

Policy regarding use of Conference Room 150 Keim Hall

Scheduling the room

Please contact the Office Pros in 202 Keim Hall or 279 PLSH to schedule use of this room, its equipment, or items from the kitchen (located to the rear of the conference room).

Please note: The refrigerator in the kitchen is a shared refrigerator. Mark any refrigerated items with your name and date (questionable leftover items will be tossed).

Room must be returned to its original set up and condition

1) **Tables wiped down:**

Tables should be wiped down if necessary. Bleach-based wipes are available in the kitchen (cabinet marked Agronomy and Horticulture).

2) **Original table arrangement:**

Tables must be returned to 6 rows with 4 tables in each row. The two end tables in each row must have cord outlet for accessibility to wall plug-ins.

3) **Vacuum (if needed).** Vacuum available in the kitchen area.

4) **Trash emptied:**

Please take the trash (including cardboard) to the Plant Science East Doc dumpsters. Trash can liners are available in the kitchen (cabinet marked Agronomy and Horticulture).

5) **Recyclables:**

Pop cans and plastics should be rinsed and placed in the recycle containers in the kitchen.

6) **Borrowed items from the kitchen:**

Clean and return after use. Use only items in drawers and cabinets marked “Agronomy & Horticulture”.

7) **Kitchen sink cleaning:**

Do not put food down the sink. Clean the sink after use and empty the sink strainer.

8) **Turn off the lights:**

Turn off the lights in both 150 Keim Hall and the kitchen area. If the lights in 150 Keim do not shut off, use the AMX screen to do so.

***Please note: \$150 fee will be charged for cleaning/inconvenience if the room is not returned to its original condition.**

Questions regarding this policy:

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