

Policy for Conference Room Use

Conference Rooms in the EEJ ECERC will be scheduled by the receptionist on the floor where the conference room is located (Mandy Adams [ext 9234] on the 1st floor, Nissa Boman [ext 8629] on the second floor, and Sherry Johnson [ext 3589] on the third floor).

1. The primary purpose of the conference rooms is to hold research and clinical service meetings that are directly related to the functions of the building.
2. Conference rooms will be available on a “first come, first served basis” for meetings attended by residents in the building. The conference rooms will not be scheduled for meetings attended only by people who are not residents of the building.
3. Seminars or classes can be scheduled in the conference rooms on a limited basis. Conference rooms will only be scheduled for classes if the class is taught by a faculty member whose office is in the EEJ ECERC or the class requires regular use of the facilities in the EEJECERC (e.g., pediatric audiology clinic, eye movement equipment, children in the Sound Beginnings or Early Care and Education programs). Classes not meeting one of these two criteria will not be scheduled in the EEJECERC conference rooms.
4. Preference will be given to classes that begin at 4:30 PM or later. Classes meeting between 9 AM and 4 PM will be limited to rooms 162, 322 and 323
5. Exceptions to this policy must be approved by the EEJ ECERC Building Committee.

This policy will be re-evaluated at the beginning of each year by the EEJECERC Building Committee.