

STUDENT WELLNESS CENTER CONFERENCE ROOM GUIDELINES

Reservation Guidelines

Reservation will be given to the following groups in priority order:

1. Student Wellness Center Residents
2. Registered Student Organizations
3. Division of Student Affairs Departments
4. SJSU Departments

Priority will be given to reservations where majority of the attendees are SJSU students.

Depending on requested dates, confirmation may not occur until 2 weeks prior to event in order to retain conference room usage options for students during high demand periods.

The room can only be reserved by a SJSU student/employee. The requestor is responsible for making sure that room guidelines and policies are observed during the event.

Room Availability Guidelines

- Hours will vary. Generally available Mon-Fri from 9am-5pm
- For questions, contact Wellness & Health Promotion Office at 408-924-6202 or Wellness Lounge Front Desk at 408-924-6204.
- Please note that we cannot provide support during your event. This includes catering assistance, after-hours building access, and technical support. Please DO NOT contact the main Student Health Center Reception Desk or interrupt student intake process (these are confidential appointments).
- Please notify Anna Ang at anna.ang@sjsu.edu or 408-924-6202 of cancellations as soon as you determine you will NOT be using the room. Failure to do so will result in a block for future usage.

Catering & Cleanup

- The requestor is responsible for making arrangements for catering, including setup, clean-up and catering pickups for their event. The requestor must wipe tables, dispose of litter in appropriate containers and lock the room after the event.
- Failure to clean up after an event or any damage done to the room or equipment will result in fees charged to the requestor's organization/department.
- Please switch off lights, projector equipment, and lock the door after event.

Technology Available:

- Entire Conference Room (122A and 122B):
Built in projector and projection screen, built in sound system. Instructions for using system are posted in room. You must provide your own cables (VGA or HDMI) for projector hook-up.
- Larger Section Conference Room (122A):
Built in projector and projection screen, built in sound system. Instructions for using system are

STUDENT WELLNESS CENTER CONFERENCE ROOM GUIDELINES

posted in room. You must provide your own cables (VGA or HDMI) as well as adaptors for projector hook-up.

- Smaller Section Conference Room (122B)

You must bring your own equipment (i.e. projector, speakers, portable screen, cables).

Please note that amplified sound must not disrupt SHC or adjacent room.

Room Setup

- You are responsible for setting up room configuration which **MUST** be returned to the classroom style configuration at the end of the event.

Food Demonstration Lab Room 124

- Reservations for the food demonstration lab are limited to educational programs. The lab is not open to the campus for general usage. Please contact Cassie Barmore at cassie.barmore@sjsu.edu for more information.

Conference Room (122A & 122B)

CAPACITY	50-100 (Capacity limited until all furniture arrives)
FURNISHINGS	11 movable tables (6 x 2.5 ft per table), 46 movable chairs
EQUIPMENT	Built in projector and projection screen, built in sound system. You must provide your own cables (VGA or HDMI) for projector hook-up.
ROOM SET-UP	The standard configuration is classroom style. Setup MUST be returned to classroom style at the end of the event.

Larger Section Conference Room (122A)

CAPACITY	25-49 (Capacity limited until all furniture arrives)
FURNISHINGS	5 movable tables (6x2.5 ft per table), 28 movable chairs
EQUIPMENT	Built in projector and projection screen, built in sound system. You must provide your own cables (VGA or HDMI) as well as adaptors for projector hook-up.
ROOM SET-UP	The standard configuration is classroom style. Setup MUST be returned to classroom style at the end of the event.

Smaller Section Conference Room (122B)

CAPACITY	12-15 (Capacity limited until all furniture arrives)
FURNISHINGS	6 movable tables (6x2.5 ft per table), 18 movable chairs
EQUIPMENT	You must bring your own equipment (i.e. projector, speakers, portable screen, cables)