

**COLLEGE OF BUSINESS (COB)
6th FLOOR ROOMS POLICIES AND PROCEDURES**

ROOM RESERVATIONS

The COB Dean's Office (Suite 334) handles all requests for reservations for the rooms 608, 609, 610 and 633/634 on the 6th floor of the COB building. COB Faculty/Staff and COB Students have first priority on the availability of these rooms for their official events or functions. Before requesting for reservations for these rooms, non-COB groups and external entities must obtain prior approvals from the Dean's Office. To make reservations for these rooms, please email CobaRooms@uta.edu 2 (two) business days before intended use. Please allow at least 1 (one) business day for a confirmation. Email requests should include the following details:

1. Name, e-mail and phone number of individual(s) responsible for the entire period(s) of reservation of these rooms;
2. Name of Organization or Group (if applicable);
3. Date(s) of reservations
4. Start and End times of each reservation (e.g. 1:00pm to 3:45pm);
5. Purpose (e.g., Department meeting): and
6. State if food will be served for this (these) reservation(s). (Yes or No).

ROOM ACCESS

Rooms 608, 609, & 610 have card-swipe card locks. A Dean's Office staff will typically unlock the room 15 minutes prior to the start of the reservation; otherwise, please call 817-272-4958 or come to Room 334 during normal business hours 8:00am. to 5:00pm (Monday through Friday) for assistance to unlock these rooms.

For rooms 633/634, the office key of COB faculty/staff will unlock the doors to these rooms.

NOTE: For reservations on Saturdays and Sundays, the individual who is responsible for the reservation must contact CMSS (Classroom Multimedia Support Services at (817)272-5230 or (817) 272-3023 48 hours prior to the start time of the reservation.

During regular semesters, the COB Building is open on Saturday from 6:30am to 9:59pm and on Sunday from 7:00am to 11:59pm.

ROOM CAPACITY/CONFIGURATION

Room	Capacity	Seating	Equipment In Room	Food	Other
608	42	Banquet Style (6 round tables, 8 chairs per table)	None	Yes	
609	55	Classroom Style, tiered seating	Multi-media	Yes	
610	12	Conference Style	Projector*	Yes	
633/634	24	Banquet Style (6 square table, 4 chairs per table, plus two seating areas with sofas)	None	Yes	Divider option

Special Equipment

*To use the LCD projector in room 610, please check out the audio-visual cable and/or remote control from the COB Dean's Office (Suite 334) prior to the start of the reservation and return these items immediately after the end of the reservation. In the case where the event ends after 5pm during normal working hours or on the weekend, place the cable and/or remote control back in the box and leave the box on top of the credenza. You may provide your own equipment (laptop, computers, easels, tables, chairs, etc.) or contact CMSS for assistance and/or information on available equipment or accessories for loan at (817)272-5230 or (817) 272-3023 48 hours prior to the start time of the reservation.

Food and Cleaniness

To meet your reservation's needs, if you rearrange the furniture pieces in these rooms, please arrange them back to their original configurations as posted on the wall of these rooms. Turn off fans and lights. Clean up the room and put all trash items into the trash bins. **Make sure to put trash containing leftover food into the trash bins in the hallway.** Recycle paper products, glass, and cans in the **blue recycling bins** in the hallway. **(No food or drinks in the blue containers.) Please keep the noise level to a minimum as many faculty offices are housed on the 6th floor.**

Failure to comply with any of these policies and procedures could result in the immediate loss of your reservation privileges.