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SMBB Conference Room Policy

Meeting Rooms List

Room #	Posted maximum room occupancy	Chairs	Notes
2 nd Floor Atrium	-	-	
3 rd Floor Atrium	-	-	
2650 (auditorium)	150	146	Podium has been incorporated into auditorium.
2610	19	10	
2660	40	25-27	14 at table, 11 at the perimeter (two additional chairs available upon request)
3110	18	10	
3250 (Executive Board Room)	43	32	18 at the table, 14 at the perimeter
3750	19	10	
4550	20	14	
4100	42	22	14 at table, 8 at the perimeter
4225	18	10	
5100	42	22	14 at table, 8 at the perimeter
5550	20	14	
5225	18	10	

Priority order for reservations

1. Building occupants
2. University of Utah events
3. All other events

Availability There are no restrictions on the times in which conference rooms are available. Users may wish to remember that the public access to the building is restricted between 6:00pm and 7:00am.

Access All conference rooms (and the auditorium) are keyed to the same “SMBB Conference Room Key.” Any building users may complete a University Key Shop “Request for key(s)” form (these forms available at the key shop or in the SMBB Facilities Office in room 2670). These forms must be signed by the Facility Manager.

SMBB Conference Room Policy

Eligibility

- Faculty and staff associated with the building may reserve any conference room from the above list. However, it is requested that Room 3250 (the Executive Board Room) be reserved only for occasions fitting the upgraded nature of the room.
- Students may not reserve rooms except on behalf of any building PI. If building faculty have students who need a conference room, that faculty member should reserve the room as a sponsor and will be responsible for the conduct of the students. Conference rooms should only be scheduled on behalf of students for events and purposes congruent with the academic mission of the University.
- Anyone may place a “tentative” conference room reservation on the SMBB Outlook shared calendar. Permissions within the scheduling system are set so that only the following administrative staff have access to finalize room reservations.

2nd floor	SMBB Facilities	(801) 587-1118
3rd floor		
West Conference room (3750)	Deb Hamner	(801) 581-6045
Executive Board room (3250)	Liz Porter	(801) 581-8953
Small conference room (3110)	Liz Porter	(801) 581-8953
4th Floor	Margaret Tennant	(801) 587-1529
5th Floor	Margaret Tennant	(801) 587-1529

- PIs from other (non-SMBB) buildings may not reserve conference rooms (they may contact an SMBB PI to request sponsorship for a reservation).
- Any external, non-University groups will require a University sponsor to reserve/use a room. Usage by these external groups may be subject to a rental fee as per the chart below. These requests should be directed to the building Facility Management office.
- The University reserves the right to disapprove any requests from any groups and/or users for any reason.
- A “Campus order” must be provided by anyone who wishes to reserve a conference room at the reduced University rental rates

SMBB Conference Room Policy

Rental Fees

Users wishing to reserve a conference room who are not associated with the SMBB may be charged a rental fee. Questions about how these rental fees apply should be directed to the facilities office at (801) 587-1118

Rental fees are as follows:

Room #	On-campus / Non-profit Rates		Off-campus rates	
	Half Day	Full Day	Half Day	Full Day
2 nd Floor Atrium	\$125	\$175	\$175	\$250
3 rd Floor Atrium	\$75	\$100	\$100	\$150
2650 (auditorium)	\$125	\$175	\$175	\$250
2610	\$75	\$100	\$100	\$150
2660	\$150	\$225	\$200	\$275
3110	\$35	\$75	\$50	\$125
3250 (Executive Board Room)	\$150	\$200	\$200	\$275
3750	\$50	\$75	\$75	\$100
4550	\$60	\$85	\$85	\$110
4100	\$75	\$100	\$100	\$150
4225	\$50	\$75	\$75	\$100
5100	\$75	\$100	\$100	\$150
5550	\$60	\$85	\$85	\$110
5225	\$50	\$75	\$75	\$100

Restrictions

- Regularly scheduled courses are not to be scheduled in any of the meeting spaces, with the exception of a graduate seminar series and/or lectures/classes taught by SMBB PIs.
- Meeting rooms are not available for student study sessions.
- Meeting rooms are not soundproof, nor are the offices that are adjacent to some conference rooms. Groups reserving rooms should be considerate of other users in the building.

Guidelines

- Reservations can be made up to one year in advance.
- Tentative dates will be held for two weeks only.
- Set-up and take-down services are not available. The individual reserving the room is responsible for making those arrangements. If furniture is to be

SMBB Conference Room Policy

temporarily removed from any room, the user must coordinate with the Facility Managers office.

