

Kummer Board Room

Individual in charge of reservation is responsible for the following:

- To protect the conference table, ***always*** use placemats/coasters provided in the room. These should be in the conference chairs around the table(s). Placemats/coasters need to be placed back into the chair at conclusion of meeting.
- At the conclusion of your meeting, throw away trash/water bottles, etc., and ensure tables and chairs are cleaned with the microfiber cloth that is provided in the Board Room side cabinets. Please notify the Chancellor's Office if there has been a spill so that we can clean it before a stain sets in.
- The audiovisual equipment is already set for your use. There is no need to turn on the large displays unless there has been a power outage. They should come on automatically when you wake up the computer. Be sure to log off the computer when your meeting is over. If you use a USB drive, please take it with you at the conclusion of your meeting.
- Set up and tear down of any additional tables or rearranging of furniture is the responsibility of the individual in charge of the reservation. At the end of your meeting, please ensure that the Kummer Board Room and pre-function space is left in its original condition, with any additional tables, etc., removed.
- The Chancellor's Office does not provide refreshments. Please bring your own (water, coffee, tea, etc.).
- Decorations: No tape, nails or staples shall be used on any building surfaces; only floral arrangements or pictures on an easel are allowed for purposes of placing decorations. No open-flame candles shall be permitted. No confetti or glitter shall be allowed.