

HIP Room & Equipment Reservation Guidelines

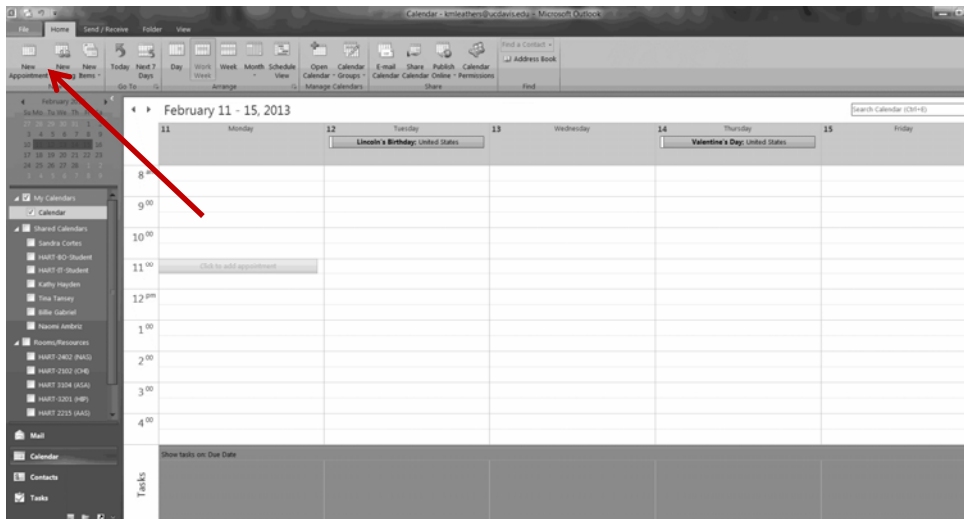
The Hart Interdisciplinary Program conference rooms and projector equipment are available for reservation through Microsoft Outlook. The individual calendars are named below to ensure easy find within your address book under the **Global Address List Contacts in Outlook**.

Faculty should work with their program coordinators to reserve the rooms/equipment, or contact Tina Tansey in the HIP Business office if your coordinator is unavailable.

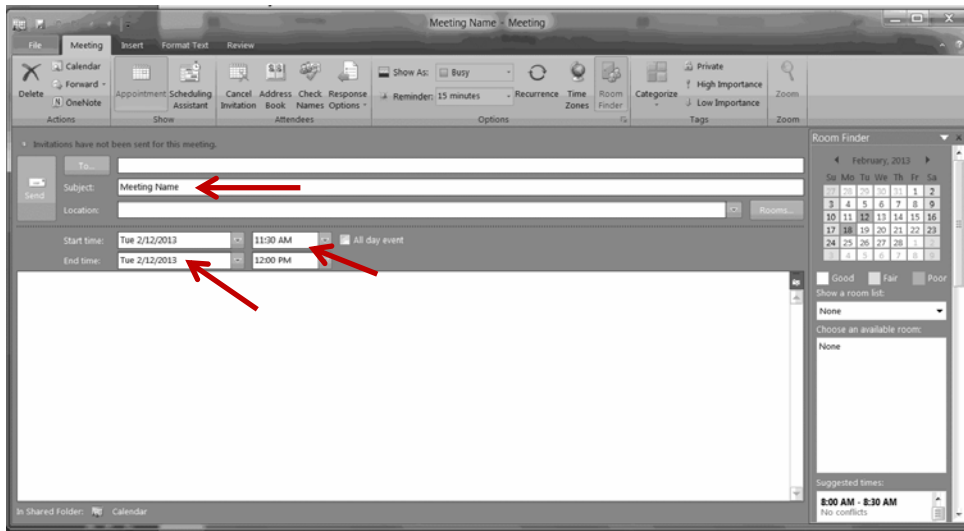
- HART-2102 (CHI)
- HART 2120 (AMS/WGS)
- HART 2215 (ASA)
- HART-2402 (NAS)
- HART-3104 (ASA)
- HART 3201 (HIP) – *The Rising Room*
- HART-Projector

