



Conference Room Scheduling Guidelines at Bascom Hall

Available Rooms:

- 52 Seats 18 + 10 side chairs
- 53 Seats 20 + 10 side chairs
- 54 Seats 17
- 55 Seats 20 + 10 side chairs
- 99 Seats 10 +5 side chairs
- 260 Seats 24 +

When you make a reservation please remember to:

- Include the title of the meeting (so that meeting participants can easily identify their meeting on the room calendar posted outside the door). Do not simply put the name of your department.
- Include your name and contact phone number.
- Try not to schedule HOLDS, but rather wait until the meeting is confirmed before reserving the room.
- Cancel the room reservation if the meeting is canceled.
- If the meeting takes place after 6PM please notify [Lisa Walters](#) so route security can be alerted.

If you schedule Room 260 for staff remember to:

- Notify them that the room must be moved back to its original table layout (open square) with tables across the back when the meeting is finished.
- Build in set up and take down time if they are planning on moving tables and/or catering food.
- Note that the Chancellor's office has the ability to bump meetings from Room 260 if needed due to the equipment in that room.

Please contact [Lisa Walters](#) or [Liz Hammen](#) with any questions.

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