

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 or 541-346-5129) 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.

Graduate Student Center SCH Room 111	Drop-in: 8 a.m. to 11 a.m., Monday – Friday (no reservations); Reservations: 11 a.m. to 5 p.m., Monday – Friday
Leona Tyler Conference Room SCH 111A (Through the Student Center)	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
- You have requested additional stacking chairs (we have these stored in the basement, Room 20)
- Need to set up computer equipment (If needed you can check out a 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.
- If you've used extra stacking chairs: Return extra chairs to their wheeled carts and stow them back downstairs (just outside of the elevator).
- 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.

IF YOUR EVENT IS AFTER OPERATING HOURS:

(Available only to staff or faculty located in Susan Campbell Hall)

- Pick up the key from the reception desk prior to end of business day of event
 - Return key prior to 12:00pm next business day to reception desk
- **Note there is no access to a restroom after 4:30 pm****



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