COLLEGE OF BUSINESS (COB)

6th FLOOR ROOMS POLICIES AND PROCEDURES

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| **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 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 approval 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).
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| **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 817-272-5230 or come to Room 337 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, 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. |
| **ROOM CAPACITY/CONFIGURATION** |
| Room | Capacity | Seating | EquipmentIn Room | Food | Other |
| 608 | **42** | Banquet Style (6 round tables, 8 chairs per table) | None | Yes |  |
| 609 | **54** | Classroom Style, tiered seating | Multi-media | Yes |  |
| 610 | **12** | Conference Style | Touch Screen | Yes |  |
| 633/634 | **20** | Banquet Style (6 square table, 4 chairs per table, plus two seating areas with sofas) | None | Yes | Divider option |
| **Special Equipment** |
| 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 Cleanliness** |
| To meet your reservation’s needs, if you rearrange the furniture pieces in these rooms, please arrange them back to their original configurations. Turn off fans and lights. Clean up the room and put all trash items into the trash bins in the hallway. **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.

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