

Policy and Procedure for School of Educations Conference Rooms

The School of Education Building contains several conference rooms that may be reserved for appropriate use for activities supporting the mission of the institution. These conference rooms include Rooms 301, 336, 401, 458, and with special consideration, Room 302.

Events sponsored by the Dean's Office and other entities of the School of Education have first priority for conference room use and are exempt from room-rental fees and deposits, but not exempt from charges for room reconfiguration, special cleaning, lost keys, etc.

Other users of The University of North Carolina at Greensboro may schedule use of School of Education conference rooms on a first-come, first served basis and are exempt from room-rental fees and deposits, but not exempt from charges for room reconfiguration, special cleaning, etc. Please reference the Google Calendar for specific room availability and allow ample time for your meeting.

If needed, please consider cushion time for your meeting and include that into the request.

Student organizations may reserve rooms during business hours if sponsored by department. **NO NIGHTTIME USE BY STUDENT GROUPS PERMITTED (unless there is an advisor present to oversee the event).**

Advance Reservations

The conference rooms may be reserved up to 6 months in advance, more than 6 months will require special consideration due to the high usage of our meeting rooms.

Uncommon usage

Any request for usage of any unusual nature will be forwarded to the Dean's Office for review by the oversight committee. This committee consists of Associate Deans, and Dean.

Cancellations

If a reservation is made and the event/meeting will not take place at the reserved time, it is the responsibility of the person reserving the room to let us know immediately.

Hours

Our conference room's normal operating hours are Monday – Friday, 8am – 4:30pm. AV support may be available after hours at an additional charge.

After-Hours Reservations:

After hours and weekend access will be given to School of Education faculty and staff ONLY. Special consideration will be made for anyone outside of the Unit on a needs-only basis approved by the Dean.

Housekeeping:

Please be considerate of others that may be utilizing the room after you, and make all efforts to have the room presentable in the same fashion it was left to you. Please make sure all trash is picked up and disposed of and that chairs/tables are left in a professional manner. Any repeated violation of this may result in housekeeping fees.

