

## USE POLICY FOR THE GRADUATE STUDENT CENTER AND LEONA TYLER CONFERENCE ROOM

**RESERVATIONS:** Reservations are available for UO graduate students, student groups, faculty, and departments and are made on a first come, first served basis. Contact the Division of Graduate Studies ([graduatestudies@uoregon.edu](mailto:graduatestudies@uoregon.edu)) to reserve the Leona Tyler Conference Room (LTCR) or the Student Center. When reserving, please take into account time for set up and clean up.

**CATERING:** Please notify us if you have ordered refreshments - alcohol is not allowed in the Student Center/LTCR. The person scheduling the event must be on-site **before** Catering arrives to specify the table for catering set-up and stay until catering arrives for cleanup. Catering may be set up inside the room or, with Division permission, in the lobby outside the Student Center. The reservation holder is responsible for ensuring that the space is clean.

<b>Graduate Student Center SCH Room 111</b>	Drop-in: 8 a.m. to 11 a.m., Monday – Friday (no reservations); Reservations: 11 a.m. to 5 p.m., Monday – Friday
<b>Leona Tyler Conference Room SCH 111A (Through the Student Center)</b>	Available by appointment only. Monday – Friday 8 a.m. to 5 p.m. Priority use is for oral defenses, but the room can be reserved by other university-recognized groups or by faculty/staff.

### **BEFORE YOUR EVENT:**

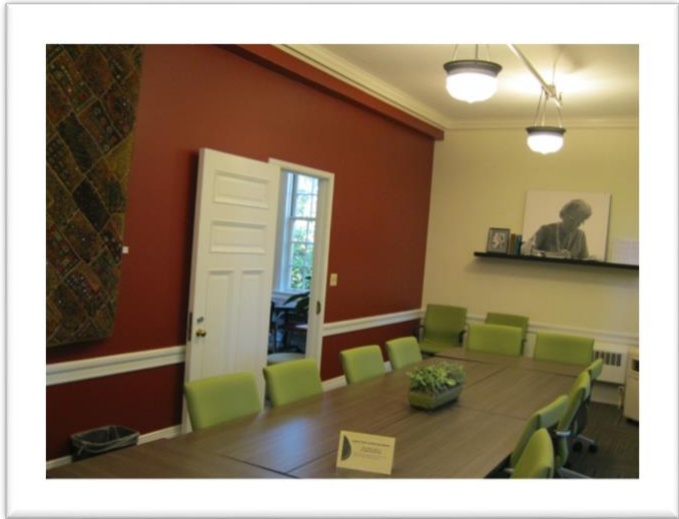
Please come at least 30 minutes before your event starts if:

- You need to rearrange furniture
- Need to set up computer equipment (If needed you can check out an USB to USB or HDMI to VGA adapters at the reception desk. If the item is not returned you will be required to pay \$30 for replacement)
- You will use the A/V screen and projector
- You have ordered catering services

*Please note that the right French door in the LTCR opens, though the left does not.*

### **AFTER YOUR EVENT:**

- If your meeting has included food or drink, please wipe down the tables with the wipes provided and be sure that all food containers, napkins, etc., have been properly disposed of. A large trash can for your use is in the Student Center.
- **Make sure that all furniture has been restored to its original location. Please see attached guidelines for the standard room configuration.**
- Make sure windows are locked.
- Blinds should be up.
- Make sure the A/V screen is in its rolled-up position, TVs are turned off and cords are tidy.
- Turn off lights and close the doors if your event ends after 4:30pm.



Photos: Tyler Room, facing south (left); Tyler Room, facing north (right)