

RULES AND GUIDELINES FOR HARRIS 108

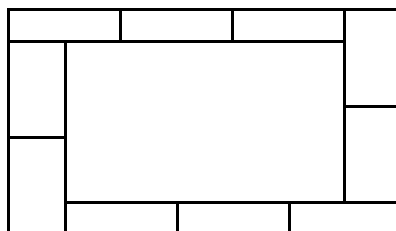
Before Filling out the Reservation Request

- Student groups are not allowed to use Harris 108, even if “sponsored” by a University department. There can be no exceptions.
- University classes are not allowed in Harris 108, including undergraduate or graduate seminars, discussion groups, Summer Session courses, NEH Seminars, and all others.
- All availability, priority, and reservation decisions for Harris 108 will be made by the History Department and the Department Chair. Their decisions are final.

Planning Your Harris 108 Event

- As mentioned on the reservation form, there are a total of 60 chairs in Harris 108: 40 wooden and 20 stackable. There are also 13 rectangular tables, 6'x3'. If you require more chairs or special tables, you may provide them yourself, but **no Harris 108 furniture may be removed from the room for any reason**. Total fire capacity for the room and terrace combined is 80 people (standing).
- If you are serving food and/or beverages at your event, please provide waterproof covering for any tables on which food or drink will be placed. This applies whether you use a caterer or bring your own food.
- Harris 108 contains a small kitchen with sink, refrigerator, and freezer, but no cooking or warming equipment.
- In the standard furniture setup for Harris 108, twelve tables are arranged as shown below, with an extra table available. Most of the wooden chairs are set up along the outside of the rectangle. If you wish to move the furniture into any other formation for your event, **you must move it back to the standard setup when your event is over**. You may move the furniture yourself or request Facilities Management to do so (see below).

Fireplace/Terrace



Entrance

- If you choose to have Facilities Management move the furniture, you are responsible for submitting a request through Facilities Connect. Since there is a charge for this service, they will ask for a chart string. **Remember to include a request to move the furniture back to standard formation after your event is over**. Also, please send a copy of the Facilities Connect request including your table arrangement to the History Department to insure correct setup with Facilities Management.
- The A/V podium has no resident computer; you may bring your own laptop to connect to the lectern. If you want to set up on-site coverage for your event, please **call 7-ROOM (847-467-7666)** to submit a request with IT support.
- Please be sure that all deliveries and pickups for your event (e.g., food/beverages, catering equipment, etc.) are scheduled during the hours you have reserved (not counting Facilities Management requests). Early deliveries or late pickups are subject to refusal if another event is taking place in the room.
- The terrace may be used for any Harris 108 event, weather permitting. However, the doors to the terrace do not open from the outside. If you prop them open for your event, **please make sure all four terrace doors are securely closed afterward**.

Before, During, and After Your Event

- The Key Person may pick up the Harris 108 key either on the day of your event or the previous business day. The key is available in the History Department office, Harris 104, during the business hours of 8:30 A.M. and 5:00 P.M., Monday through Friday.
- If circumstances require you to change the Key Person, please let our office know. The substitute Key Person must be both eligible and willing to assume full responsibility for the event. **Under no circumstances should the Harris 108 key be given to any student for any length of time**.
- Ideally, the Key Person should be here to receive any deliveries that occur before your event and oversee the pickup of any items afterward. The History Department will do our best to accommodate deliveries and pickups during business hours if the Key Person is unavailable, but we cannot be responsible for the accuracy, condition, or security of any items that we receive on your behalf, nor can we guarantee the security of any items left in Harris 108 beyond your reservation time.
- If you have a problem with the A/V system during your event and did not request coverage, **please call 7-ROOM (847-467-7666)** for immediate assistance. **In all cases, please make sure that the system is fully shut down once your event is over**.
- Garbage and recycling bins are provided. Please make sure that all waste is removed from tables and other surfaces and properly discarded.
- After your event is over and the room has been restored, the Key Person must **lock both doors** and ensure that they are both securely closed. The Harris 108 key should be promptly returned to Harris 104 the next business day.