STEP BY STEP RESERVATIONS

1. Choose the time from your calendar that your meeting will be taking place.

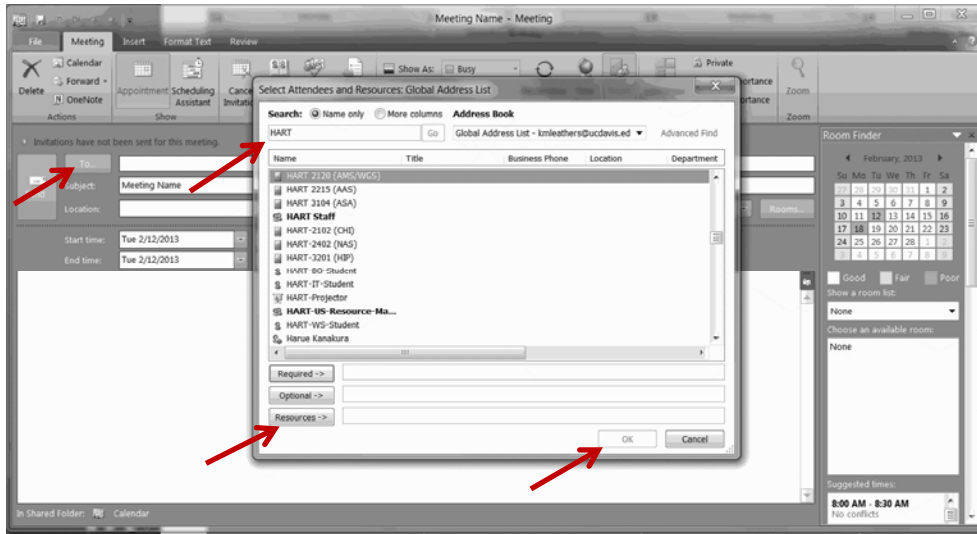


2. Complete your meeting details.

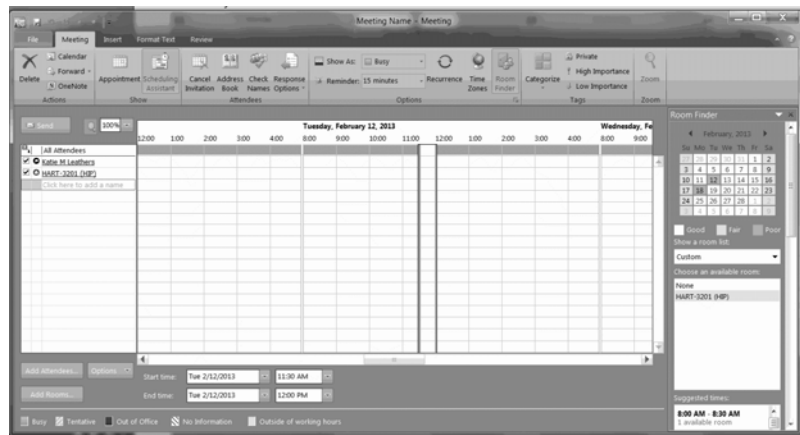
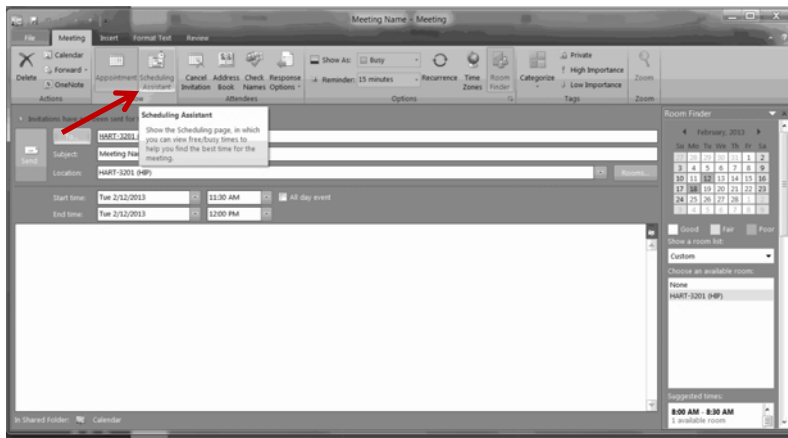


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3. Click on the **TO: Button** to bring up the Global Address Book for campus. Type in the name of the conference room or projector name in the **search field** that you want to reserve. Click on the appropriate calendar and add it to the **Resources Button** before you choose **OK**.

