

SERVICE LIMITATIONS

- Room setups and extensive requests for Facilities Operations services are not automatic. Facilities Operations reserves the right to limit its participation in events which require extensive man hours or materials.
- Classes scheduled by the Registrar's Office always get priority in classrooms. Events and meetings cannot be scheduled in a classroom until the timetable for the corresponding semester has been printed.
- Because they are used year round for academic purposes, classrooms will never be re-arranged by the Facilities Operations staff.
- All other meeting rooms and classrooms begin the day with a standard setup in the room. Some setup materials can be added to the existing setup but these rooms will not be re-arranged by the maintenance staff. See the Campus Event and Conference website for room setup options. Any alteration to existing setups is discouraged. If a user of the space makes changes to the existing room setup, they must return the room to its original setup before leaving the room.
- Any out of the ordinary setup should be discussed with the Event and Conference Coordinator before placing a request, and signing a contract or rider with an outside vendor / party.
- In general the only rooms that are able to be re-arranged in regards to set up are the following:
 - Regina Washburn Heritage Room
 - Predolin Commons
 - Deming Way 150/151/153 series
- Facilities will not move furniture out of a room.
- Off hours setups (evening and weekends) are limited and by prior engagement.