Seminar Room (S-106)

S-106 a.k.a. “The Seminar Room”

At the foot of the stairs as you come into the addition. This is a classroom and its use is administered by the Law School. A person who wants to schedule the room (or to find out if it is scheduled during a specific time period) can go to 302 HH or call 3-2464 (8-noon and 1-5, Monday-Friday). Evenings and weekends there is no way to schedule the room or to find out who has it scheduled.

--Locking

We unlock the Seminar room when we open M-F and lock it back up again at 6 p.m., when we staff the security gate. This leaves the room unlocked during the day, but locked in the evening and on weekends.

KEY

The Law School has a key on reserve for people to check out. Anyone may check the key out and use the room if the room is empty. The key is on reserve # 1990 and may be checked out by any legitimate users. There is a bar-code on the tag to the key; use that to charge the key out/in. The key is due back in 4 hours, as with all reserve material.

--scheduled use

The Law School schedules use of the room, both for classes and for meetings. We are not involved in the scheduling. They expect random users of the room to give it up if a person who scheduled the room appears, but there is no way to enforce that and on evenings and weekends, there is no way to know who has legitimately scheduled the room.

--rules

The rules are as follows:
--the person who has the room first has a right to the use as long as he wants (within the 4 hours charge limit).
--a person who has the room scheduled can bump a person who is in the room simply by virtue of having the key.
--the key is not supposed to leave the building; when it is checked out it should remain in the room with the person who has it. It is due back at the desk within 4 hours.

--enforcement

We have no way to enforce these rules. In the face of an altercation between two parties, we can only convey what the rules are; the two people must settle the dispute themselves or take it to the Law School (302 HH, 3-2464, but of course LS is only open 8-5, M-F). If the dispute becomes disruptive call Safety (3-1131).

If the key is overdue, do not leave the desk to track it down; it is no different than a book that is overdue

--incident reports

Do write up an incident report that details problems that arise concerning use of the Seminar Room.