9   LAWSON BUILDING

9.1   Use of Conference Rooms

Faculty and staff may reserve a conference room in the Lawson Building through the Building Deputy or a designated member of the clerical staff. Available conference rooms and restrictions are listed below.

Student meetings, especially for undergraduate events, should be held in classrooms (or if large enough, in the University Meeting Room). If students want to hold a meeting in the Faculty Meeting Room, terrace, etc. they will need to work through a faculty member or staff member (e.g., the group's advisor) who will attend the event.

Requests for additional equipment or furniture, changes to furniture configuration, or other special requests must be submitted at the time the reservation is requested. These special needs may dictate the availability of the room, since prior arrangements may have been made for the room.

Recurring room reservations may be made in one semester intervals. Faculty and staff with a recurring reservation for a conference room are asked to notify the reservation agent when meetings will not be held or are cancelled, so others may use the room.

9.2   Conference Room Availability

A list of conference rooms and equipment is maintained at

http://www.cs.purdue.edu/resources/facilities/conference. Rooms are available for reservations based upon the following restrictions.

- The conference room in the Undergraduate/Graduate office suite (LWSN 1123C) is primarily, but not exclusively, for use by those offices.

- The conference rooms in the faculty suites (LWSN 1168, 2150, & 3162) are generally for CS faculty, staff, and graduate student use. CS undergraduate student organizations may reserve and use room 1168 for meetings held outside of normal business hours.

- The Faculty Meeting Room (LWSN 3102A, 3102B, 3102A/B when joined) is primarily for departmental seminars (when the University Meeting Room is too big or not available) and large meetings (e.g., faculty meetings or large committee meetings). They can be reserved by people outside the department, but only with permission and/or knowledge of someone inside the department (e.g., the head and/or assistant head).

- The conference room in the Leadership Suite (LWSN 3144D) is primarily for use by the department head or designees. Exceptions (e.g., for meetings with outside visitors) must be cleared through the Administrative Assistant to the Department Head.

- No conference rooms are to be used for regularly scheduled classes. Regular research seminars and meetings, which may include a course designation component, are permitted to reserve a conference room. In such cases, faculty members using the room are asked to notify the reservation agent when meetings will not be held or are cancelled, so others may use the room.

- For events scheduled by people outside the CS Department, an account number is required to charge cleanup by Building Services (by filing a Form 18A). A charge for moving furniture (e.g., to rearrange the Commons or LWSN 3102A/B) may also be required.

- Priority for room reservations goes to the Computer Science Department, College of Science, Advancement Office, and President's Office. Other units may be preempted by a higher priority unit.

9.3   Other Rooms in Lawson

The University Meeting Room (LWSN 1142) and class rooms in Lawson (LWSN B134, B151, B155, & 1106) are not reserved by the department. Faculty, staff, and students wishing to reserve these rooms must contact the Space Management and Academic Scheduling (SMAS) office for reservations. The reservation can be placed online at http://www.smas.purdue.edu/ or by telephone at 49-43900.

Faculty and staff may reserve an instructional lab in Lawson (LWSN B131, B146, B148, B158, & B160) through the Building Deputy or the Assistant to the Department Head.

The four conference rooms located inside research labs (LWSN 2149C, 2161B, 3133B, & 3151A) are under control of the faculty and students associated with those labs. They are not reserved by the department.