Policies for ECJ 4.304 Floor Conference Room

The individual requesting a reservation to use the conference room is responsible for complying with the following policies and ensuring that all deficiencies are corrected immediately. Failure to carry out the policies stated hereinafter could hamper future reservations requests.

Seating Capacity

16 swivel chairs around center tables
12 chairs around perimeter of room

Room Availability

Monday – Friday 8:00am to 5:00pm, unless other arrangements have been made – request made to Leslie McCroddan lmccroddan@mail.utexas.edu or Linda Keyte lkeyte@mail.utexas.edu

Scheduling

If you will have food or require equipment set up for your event, please schedule prep time and clean up time, in addition to your event time.

The meeting requestor or a member of his staff should make arrangements to meet, in a timely manner, any caterers or special guests you have directed to the 4th floor for your event. 4th floor staff cannot sign for food deliveries or make payments unless it is for their own event.

Cancellations

Cancellations and/or changes to events must be done in a timely manner. Please notify Leslie at 471-4921, as soon as possible, if you need to change the time of your event or cancel your reservation.

Equipment

The Large Conference Room, ECJ 4.304, is equipped with an overhead projector as well as electric projection screens.

Please request the cables from Leslie McCroddan, ECJ 4.200, 471-4921, lmccroddan@mail.utexas.edu.

Rearranging the Conference Rooms

The tables and chairs in the large conference room can be rearranged, if needed.

Chairs, table, and equipment must be returned to their original locations in preparation for the next user. Please make sure the seats of the swivel chairs are lowered to the lowest possible position, to slide under the conference room tables easily.
Cleanup – Food and Beverages

Please ensure any wet items are placed in a container to prevent moisture from damaging the table tops.

All tables and chairs must be cleaned after each meeting, especially if you are serving food and drinks. Cleaning supplies are provided in the conference room. Please be sure the surfaces are dry to prevent streaks from appearing.

The meeting/event organizer is responsible for supplying their own coffee and supplies for their event.

Trash

The custodians do not go into the conference rooms to empty trash.

Trash cans must be emptied if they are full or contain any food or beverage cups. Used trash bags should be placed in the hall outside ECJ 4.304 or taken to the dumpsters in parking lot F25, directly behind the building.

As of September 1, 2003, the custodians at the University of Texas at Austin will not clean conference rooms or empty trash cans on a nightly basis. Your assistance with cleaning tables, chairs and removing trash after events is appreciated, and helps to create a cleaner and more pleasant environment for everyone who uses the conference rooms.