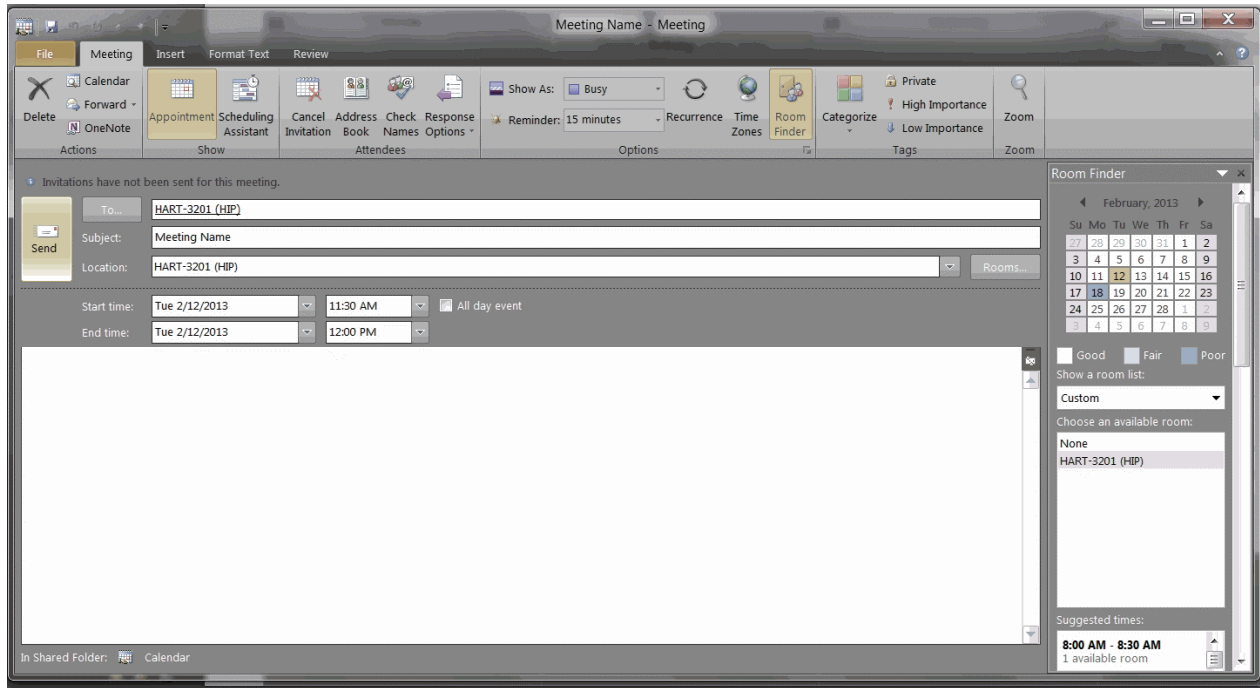


4. Click on the **Scheduling Assistant** from the toolbar, this will show you the availability of the room or equipment. Be sure you do not schedule over someone else's reservation.

