LSU

Campus Correspondence

To: All CCT

From: Edward Seidel, Director

Date: 12 March 2007

Subject: CCTPS-18 CCT Training and Conference Room Reservation Policy

The following policy is designed to ensure that proper procedures are followed and that CCT's training and conference room facilities remain available to support the mission of the Center for Computation & Technology.

CCTPS-18 Terms

- Only CCT faculty, staff, and students are allowed to reserve CCT facilities, including but not limited to all training rooms, conference rooms, and the Imaginarium. The CCT Events & Visitors Committee on a case-by-case basis will review requests from individuals outside of CCT.
- All reservations and schedule changes must be made through **https://www.cct.lsu.edu /user/staffresources/calendar/**. The current facilities use schedule will be available at this site, and the facilities will be reserved on a first-come, first-served basis. Only reservations made through the Website are valid.
- No regularly recurring functions can be scheduled in CCT training or conference room facilities for more than a four (4) month period.
- Canceled meetings must be removed from the calendar immediately so that others will have access to the room.
- Reservation requests for a CCT training and/or conference room intended for use by an LSU academic class must be approved by the CCT Events & Visitors Committee. The committee will review each request based on hours per week requested, equipment needs, and whether or not the requested use fits within CCT's overall mission. The committee will make every effort to restrict class allocations to no more than *nine hours of academic classes per week in all training rooms*, combined. **Requests for class use should be sent to** Events Committee@cct.lsu.edu.
- Requestors are responsible for cleaning the facilities after each event. It is the requestor's or host's responsibility to ensure that he/she or the caterer remove all decorations, announcements, advertisements, food, drink, and trash immediately after each event.
- For IT and AV Support internal-consult@cct.lsu.edu should be contacted.
- In addition to the above, each room will be reviewed if significant blocks of time are reserved. See below:

- Capacity of the **Johnston Training Room** (338) = 49 people (Significant blocks of time over 4 hours will be reviewed)
- Capacity of the **Frey Training Room** (307) = 25 people (Significant blocks of time over 4 hours will be reviewed)
- Capacity of the **Johnston Conference Room** (331) = 12 people
- Capacity of the **Johnston Conference Room** (218) = 12 people
- Capacity of the **Frey Conference Room** (359) = 12 people
- Capacity of the **Frey Imaginarium** (320) = 40 people (Significant blocks of time over 2 hours will be reviewed)

This policy should be considered effective as of the date of this memorandum. Any modifications to this policy must be in writing and must be approved by the CCT director.