wish to change room locations for a scheduled class, please notify Jennie Gouker 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.