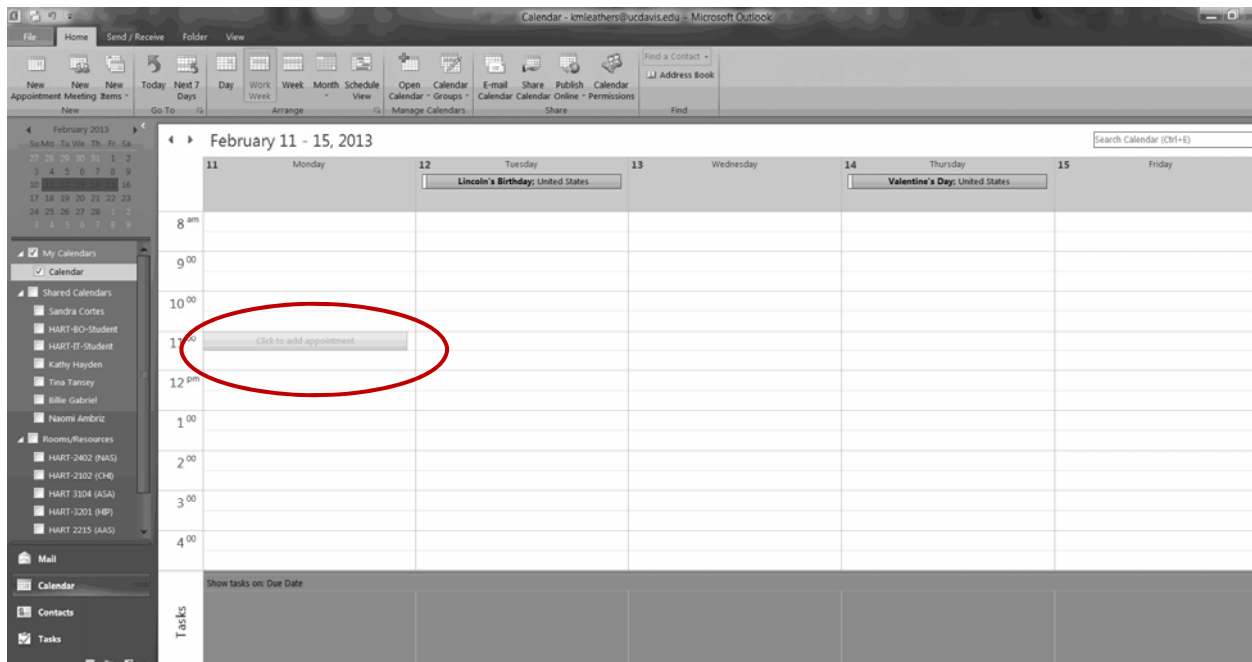


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5. Review your meeting details and choose **OK** to send the reservation to the conference room or projector calendar. **Be sure that the calendar name is located in the Location Section.**



Your meeting/reservation will show on your calendar. If you have any changes to make; i.e. reschedule the time you need the room, or cancel the need for the room or equipment **PLEASE BE SURE TO CANCEL THE RESERVATION. To do this, you will open the meeting and choose to cancel it.**



HIP Room & Equipment Reservation Guidelines

DEPARTMENT CONFERENCE ROOM POLICY

1. Programs are responsible for leaving the room in its original configuration and for cleaning up after themselves. Programs that fail to clean after their events may be billed for cleanup costs.
2. The HIP unit that controls a particular conference room has priority over other reservations in that room. Other HIP units will have secondary priority. Non-HIP units may make reservations if space is available.
3. HIP units who would like to reserve a space other than their conference room must put a hold on the room calendar for the date/time of their event and confirm the reservation with the Program Coordinator of the department that the room is owned by.
4. In the event of a scheduling conflict, the conflict must be resolved by the Program Coordinators of the programs involved.

HART 3201 CONFERENCE ROOM (The Risling Room)

1. To gain access to the room, visit the HIP Business Office and sign out a key to the room.
2. Programs are responsible for leaving the room in its original configuration and for cleaning up after themselves. Programs that fail to clean after their events may be billed for cleanup costs.
3. HIP units will have priority for all reservations made in 3201 Hart. Non-HIP units may make reservations if space is available.
4. The room is to remain locked when not in use.
5. Only HIP graduate seminars may be scheduled in 3201 Hart. If a department chooses to hold classes in 3201, there will be no staff support available.
6. In the event of a scheduling conflict, the conflict must be resolved by the Program Coordinators of the programs involved.

PROJECTOR & LAPTOP EQUIPMENT

1. HIP has a projector and laptop unit that is available to check out on a first-come, first-served basis.
2. The equipment must be reserved as noted above.
3. Additional laptops are unavailable for check out by programs at this time.
4. Programs are responsible for the setting up and returning the equipment within thirty minutes of the event end time. This ensures that if the equipment is reserved by another program it will be available.
5. There is limited IT support for the projector and laptop during normal business hours (Monday-Friday 8:00am-5:00pm).
6. You can pick up the equipment from the HIP Business Office located in 2201 Hart Hall.
7. The projector and laptop are for the use of Hart Interdisciplinary programs only.

For questions, please contact the HIP Business Office in room 2201 Hart Hall.