

# HUFF HALL ROOM RESERVATION

## TERMS & CONDITIONS

### Use of rooms is by reservation only

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All requests for room use can be made by completing the Room Reservation Form found on the AHS website ([www.ahs.illinois.edu](http://www.ahs.illinois.edu)) or the CHAD website ([www.chad.illinois.edu](http://www.chad.illinois.edu)) and submitting the request. You will receive an email confirmation if your event has been approved or denied. Requests are processed Mon-Fri, 8:30am-5pm (though hours may change for breaks, holidays & summer terms). If you have not received confirmation or denial within three business days, please contact us to verify that we have received your request.

Priorities for using space depend on the specific room to be reserved and the time of year of the event. Please see Chart 1. for general priorities given to space reservations.

*Unauthorized users will be asked to leave.*

### Notification of cancellations

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Cancellations must be made as soon as possible. If you fail to cancel the room prior to your event a nuisance fee may be applied.

All space reservations are subject to review and if requirements listed are not met or if a higher priority event is requesting space, the Dean's Office reserves the right to override a reservation, at any time, if necessary. In the unlikely event this was to occur, every effort would be made by the Dean's Office to locate an alternate comparable space.

### Hours of Operation

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The conference rooms are available for use between 8:30 am and 5:00 pm Monday through Friday.

In some instances, the conference rooms may be used outside of normal business hours if:

- A staff or faculty member is designated to attend the entire meeting and be responsible for any clean-up needed, shutting everything off and locking the doors.
- If A/V equipment is requested; a member of your group must be trained in the use of the equipment prior to the scheduled meeting. Training may be arranged by contacting the AHS Helpdesk during normal business hours at 333-2113 or [helpdesk@ahs.illinois.edu](mailto:helpdesk@ahs.illinois.edu).

### A/V Requirements

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If you require A/V assistance, the room request form ***must be submitted at least three business days in advance and HELPDESK ASSISTANCE (#18) must be checked on the room request***

*form.*

Please make sure to turn off the equipment before you leave to prevent damage.

## **Access to Rooms**

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All of the classrooms now have swipe card access. Please make sure to enter your NetID on the reservation form and indicate that you will need swipe card access. \*NOTE: This process takes up to three business days to process.

If you need to enter a conference room during business hours, please see the Dean's Office for access (room 110 Huff Hall). If it is afterhours, please contact Penny Nigh (265-0451 or nigh@illinois.edu) to make arrangements for a key before your scheduled event.

Please make sure to lock the room before you leave to prevent unauthorized use and equipment from being stolen or damaged.

## **Cleaning and Damage Fees**

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Applicable fees will be charged if equipment is lost or damaged, room is left soiled, room is not canceled in a timely manner or if room has been rearranged and not returned to its original layout. A fee may be assessed for other instances requiring special attention depending on the severity of the situation. See Chart 2. for fee details.

## **Explanation of Form Questions**

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1. Name & Title

**Please list the name and title of who will be using/ responsible for the room**

2. Faculty Member attending event or NetID of person needing access:

**Please list the netID of the person that will need access to the room. If they need swipe card access added, please check the box. \*Note: This takes up to three business days.**

3. Phone Number

**(XXX)XXX-XXXX**

4. E-mail

**E-mail address for person listed above**

5. Account Number (CFOAP) - Please contact your department office for this information

**x-xxxxxx-xxxxxx-xxxxxx**

6. Meeting Name

**Name of event.**

7. Date

Date of event.

8. Start Time

Actual start time of event – we will adjust according to your requests and send you an e-mail confirmation with the room reserved for your event along with the time that it has been reserved for.

9. End Time

Actual end time of event, please be considerate of the group following you and depart within five minutes of end time.

10. Is this a recurring event?

Use this only if the events will be at the same times on a regular basis; otherwise please complete a separate form.

11. If yes, when?

Please list dates if occurring more than once.

12. Number of people attending

This will help us find the best available room for your group.

13. Will you be rearranging the room?

If you will be rearranging the room, please coordinate the times of your work order for F&S to set-up/tear-down by calling Penny at 265-0451 *before* you submit it to make sure there is sufficient time in between events.

14. Room Preference

We will do our best to accommodate your preference; however, we will schedule the best available room that meets your needs.

15. Comments:

When you submit the form, you can include comments in the e-mail if needed.

16. Type of event

Type of event that you are hosting: e.g. meeting, presentation, reception, student event, lab meeting, dissertation, other. This will help us to determine how much time is needed before/after your event.

17. Who will be using the room?

Who will be using the room: faculty, staff, CHAD/HWRI member, MPH staff, outside group, students, other. This will help us to determine which room will best fit your needs. See Chart 1. for priorities.

18. A/V requirements

Please check the appropriate boxes that you will require. **\*Note: if needing HELPDESK ASSISTANCE please mark that box; otherwise we will assume that you do not need assistance!**

*\*Complete the rest of the form only if you need to schedule a video-conference with the Tandberg System:*

19. Have you been trained in the use of the equipment?
20. Do you require your event to be recorded?
21. Organization you will be conducting the video-conference with?
22. Contact name
23. Contact number
24. Contact e-mail
25. Who will initiate call?
26. Technical requirements
27. IP address/system

Chart 2.

## Charges

<b>Cancellations</b>	
Failure to cancel a room before the event:	\$25
Failure to cancel a room before the event with HELPDESK ASSISTANCE requested:	\$50
<b>Cleanings</b>	
Failure to pick up trash, etc.:	\$25
If a special cleaning is required:	\$100 minimum
<b>Rearranging Furniture</b>	
Failure to return chairs to original room set-up*:	\$25
Failure to return tables to original room set-up*:	\$25
<b>Damages</b>	
Broken/Damaged equipment or furniture:	\$100 minimum
<b>Room Use (Outside Groups Only)</b>	
Small Room	\$50
Large Room	\$100
Other (e.g. work orders needed, A/V assistance, etc.)	Will be assessed according to needs.