- Furniture may be moved within the meeting rooms in order to accommodate special programs, but must be returned to the original arrangement at the conclusion of the activity. Please arrange the chairs carefully as a courtesy to the next user.
- Event hosts are responsible for cleaning up meeting space after each event, including a wipe-down of the tables, chairs, floors, etc., as needed. If any food waste was placed in the trash cans, the trash should be removed to the dumpster.
- Rooms should be locked up after the conclusion of each event.

Reservation Procedures

Tentative reservations can be made (and availability can be viewed) by anyone using Outlook's shared calendar feature. To add the SMBB conference rooms to your Outlook, do a search for "SMBB" in your shared calendar menu. To place a tentative reservation, just include the conference room as an invited attendee to the meeting using the conference room number as the email address (i.e. include SMBB-2610@utah.edu as an invitee). This will place the tentative reservation on the shared calendar. To make the reservation "permanent," simply place a call to the administrative staff in charge of that particular conference room (see the administrators listed above in the "eligibility" section) and ask them to confirm your reservation.

For any questions about shared calendars, or to receive a personal demonstration about the process, please feel free to contact SMBB Facilities at 7-1118

- When booking reservations on the shared calendar, please try to remember to describe the purpose of the meeting and to list a contact person/meeting organizer who can be contacted for any questions about the meeting. The following is an example:

NanoUtah Quarterly Meeting (John Doe)

Cancellations

- Failure to cancel a meeting denies others the use of the facilities and wastes University resources. Please make every effort to notify the scheduler if your event is canceled. Repeated abuse may result in suspension of conference room privileges.
- The best interest of the University may make it necessary to occasionally give priority to, or cancel one event in favor of another. When such a cancellation becomes necessary, the unit or group holding the reservation will be notified as far in advance as possible.

SMBB Conference Room Policy

Violations

- Any group using meeting rooms in SMBB are expected to take proper care of the facility. Each group is financially responsible for any damage resulting from abuse or neglect.
- Spills on the carpet must be reported to Custodial staff (or Facility Manager) immediately (many stains can be removed if we can get to them before the “set” into the carpet). Any expenses for extraordinary cleaning or repair of damages are the responsibility of the reserving department/organization.
- Violations of these policies may result in denial of future meeting room requests.

Terms for External Renters

- The renter agrees to pay the balance due and any additional charges assessed in connection with the event within 15 days following the event and/or upon receipt of an invoice. In addition, the renter agrees to pay interest at the legal rate on all past due amounts. The renter also agrees to pay all collection costs, including reasonable attorney’s fees if any amounts due under the agreement are placed for collection.
- The renter hereby agrees to release, hold harmless and indemnify the University of Utah from all claims, suits, damages, and expenses including attorney’s fees, arising from the use of the SMBB meeting space by the Renter, its members, participants, guests or invitees.
- The Responsible Individual and the Renting Organization agree to be bound by the terms of this agreement.

Catering / Food Services

- Food and beverages may be served in the conference rooms, but is not permitted in the auditorium (2650). The University alcohol consumption policy applies to all rooms and spaces.
- A staging area may not be available for use by catering staff.
- Catering staff and/or event hosts are responsible for cleaning up. Failure to do so will result in the assessment of a service and cleaning fee of \$100 to the department/organization reserving the room.
- Caterers should sign the “University of Utah Food Service Off-Campus Caterer’s Agreement” which can be found near the bottom of the page at <http://ehs.utah.edu/general-safety/food-handling-guide>
- All trash must be removed Per University EH&S guidelines (see <http://ehs.utah.edu/general-safety/food-handling-guide>) which indicate that any trash bags containing food items/remnants must be removed to a dumpster .
- Cleaning supplies have been provided by the custodial staff and should be located in the credenza/cabinetry in each room. Please take a few moments following each use to clean off the tables. If you find the cleaning supplies to be missing, please notify SMBB Custodial at 7-1127. Please do not clean the monitors or screens.

SMBB Conference Room Policy

AV Technology

All SMBB conference rooms are equipped with monitors which connect to laptops via a VGA connection. (Apple users will need to provide their own converter). Some conference rooms also have additional AV capability (ie teleconferencing and videoconferencing.) Please see <http://www.ustar.utah.edu/conference-rooms> for additional information specific to each conference room.

Conference Calls

The following rooms are currently equipped with a phone line for conference calling capability:

- Room 2610 (801-585-1840)
- Room 2660 (801-585-1339)
- Room 3250 (801-581-4184)
- Room 4100 (801-581-5633)
- Room 5100 (801-581-4925)

Conference calls must be made via a long distance card which may be borrowed from SMBB Facilities by providing a chartfield. Any charges made to the card will be charged back to the chartfield provided. Alternatively, calls may be made via a third-party, free conference call number which does not result in long-distance calling fees to the building.

Video Calls

Only room 2660 is currently equipped with video conference calling capability. Training on the video conferencing system is available through SMBB Facilities at 7-1118