



QUILLEN
COLLEGE OF MEDICINE
EAST TENNESSEE STATE UNIVERSITY

OFFICE OF ACADEMIC AFFAIRS ROOM RESERVATION/USE OF EQUIPMENT REQUEST

Instruction Sheet

1. Complete the Room Reservation/Use of Equipment request form and fax to Academic Affairs at 439-8004. A confirmation of your reservation will be emailed to you within 48 hours. If you have not received a confirmation within that time period, please contact Academic Affairs at 439-6761.
2. Rooms/Equipment should be reserved ten working days before the event. This will give you time to complete audiovisual training if needed and to submit any required work orders.
3. If requesting the use of multimedia audiovisual equipment, you must be trained to use the College of Medicine equipment before the room can be scheduled. You will need to contact the Multimedia Manager at 439-2414 to set up a time for training as soon as possible.
4. Please contact Kevin Vines, (Multimedia Manager) at 439-2414 or vines@etsu.edu to arrange for use/set-up of needed equipment and/or training in multimedia/smart classroom use or if the Multimedia Manager needs to be present for the event Monday-Friday (8am-4:30pm). A special request will need to be made if the event is after hours or on the weekend. **It is the sponsor's responsibility to contact the Multimedia Manager, a minimum of 48 hours prior to the event,** when services are needed.
5. Food is not allowed to be set up or served in the Small/Large Auditoriums or the Computer Lab. An additional request for use of one of the Mezzanine areas will need to be made for food and/or beverage offerings. When requesting the use of either Mezzanine area, arrangements must be made through the Physical Plant by contacting the Associate Director for COM Facilities at (423) 791-0046. You will need to provide the number of people attending the event, the number of tables and chairs to be set up (include number of tables needed for food). Physical Plant will inform you of any/all charges based on your request.
6. If using the facilities before/after hours or on weekend(s) arrangements will need to be made to have the front door unlocked and locked after event. This can be arranged by contacting the Associate Director for COM Facilities at (423) 791-0046. If the requested room requires a key, you may check one out from the Office of Academic Affairs, Room C110. If you will be using the room on a weekend, the key may be checked out on Friday and should be returned to the Office of Academic Affairs on Monday. No one will be available after hours or on weekends to assist with audiovisual equipment unless special arrangements have been made with the Multimedia Manager.



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7. Events that will be held in Stanton-Gerber Hall (Bldg 178) can be displayed on the T.V. in the lobby area on the first floor by contacting the COM Dean's office 439-6316. No posters will be allowed on doors, walls or stair rails.
8. If extension cords are needed or if existing furniture needs to be moved/cleared prior to event, these additions/changes must meet safety and housekeeping requirements and must be cleared with facility coordinator.
9. Additional cleaning charges will be billed if facilities are damaged or excessively soiled.