

# Santa Clara University

## 2011-2012 Lucas Hall, Forbes Conference Room (FCR) Policies

### Audio/Visual Equipment

- Audio/visual equipment, located in the Forbes Conference Room may be used.
- Training on the equipment can be arranged, with advance notification, through the University's Media Service Department.

### Food Policy

- Food may be served in the FCR. Catering is available through Bon Appetite. You are responsible for arranging catering for your event, if needed.
- You are responsible for ensuring that all food debris is picked up prior to the next event in the FCR

### Room Conditions

- Premises shall be left in the condition in which they were found.
- Furniture may not be removed from the FCR without prior, written, approval by the Facilities Manager.
- Only Leavey School of Business furniture is allowed inside of the FCR. The Duke's Center has white tables available for registration or food set up. They should be reserved at least 2 weeks prior to your event. Requests for tables with less than two weeks notice may not get filled, depending on the resource limitations.
- The FCR may be set up in three different ways using only the furniture available to the FCR. To discuss your options, please contact [Dukes-BusCtr@scu.edu](mailto:Dukes-BusCtr@scu.edu) as soon as your reservation is confirmed. The default set up is "Standard."
- Trash must be placed in the trash receptacles. Custodial services will not pick up trash left on tables or counter space. The owner of the reservation is responsible for ensuring all trash is disposed of properly.
- For Facilities or Custodial work requests, please contact [Dukes-BusCtr@scu.edu](mailto:Dukes-BusCtr@scu.edu) or inform a Representative at the Dukes' Business Service Center.

### Room Reservations

- All reservation requests must be submitted via Ad Astra. Please include the date of the event, time of event (including length) and the estimated number of people expected as well as the requested set up. Note: Rooms are booking up to a year in advance; requests should be submitted as soon as possible.
- Astra is only a room request system. Submitting a room request via Astra does not automatically reserve the room for you. **Please allow for 48 hours for your request to be processed.**
- Priority is given to meetings or events sponsored by the Leavey School of Business. Events are booked on a first come, first serve basis, with exceptions made for grand scale LSB events or events deemed of high priority by the Dean.
- "Holds" on one or more conference rooms, for the same event will only be honored for two weeks from the requested date. 'Hold requests' should be noted as such on the reservation.
- If an event is canceled and the room is no longer needed, the room must be released to ensure available rooms are open for others to use. Individuals who repeatedly fail to release unneeded rooms may have their reservation rights revoked for an academic quarter.
- Access to the conference rooms will be given via an Onity card. A single access card will be given at least a day before the event. If the Onity card fails and the room is locked, please ask a Representative from the Dukes' Business Center for support. If the Onity card fails and the room is locked on the weekend or late evenings, please call Campus Safety at (408) 554-4111 to have it unlocked.
- Use of the Executive Lounge and the Bank of America Commons is not automatic with the request of conference rooms. They must be requested separately.
- Inquiries regarding events in may be directed to [Dukes-BusCtr@scu.edu](mailto:Dukes-BusCtr@scu.edu).