



## Kathy Hall Conference Room Guidelines

### **Major Student Organizations:**

- MSO's may schedule to use the room once per week for an entire quarter (for meetings or other functions relevant to the organization).
- Additional scheduling may only be scheduled up to four weeks in advance.

### **SG-Recognized Clubs/Organizations:**

- The conference room may only be scheduled up to four weeks in advance.

### **Other Clubs/Organizations, Departments & Individuals:**

- The conference room may only be scheduled up to four weeks in advance.
- Only one time slot per week may be used by that club/organization, department, or individual.

When using the conference room, **furniture cannot be removed from the room.** This includes all tables and chairs. Failure to return the conference room in the condition that you found it may result in a loss of privileges of using the room. Conference room users are responsible for any damages incurred during use.

To schedule a time for your club or organization, please contact the Student Government Office Manager, Kathy Hall, at [kahhcc@rit.edu](mailto:kahhcc@rit.edu), or the SG Director of Services at [sgsvcs@rit.edu](mailto:sgsvcs@rit.edu). You may also stop in the office to speak to Kathy directly if she is available.

There must be a responsible party designated at the time of the reservation. The responsible party will be given swipe access to the conference room for the time period requested for meetings after 6pm or during weekends.

Special meeting requests that do not follow the above guidelines can be made with the approval of the SG Office Manager and Director of Services.

**Note:** The maximum capacity for the conference room is 20 chairs, with a maximum allowance of 30 people.

**Note:** If you wish to schedule a meeting and Kathy Hall is out of the office, then please e-mail the Director of Services ([sgsvcs@rit.edu](mailto:sgsvcs@rit.edu)).