

**Baldwin Room**  
1223 Meyer Hall  
Conference Room Reservation Rules

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**Maximum Occupancy: 18 comfortably**  
**Audio/Visual Equipment: Whiteboard, Computer Projection System with Screen  
and Internet Connection** (*Campus Wireless Ready*)  
**Phone Line: None**  
**\*\*SEE MAIN OFFICE RECEPTION IF ANY QUESTIONS\*\***

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Due to the increasing demand for use of the conference rooms, the following rules have been established. These guidelines help ensure that the rooms are utilized for appropriate purposes.

**The Baldwin Room...**

- ❖ Is for Animal Science use only. Other departments are not permitted to make reservations, although special events may be scheduled with the department chair approval.
- ❖ Is to be reserved only by faculty, specialists, and staff. **Students** who wish to use it must have **faculty sponsors** who both reserve the room & attend the function.
- ❖ May be used without a reservation when the room is not in use.
- ❖ Cannot be used for classes **during the day**.
- ❖ Can be reserved in advance for the testing of three or more students.
- ❖ Must be reserved the day of the exam for the testing of two students or less.
- ❖ The name, phone number & event is needed when reserving the room.

**Reservations must be written in INK, not in pencil!** This is in your own best interest, as it prevents any unscrupulous individuals from erasing your event.