

## **Use of the Dean's Conference Room**

The room is to be used at the pleasure of the Dean of CALS.

**No classes are to be scheduled in this room.**

First priority of use will be given to Dean's Office. The Dean and Associate Dean's will have the ability to bump any user if a critical meeting comes up.

Second priority will be given to meetings called by the Department Chair of CDAE. CDAE does not have it's own conference room due to space constraints in Morrill Hall. The Dean's Office will try to accommodate any meetings the Chair of CDAE needs to hold in this conference room.

Third priority will be given to all other meetings called by CDAE faculty or graduate students.

Lowest priority will be given to other users.

Anyone using the room must return the room to the condition it was found in. Failure to clean up after yourself may limit future use.

If you have any questions on the appropriate use of this room, please see Richard Fanus, 656-0288 or Mike Vayda, 656-0555.