

INSTITUTE FOR GENETIC MEDICINE

ROOM RESERVATIONS POLICY HARKNESS ASSEMBLY, CSC 250

- IGM assesses \$200 room charge for non-USC events, regardless if a faculty or staff made the reservation.
- Reservations must be completed at least 5 business days prior to the event
- A reservation is not final until a confirmation number is sent to the meeting organizer. The confirmation will be sent via e-mail.
- IGM does not provide catering. Catering issues are the responsibility of the meeting organizer. If you plan to have food and beverage during your event, you must arrange for clean up.
- All chair set-ups and breakdowns are the responsibility of the organizer. IGM highly suggests for set-ups and clean-ups to be done by Operations and Maintenance. When choosing a particular set-up, the meeting organizer, acknowledges that he/ she may need to provide payment for (2) set-ups, one set-up to have the room arranged for your meeting and a second set-up for the room to be placed back to its original position. **IT IS THE ORGANIZER'S RESPONSIBILITY TO CONTACT O&M DIRECTLY.** Any problems or issues regarding set up on the day of the event must be handled by the meeting organizer and O&M. IGM suggests that anyone reserving the Harkness Assembly Room schedule a time to see the room before the day of the event. For an appointment please contact Gracie Mercado at 323 442-1144 or email gracielm@usc.edu in the subject line please put "See Harkness." Chair set-up, breakdown and room cleaning will be paid with an account number given to O & M by the meeting organizer/department. There are no exceptions to this rule.

SET UP and GUIDELINES

The standard set-up for the Harkness Assembly is as a seminar room.

1. If you need an alternate set-up, you will be responsible for setting up the room.
 2. After each meeting, you must return the room to its original set up.
 3. You are responsible for ensuring that the tables and chairs are clean. Wipe off the tabletops and place all trash in the receptacles.
- For use of Harkness A/V equipment, the meeting organizer must contact Gracie Mercado @ 323 442-1144 or email gracielm@usc.edu to schedule a time to review and learn how to use the Harkness A/V equipment. A/V equipment is to be used by the presenter only. We ask that you do not try to fix an issue on your own. A/V equipment set ups (computer hook-up, slide projector, etc.) are the responsibility of the organizer. IGM will charge repair fees for all damaged or broken equipment. To avoid this, please follow the above guidelines regarding use of the A/V equipment. **IGM charges an hourly rate of \$50 for use of the LCD projector.** Please issue an internal requisition if you plan to use the LCD Projector.
 - IGM does not provide the following: computer, slide carousel, and laser pointer.
 - IGM provides the use of the following free of charge to the USC community: overhead projector, slide projector, microphone. IGM will charge repair fees for all damaged or broken equipment. IGM will charge replacement fees for items lost or not returned.
 - All equipment used by meeting organizers will be examined prior to and after each use. It is imperative that any issues regarding equipment be brought to the IGM's attention prior to leaving the building. IGM reserves the right to charge a department for any cleaning or repair fees.

- It is the responsibility of the meeting organizer to ensure that the conference room is cleaned. **IGM does not provide cleaning services.** All conference rooms must be left in a clean and orderly manner; trash must be disposed of immediately following the event; and furniture must be returned to their original location. Those using the kitchen must make sure all countertops, stovetops, microwave ovens and floors are cleaned immediately following the event. IGM reserves the right to cancel reservations including recurring events if it is deemed that the conference room is continually left in an unorganized manner.
- IGM reserves the right to reschedule, cancel, or reject requests for the Harkness Assembly Room up to 3 days prior to the event. For further information regarding the Harkness Assembly Room please email gracielm@usc.edu, please put "Harkness Conference Rooms" in the subject line.

PLEASE CHECK THE APPROPRIATE BOX.

- I agree to abide by the policies set out to me and acknowledge I/my department will be held responsible for any damaged, broken equipment, cleaning fees, and chair set-ups.

Signature

Date

I WOULD LIKE TO RESERVE THE HARKNES ASSEMBLY ROOM ON THE FOLOWING DATE(S) AND TIME.

DATE

TIME

DATE

TIME

DATE

TIME

PLEASE FAX THIS FORM TO GRACIE MERCADO @ (323) 442-2764.