

Ammon-Pinizzotto Biopharmaceutical Innovation Center Conference Room Policies

Guiding Principles:

Aside from requests from UD President, Provost, VPR, the priority will be given to meetings led by researchers/faculty with their primary home in the building.

Initial meeting requests can be made by designated individuals and final conference room assignments will be made based on demand and meeting size. The need to make an initial request and then secure a final assignment will help balance the needs of the community. Every effort will be made to ensure that standing meetings occur in the same room.

Research-related meetings will take priority over other meetings whenever possible.

All reservations must include a discretionary purpose code that can be used to cover clean-up costs, if needed (note: a standing code can be used for groups inside the building and a code can be requested by groups outside the building).

These policies are effective September 18, 2023.

Conference Room Policies:

1. Conference rooms may not be utilized or scheduled as classrooms per University Policy.
2. Conference rooms may be reserved using the Resource Scheduler system. If additional items are required for your event such as whiteboards, additional seating, A/V equipment, etc., please ensure this is indicated on the reservation/request.
3. Reserved rooms need to be checked-in within 15 minutes of the scheduled start. Repeated failures to check in or use a reservation will result in a room charge fee started with the third offense. Check-in must be done on the panels at the room.
4. Conference room assignments will be reserved by capacity.
5. The larger seminar room on the first floor can be divided into 2 rooms to allow additional groups to meet. Groups must schedule enough time to allow setup and breakdown.
6. Events hosting 30 people or more and occurring after 1:30 pm or on Friday, Saturday, or Sunday, will require a request for janitorial services to be submitted by the Building Management Team because custodial staff members are not regularly scheduled in the building after 1:30pm. A purpose code provided with the reservation request will be charged for any custodial fees by Facilities Real Estate and Auxiliary Services.

7. The first floor atrium space may be scheduled and will include a charge to move certain furniture. The request for movers must be submitted at least two weeks prior to the event date. This request requires a purpose code and will be submitted by the Building Management Team. Please be advised the atrium is common space and we cannot prohibit residents of the building from moving throughout the space.
8. All conference rooms off the atrium spaces require approval.
9. Room set up and resets are the responsibility of the meeting host. There is no on-site support. This entails:
 - a. Putting the tables and chairs back in the room as shown on the website diagram.
 - b. Wiping the tables down using the wipes found in the white cabinet.
 - c. Trash should be collected and stacked neatly in the corner of the conference room for the custodial staff to take.
 - d. If rooms are found not to be clean and organized after a meeting, the discretionary purpose code on file will be charged an amount not to exceed \$200.
10. The seminar room currently has 24 tables. If you require additional tables for the room or the atrium area, a request for service-movers must be completed by the host.
11. Meeting hosts are responsible for facilitating group parking needs. This would require submitting a request for service form to parking. The building is not responsible for parking or the lots.
12. AV - available - anything beyond this must be provided by the host:
 - a. Podiums - podiums are not permitted to be moved or disconnected unless University Media Services is involved.
 - b. Microphones
 - c. HDMI cable (if your laptop uses a USB-C, please bring the appropriate dongle)
 - d. Projectors
 - e. Screens
13. Catering must be arranged by the host and follow University policy.
14. All events held in the building at which alcoholic beverages will be sold or distributed must comply with university policy requirements and must be approved in advance.

Notes: Information will be made available on a webpage for our community (principles, policies, photos, links to alcohol, catering, fee schedules, etc.)