



UNIVERSITY of  
DAYTON

## RESERVABLE SPACES GUIDLINES

### ROOM CONFIGURATIONS

Setup, A/V equipment, and telephone access of all reservable areas in the Women's Center is the responsibility of the reserving party. The setup and configuration of the Conference Room (206) and Lounge (208B) cannot be changed, with the exception of adding additional seating with folding chairs the Center has available.

*Please note:* No Women's Center property is to be removed from the Center. Loss or damage will become the responsibility of the reserving party.

### ROOM MAINTENANCE

Each reserving party is responsible for ensuring that they leave the space they used in the same or better condition than they found it. At a minimum this means all paper and trash be recycled and removed from the Women's Center, whiteboards erased, chairs replaced around tables, and lights turned off.

### ELECTRONIC & A/V EQUIPMENT

While there is wireless network access throughout the Women's Center, there are no telephones in the reservable spaces. If an event requires any electronic or A/V equipment, those needs should be discussed in advance with Women's Center staff before scheduling. While the Center is set up to accommodate electronic and A/V needs, it is up to the reserving party to work with Telecom, UDiT, Technology Support Services, etc. to arrange for any telephone, computer, or A/V equipment.

### BUILDING ACCESS & SPECIAL CONSIDERATIONS

Alumni Hall houses several campus departments, but is also a Marianist residence. It is an access-controlled building that is not unlocked 24/7. If late evening or weekend access is needed, please discuss this with Women's Center staff (937-229-5390). Guests using the Center's space must keep in mind the residents directly above and ensure their use (noise, propped doors, etc.) does not negatively impact the Marianists' living quarters.

### REPORTING PROBLEMS OR CONCERNS

Any problems or concerns relating to the use of the Women's Center's reservable areas should be reported immediately to Center staff (937-229-5390).

*Failure to adhere to these guidelines will result in a loss of reserving privileges for future events.*