

USE POLICY FOR THE GRADUATE STUDENT LOUNGE AND LEONA TYLER CONFERENCE ROOM

**Graduate Student Lounge – Susan Campbell Hall Room 111
Leona Tyler Conference Room (LTCR) – Susan Campbell Hall Room 111A**

OPEN HOURS:

The Graduate Student Lounge (GSL) and Leona Tyler Conference Room (LTCR) are open Monday – Friday 8:30 a.m. – 4:30 p.m. Some university groups and organizations have standing reservations each week. If not otherwise reserved, it is available for drop-in use during open hours.

RESERVATIONS:

Reservations are available to UO graduate students, student groups, faculty, and departments on a first-come, first-served basis. Reservation requests can be submitted using the [Division of Graduate Studies Space Reservation Request Form](#). *Use of the LTCR is prioritized for oral defenses.*

FOOD and DRINKS:

Notify the Division of Graduate Studies at the time of booking if your organization will be providing food or drinks during your reservation. Additional responsibilities apply to all events serving food and drinks in the GSL/LTCR. Alcohol is not allowed in the GSL/LTCR. Catering may be set up inside the room or, with Division permission, in the lobby outside the GSL.

PETS:

Pets are not permitted in university facilities except for registered service animals as defined under the Americans with Disabilities Act (ADA).

RESPONSIBLE PARTIES AND STAFFING:

The reservation holder is responsible for staffing their event in the GSL/LTCR, including directing setup, making any arrangements for catering, remaining on-site to coordinate catering staff, and ensuring cleanup is complete. The Division of Graduate Studies does not provide any staffing for the venue.

EQUIPMENT AND RENTALS:

The GSL and LTCR are each equipped with a television for use as a screen for presentations or sound, and the GSL has an A/V screen. **NO** projector is available. Any other AV needs must be coordinated and set-up by the reservation holder. The Division of Graduate Studies has USB to USB or HDMI to VGA adapters available for check out at the reception desk. Replacement fees from \$30-\$350 for any loss or damage to A/V equipment.

BEFORE YOUR EVENT:

Arrive at least 30 minutes before your event starts if your reservation requires rearranging furniture, setting up computer or AV equipment, or you have reserved catering services.

AFTER YOUR EVENT:

- If you provide food/drink or if any of your participants are eating/drinking during your event, wipe down all tables with the disinfectant wipes provided. Ensure that all food waste and trash are properly disposed of in the large trash can in the GSL.
- Return all furniture to its original location. Refer to the attached guide for the standard room configuration.
- Lock all windows and put up all blinds.
- Turn off all A/V equipment/tvs, tidy cords, and roll-up screen.
- Turn off lights and close the doors.

QUESTIONS?

graduatestudies@uoregon.edu or 541-346-5129