

BU Departments Guidelines for Cashion Bldg. Banquet room (HCB 510)
 Conference and/or Seminar rooms
 at Baylor University School of Business

Items to be checked – print out page

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1 Complete the on-line reservation form to request a fifth floor room.	
2 Your event will be placed at the top of the calendar’s waiting list <ul style="list-style-type: none"> • Your request will be considered as the first choice for that day, time and room • Dean Terry Maness or Judge Ken Starr can preempt your request. 	
3 Very important part of the reservation process - Before your invitations or brochures are printed for your event, please call Carolyn Boeche, ext. 6990 to verify your event is definitely scheduled as previously requested.	
4 Wednesday of the week before your event - Print the appropriate Room Diagram Form and draw correct configuration <ul style="list-style-type: none"> • Fax to Carolyn Boeche at fax #710-6964 • Room Diagrams 	
5. Your department/group will be responsible for making arrangements with <ul style="list-style-type: none"> • David Lechner, ext. 4209 David.Lechner@baylor.edu for any sound or other equipment needs you may have for your event, and complete his online form at www.baylor.edu/wacohall/index.php?id=36980 	
6. If you need rectangle tables for a buffet, registration, etc., <ul style="list-style-type: none"> • Please complete a work order on the web at TMA Talk and order the number of tables for your event. • Please have the tables delivered the day before your event around 3 pm time and picked up during the next working day in the early AM time. 	
7. If you have any maintenance or ac/heating problems <ul style="list-style-type: none"> • after 5 pm during the week, call ext. 1361 • On weekends, call ext. 2121 	
8. If you have any housekeeping, locking, unlocking, or set up type problems <ul style="list-style-type: none"> • after 5pm during the week or on weekends, call 398-1294 • or Housekeeping’s ON-CALL number 398-1289 	

Additional information--

1 In accordance with University policy, all catering events will be arranged through AraMark. The AraMark phone number is 710-1721.
2 The fifth floor Cashion rooms may only be reserved for activities sponsored by Baylor departments, or Baylor Professional Student Organizations (no social fraternities or sororities).
3 Decorations will be limited to tabletop decorations and free standing floral arrangements, banners and signs displayed on easels. We ask that no scotch tape, nails, or tacks be used to hang banners or signs on the walls, doors, or windows. We ask that no candles, glitter, or confetti be used to decorate any room on the fifth floor of Cashion.
4 It is your responsibility to make sure all decorations, floral arrangements, banners, signs, brochures, books, and other materials are removed from the building immediately after your event has ended. If there is damage to any part of the room or equipment by a person at your event, the department or professional student group is responsible for all these charges that may result.

Please Note:

I agree to notify the Facility Coordinator (Carolyn.Boeche@baylor.edu), of cancellation by e-mail 24 hours in advance of our event. I have thoroughly read and understand the Baylor University Business School reservation guidelines and I agree to abide by these guidelines stated if my department or student organization is permitted to use the facilities and to make every effort to insure that my guests do the same.

Possible Room Configurations		
HCB 510 (banquet room)		
1	450 people, maximum set up with round tables	• 45 round tables of 10 chairs
2	500 people, maximum set up with chairs only	• 500 chairs, theater style
3	Different number of people	• Blank form to draw for other number of people
HCB 501 (conference room partition closed)		
1	48 people, maximum set up with round tables	• 6 round tables of 8
2	100 people, maximum set up with chairs	• 100 chairs with center aisle
3	30 people, maximum - 8ft rectangle tables in U-shape	• 3 chairs per table
4	Different number of people	• Blank form to draw for other number of people
HCB 500 (Seminar room- partition closed)		
1	48 people, maximum set up with round tables	• 6 round tables of 8
2	60 people, maximum set up with chairs	• 60 chairs
3	20 people, maximum set up - 8ft rectangle tables in U-shape	• 3 chairs per table
4	Different number of people	• Blank form to draw for other number of people
HCB 500/501 (Conference/Seminar room, opened partition)		
1	120 people, maximum set up with round tables	• 15 round tables of 8
2	175 people, maximum set up with chairs	• 175 chairs with center aisle
3	44 people, maximum set up with 8ft rectangle tables in U-shape	• 3 chairs per table
4	Different number of people	• Blank form to draw for other number of people
Possible Equipment Configuration List		
<p>Conference Room</p> <ul style="list-style-type: none"> • Networked PC with Internet access, DVD/CD drive, ZIP drive. • Ceiling mounted projection system. • Hi-fi VCR in the room. • Connections and switch box for displaying laptop input through projection system. • Portable, color, touch screen remote control for equipment, sound and lights. • Whiteboard – partially covered if projection screen is lowered. <p>*** (Need to purchase markers & eraser from HSB – may provide a used set for free, but no guarantees about their quality).</p> <ul style="list-style-type: none"> • Podium mic, lapel mic, handheld mic & one mic jack in the wall. • Pro Presenter – Software must be activated on PC for this to work. • Overhead projector. 		
<p>Seminar Room</p> <ul style="list-style-type: none"> • Networked PC with Internet access, DVD/CD drive, ZIP drive. • Ceiling mounted projection system. • Hi-fi VCR in the room. • Connections and switch box for displaying laptop input through projection system. • Handheld LCD remote control for equipment, sound and lights. • Podium mic, lapel mic and handheld mic (No mic jack in the wall). • Pro Presenter – Software must be activated on PC for this to work. • Telephone line (hook up speaker phone) • Overhead projector. 		
<p>Conference & Seminar Room combined</p> <ul style="list-style-type: none"> • One controller operates audio and video resources. 		
<p>Important Notes</p> <ul style="list-style-type: none"> • All equipment, including computer, remotes and furniture, should NEVER be removed from the Blume Conference Center. • Will provide push button combination to lock box. • Equipment, especially microphones, cannot be setup and left on for more than an hour due to battery constraints and power consumption. <p style="text-align: center;">If you have any questions, please call Carolyn Boeche at 710-6990, or e-mail a message to Carolyn.Boeche@baylor.edu.</p>		