

## Arts and Humanities Rooms

UC 224A: The Faculty of Arts and Humanities Conference Room

UC 225A: The James M. Good Room

UC 225: The Thompson Family Room

### General Room Booking Policies:

1. The Arts and Humanities Rooms are booked through the Dean's Office (UC112). The person or group booking the rooms **must provide a department account number** and **sign a form** acknowledging responsibility for clean-up and repairs.  
**Your reservation will not be secure until this is done.**
2. No blanket bookings will be allowed.
3. Alcohol may be brought into the Arts and Humanities rooms only through Food Services.
4. Chalkboards must not be used in any of the three Arts and Humanities Rooms.
5. Between 4:30 pm Friday and 8:30 am Monday only one group will be allowed to book the Arts and Humanities Rooms.
6. A \$25 dollar late fee will be charged for keys not returned within the time frame allowed.
7. **Technical Services:** If you require technical services for your event, you must contact Arts and Humanities [Technical Services](#) *at least three weeks* in advance of your event. If you need a Technician on site during your event, Tech Services will do its best to find part-time assistance. The cost of this assistance will have to be incorporated into the budget for your event.

**PLEASE NOTE:** Furniture may not be removed from the rooms. All furniture must be returned to its original position. *This especially includes the small writing table in 225a.*

The boardroom table in 224a must **NOT** be moved, even an inch, under any circumstances.

### Policies for Units within Arts and Humanities:

1. Members of the Faculty of Arts and Humanities may book these rooms up to one year in advance for academic and University-related events.
2. Student groups may book these rooms only if a department from Arts and Humanities takes responsibility for the event.
3. All full-time faculty and staff members in Arts and Humanities are invited to use UC 225A for silent reading whenever it has not been booked for any other purpose.

## Policies for Units outside Arts and Humanities:

1. If the rooms are still available, academic and administrative groups outside the Faculty of Arts and Humanities may book the rooms within three months from the date in question. Use of the rooms is strictly limited to academic and University- related events.
2. The Dean of Arts and Humanities may allow the President's Office and other Deans to book the rooms up to one year in advance for events of very special significance. Generally, the Dean-to-Dean privilege may be invoked only once a year per Faculty.

## Conron Hall: UC 224

1. Between 8:30 am and 4:30 pm Monday to Friday throughout the academic year, Conron Hall is a general use classroom and is controlled by IPB. Otherwise, the room is controlled by the Faculty of Arts and Humanities. Departments wishing to book the room for an academic purpose after 4:30 pm or on weekends or during the summer may do so through the Dean's Office (UC 112)
2. If Conron Hall is booked for any purpose that is not strictly academic, then a charge will be applied for the use of the room. IPB will process that charge, regardless of the time of booking.
3. The Dean of Arts and Humanities may allow the President's Office and other Deans to book Conron Hall up to one year in advance for events of very special significance. Generally, the Dean-to-Dean privilege may be invoked only once a year per Faculty.
4. The person or unit booking the room **must provide a department account number** and **sign a form** acknowledging responsibility for clean-up and repairs.  
**The reservation will not be secure until this is done.**
5. Units within Arts and Humanities may book Conron Hall up to one year in advance through the Dean's Office.
6. Units outside Arts and Humanities may book Conron Hall within three months of the planned event.
7. The stage must be kept neat and tidy with no safety hazards. The unit that has booked Conron Hall will be held responsible for any safety violations.
8. There will be absolutely no food or drink allowed in Conron Hall.
9. No blanket bookings will be permitted.
10. Noise loud enough to interrupt academic function will not be tolerated. Groups that violate this policy or any of the others outlined above may be banned from Conron Hall in the future.