

MEETING ROOM & FURNITURE POLICIES & PROCEDURES

1 Corinthians 4:2 (NIV) “Now it is required that those who have been given a trust must prove faithful.”

As part of the trust placed in all employees, Shorter University has an expectation that all employees and university departments will be good stewards and use Shorter University property such as rooms, furniture, and other items in a responsible manner. Items borrowed must be brought back and broken items or damage to rooms must be reported.

Please refer to these policies and procedures when reserving rooms, borrowing tables and other equipment on campus, and moving furniture in offices.

Reservations:

1. Meeting Rooms & Tables may be reserved Monday through Friday, 8:30 to 3 pm ONLY, through Jeanne McDade, Office of Student Affairs, at jmcdade@shorter.edu, or in FSU 237. Room reservations will not be made between 3 pm on Friday and 8:30 am on Monday.
2. The Office of Student Affairs has charge of reservations for these rooms: Austin Moses, Chapel & Eubanks, upstairs & downstairs FSU Conference Rooms, Front Circle, FSU Common Area, Guest Apartment & tables for Dining Hall and FSU. Reservations for tables outside the Dining Hall, FSU or other areas, must be made at least 1 week in advance.
 - a. Tables taken from FSU can be signed out through the Switchboard.
3. Martha's Cellar/Gameroom is reserved through Melanie Lawrimore, Assistant Dean of Students, mawrimore@shorter.edu.
4. All other rooms such as the Evans Chorale Room, Franklin Hall, etc. are classrooms and must be reserved through the Registrar's office.
5. Events requiring table/chair setups must have a minimum of 2 weeks lead time. Final arrangements for setups must be in place at least 48 hours before the start of the event.
6. The Eubanks Room tables and chairs can be set up by the Housekeeping department with the lead time set forth in Item 5 above.
7. Setups in the Austin Moses room and all other meeting spaces that fall under the Office of Student Affairs must be done by the parties reserving the space. Facilities Management will not set up the existing tables & chairs in the room but will bring in additional tables & chairs to the space if requested within the lead time set forth in Item 5 above. Only rectangular tables are available for use in the Austin Moses Room.
8. Setups at the Thornwood Campus may be made directly with Steve Karakos, the Facilities Management Director for Thornwood, at skarakos@shorter.edu, but must adhere to the provisions of Item 5 above regarding lead time.

Stewardship of rooms & tables & other Shorter University property:

1. Departments who do not return tables or any other items borrowed to their proper location in a timely fashion, or who leave rooms untidy or damaged, may be subject to a charge for cleaning, damages or repairs.
 - a. Tables must be wiped down and any food, paint or other material removed. Dropcloths must be used for any events using glitter, paint, or other liquids or transferable materials.

- b. If the trash can(s) are full in the room or area used for the event, please take the bags to the nearest dumpster or they may be left against the wall of Minor Fine Arts in the alleyway. This is particularly important for weekend events. There are extra trash bags in the bottom of the cans in all rooms.
2. Departments may be restricted from reserving rooms, borrowing tables or other items at the discretion of the Office of Student Life and/or the Office of Student Affairs.

Moving Offices and Furniture on Campus:

1. Facilities Management will only move offices as authorized by the appropriate Division VP or Provost. At least one-month's notice must be provided before the move takes place.
2. The relocation of computers must be coordinated directly between the Office of Information Technology and the party moving their office.