

# **Conference Room Reservation Policy/Procedures**

DEPARTMENT OF CHEMISTRY AND BIOCHEMISTRY

COLLEGE OF ARTS AND SCIENCES

UNIVERSITY OF SOUTH CAROLINA

## **Requests for Courses**

Room requests for courses including study sessions need to go through the General Chemistry Lab Coordinator.

## **General Guidelines**

To reserve a conference room you need to fill out a Room Reservation Request Form. This form can be found by clicking on the resources link My Chem/Biochem website at [http://www.sc.edu/study/colleges\\_schools/chemistry\\_and\\_biochemistry/internal/index.php](http://www.sc.edu/study/colleges_schools/chemistry_and_biochemistry/internal/index.php) on the left side of the page or bottom left portion of the calendars page <http://172.21.164.19:8080/allrooms>. A request needs to be made at least four business days in advanced, especially if you are requesting a room outside of GSRC. These rooms take additional time to reserve.

Requesting a room for a continuous meeting only requires one request form to be submitted. The request is good through the end of the semester.\*

To help facilitate a room reservation request, the requestor should see if the room is available by checking the online calendar before submitting your request for a conference room. Requesting a room that has already been booked will result in delays. Go to: <http://172.21.164.19:8080/allrooms> to view room availability or click on the "Conference Room Calendar" link on the My Chem/Biochem webpage [http://www.sc.edu/study/colleges\\_schools/chemistry\\_and\\_biochemistry/internal/index.php](http://www.sc.edu/study/colleges_schools/chemistry_and_biochemistry/internal/index.php).

Once the form is completed hit the submit button.

Request forms are handled in the order they are received.

For the IRIX Conference Room, GSRC 101, the rank of order for reserving the room is: Department, Animal Resources, Dean's Office and top administration, divisional seminars, and group meetings. Non-Department group requests are approved by the Department Chair. This includes student groups.

Once your request has been handled, the reservation request form will be sent via email to the requester.

## **Semester Long Requests\*\***

At the start of each semester, a call for new conference room semester requests will be sent out. Requests for new semester long reservations will not be accepted prior to that call.

To reserve a conference room you need to fill out a reservation request form and submit it. Filling out a room request form is the most efficient method for reserving a room. It has all the necessary information needed and prevents the room coordinator from having to contact you for additional information.

Requesting a room for a continuous meeting only requires one request form to be submitted. The request is good through the end of the semester.

Once the request has been confirmed, the Room Reservations Form will be emailed back to the requester.

### **Continuous Requests\*\***

A month prior to the start of each semester, a call will go out to tenure-track faculty for continuation of conference room requests. If faculty do not respond, their current reservation(s) will not be extended beyond the end of the semester and that time spot will open up.

### **Chairs Conference Room**

Requests for the Chair's Conference Room, GSRC 113H, go through the Assistant to the Chair.

\*Semester requests run:

Spring	First day back from December Holidays – May 15
Summer	May 16 – August 15
Fall	August 16 – end of holiday

\*\* If one time reservations have already been made prior to the semester long request, the one-time request takes precedence.

### **Continuous Reservations**

Mondays	2:00 – 5:00 p.m.	Department
Wednesdays	2:00 – 4:00 p.m.	Animal Resources
Fridays (Spring and Fall Semesters)	12:00 – 1:00 p.m.	SACS Lunches
Fridays (Spring and Fall Semesters)	4:00 – 5:00 p.m.	Department
August 1 – Graduate Student Orientation		
Fall Semester Faculty Presentations		

### **Maximum time allotted**

Group Meetings	3 hours
Proposals	1.5 – 2 hours
Defense	2 hours (second hour can be held in smaller conference room if needed)