

CLASSROOM RESERVATION GUIDELINES

For the use of Hankamer Business School Facilities by
HSB and Other University Departments and Groups

To reserve a classroom in the Hankamer or Cashion buildings the instructions below must be followed.

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1	Complete the <i>on-line reservation form</i> - http://www.baylor.edu/business/surveys/index.php?id=24379 .	
2	A room(s) will be scheduled.	
3	A confirmation reply will be sent to you stating the room number(s) your group or department can use for this event or meeting.	

Your group or department is responsible for the following:	
1	NO Food or drinks in the classrooms (bottled water is ok).
2	NO Smokeless tobacco products.
3	NO Smoking in the building.
4	NO loud noises.

If you find your room locked:

Monday – Friday after 5pm

Contact housekeeping 398-1289 or 379-1678

Saturday and/or Sunday anytime

Contact housekeeping: 398-1289 or 379-1678

For air conditioning or other building problems

Contact the physical plant at ext. 1361

Go to the following Web address for additional information about classrooms:

Classroom equipment and layouts - <http://www.baylor.edu/business/casey/index.php?id=23829>

***Important Notes

1	All Baylor owned equipment is only to be used by permission of the HSB Facilities Coordinator.
2	Furniture or other fixtures must not be moved from the classroom for any reason.
3	All trash must be placed in the appropriate receptacles and the room left free of any of your group's trash.
4	Meetings must end at the scheduled time as stated in the reservation form.